

# Birch Grove Community School

Charter School District #4145

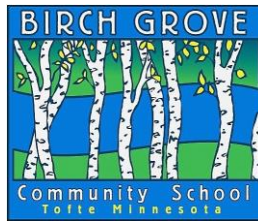
## Annual and World's Best Workforce Report

2019-2020



*"Where Roots Grow Deep and Branches Reach High!"*

Charter #4145  
Post Office Box 2383  
Tofte, MN 55615  
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## I. Verification of Statutory Compliance

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## II. Report Introduction

### Mission Statement

Birch Grove Community School will promote academic excellence utilizing our unique natural setting allowing students to reach their potential, preparing them to become socially and environmentally responsible, self-directed, life-long learners.

### Vision Statement

Birch Grove Community School envisions *quality* curriculum, *excellent* staff, and *committed* families and community members.

Our vision also includes:

- A K-5 educational program in multi-grade classrooms
- Low student/teacher ratios
- A focus on: reading, writing and mathematics
- Preparing students to be active and responsible citizens in their community
- Encouraging student/parent/community ownership in *their* community school

Birch Grove Community School will provide a nurturing and safe environment where:

- Parents and community members are actively engaged in student learning
- High expectations for students and staff are modeled and clearly defined
- Quality programs are developed, evaluated and continuously improved
- All students' needs are met
- Student-teacher ratios in the classroom are low
- Students' lives are further enriched through active partnership with local citizens

Birch Grove Community School has been a public, charter school since 2005. The school is located in a small, rural community and was created by the local community. Birch Grove has multi-grade classrooms, with low student to teacher ratios. There is an emphasis on outdoor experience/learning and service learning.

### Annual Report Purpose complying with Minnesota State Statues, section 124E.16 subd. 2:

*Annual Public Reports. (a) A charter school must publish an annual report approved by the board of directors. The annual report must at least include information on school enrollment, student attrition, governance and management, staffing, finances, academic performance, innovative practices and implementation, and future plans. A charter school may combine this report with the reporting required under section 120B.11 governing the world's best workforce. A charter school must post the annual report on the school's official Web site. A charter school also must distribute the annual report by publication, mail, or electronic means to its authorizer, school employees, and parents and legal guardians of students enrolled in the charter school. The reports are public data under chapter 13.*

## SCHOOL STATUTORY PURPOSES:

- ❑ **PRIMARY PURPOSE** (M.S. 124E.01): The primary purpose of the charter school is to improve all pupil learning and all student achievement.  
MEASURE: MCA exams  
PERFORMANCE STANDARDS / EXPECTATIONS: Academic Performance Standards below.

REPORTING: Progress meeting these expectations is a required element of the Annual Report and “World’s Best Workforce” Plan.

- ❑ **STATUTORY PURPOSE II** (MS 124E.01): Increase learning opportunities for all pupils.  
PERFORMANCE EXPECTATION: The school will integrate outdoor experiential learning and Service Learning into the school program to further enrich classroom instruction.

REPORTING: Progress meeting these expectations is a required element of the Annual Report and “World’s Best Workforce” Plan.

- ❑ **ADDITIONAL PURPOSE** (M.S. 120B.11): The school is to meet the outcomes adopted by the Commissioner for all public school students under Minnesota Statutes, section 120B.11 (“World’s Best Workforce”), applicable to elementary and high schools. Specifically, that 1) all racial and economic achievement gaps between students are closed; 2) all children are ready for school, 3) all third-graders can read at grade level.  
GOALS: locally determined, board approved annually for each of the outcomes.  
REPORTING: Element of the Annual Report and “World’s Best Workforce” Plan.

## ALIGNMENT TO VOAMN AUTHORIZING PROGRAM HALLMARKS

Providing high quality educational opportunities: BGCS works hard to improve student learning by encouraging the use of different and innovative teaching methods, requiring measurements of learning outcomes via goal setting contracts, establishing new forms of accountability and creating new professional opportunities for teachers.

Our Focus on underserved communities, as measured by continued enrollment: BGCS has an open enrollment policy, and we have had the opportunity to work with families of different ethnic and cultural backgrounds in the past. We will continue to work hard at providing a high-quality education, strengthening perseverance, facilitating cross-cultural understanding, and doing our part to help close the achievement gap for all students who attend BGCS.

Socio-economic Diversity: BGCS works together with local entities that provide services for low income families. BGCS is a tuition free, open enrollment charter school which does not discriminate regardless of economic status. BGCS participates in a free and reduced lunch program, and works very hard at making sure all students are treated equally.

Encouraging Small School Environments: BGCS promotes multi grade classrooms which enhances peer mentoring, small group instruction, and the use of paraprofessionals in classrooms to allow for more one on one time between the teacher and students. Our small

school environment allows flexibility to meet the unique needs of all students and encourages parental involvement in making decisions based on those unique needs.

Service Learning:

BGCS will promote service learning by coordinating a teaching and learning strategy that integrates meaningful community service with instruction and reflection with the purpose of enriching the students learning experience, teach civic responsibility, and strengthen communities. BGCS will involve students in community service activities combined with facilitated means for applying the experience to their academic and personal development.

Outdoor Experiential Learning:

Our school is located in one of the most beautiful natural environments in the state, and we are taking advantage of it! Included in our program is the opportunity to go cross-country skiing, snowshoeing, hiking, and ice skating. Not only do these activities promote physical activity, but it creates bonds between student, staff and volunteers.

The nature trail, completed in September 2009, runs throughout the land behind the building. The trail has 10 interpretive signs focusing on: owls, wetlands, deer rubs, tree identification, fungus, tree rings, ants and anthills, woodpeckers, a deer enclosure, and one sign that introduce the trail system. All of the signs can be changed and moved to create different focal points from year to year, or season to season.

The students in second through fifth grade visit Wolf Ridge Environmental Learning Center each year for a 3 day/2 night stay. Students engage in a variety of activities and learning experiences with the guidance of the Wolf Ridge staff.

Birch Grove Community School has enjoyed much success throughout the years:

MDE “Finance Award” ~ 12 Times  
From the Minnesota Department of Education

“Excellence in Finance Management and Oversight”  
From VOA of Minnesota

“Student Growth and Achievement Award”  
From Northwest Evaluation Association (NWEA)

“Award of Excellence in School Board Governance”  
From VOA of Minnesota


**“High Quality Charter School”** ~ 2 Times  
From the Minnesota Department of Education

### III. Authorizer

School Authorizer Name: Volunteers of America of Minnesota

Authorizer Contact: Stephanie Olsen, Senior Manager of the Charter School Authorizing Program

**AUTHORIZER LIAISON:** Volunteers of America of Minnesota designates the following employee as the official authorizer liaison to the School:

Main Contact: Stephanie Olsen, Manager  
VOA-MN Charter School Authorizing Program  
VOA-MN Education Center  
924 – 19<sup>th</sup> Avenue South   
Minneapolis, MN 55404  
612-270-1998  
Email: [solsen@voamn.org](mailto:solsen@voamn.org)

Volunteers of America of Minnesota (VOA-MN) was established in 1896, making it one of the oldest non-profits in the state. Throughout its history, the organization has responded to some of the most pressing societal needs. VOA-MN became the first non-profit charter school sponsor in the nation in 2000 because they recognized it as a new and effective way of carrying out their mission. VOA-MN has developed and practices a model of charter school sponsorship based on rigorous continuous improvement processes that add value to the school with which it works, while holding them accountable for their own success or failure. VOA-MN has created selection criteria and a process to ensure it only works with top-quality charter schools whose mission and purpose are in alignment with that of the organization.

We look forward to working with VOA to continually improve student achievement, maintain responsible fiscal management, and continue to comply with all state and federal laws.

Birch Grove Community School's current contract was executed on July 1, 2018 and expires on June 30, 2021.

## IV. School Board Governance

### School Board Composition:

#### **Judy Motschenbacher – Founder, Community Member**

Board President

Re-elected: October, 2019

Seat A - Election date: October, 2022

[motsch@boreal.org](mailto:motsch@boreal.org)

532 Caribou Trail

Lutsen, MN 55612

218-663-0017

Initial Training: Completed school board training in Governance, Financial Management and Employee Matters as required by the Minnesota Department of Education. Renewed: June 18 & 19, 2010, *School Business Solutions, Inc.*

#### 2019-2020 Ongoing Training:

July 15, 2019 Insurance presentation by *Musty-Barnhart Insurance*

December 16, 2019, School audit presentation by *Miller McDonald, LLC.*

January 9, 2020 VOA-MN Annual Network Conference

January 10, 2020 VOA-MN Annual Network Conference

January 27, 2020 “Conduct Financial Oversight #1 Pupil Units” [www.mncharterboard.com](http://www.mncharterboard.com)

February 24, 2020 “Conduct Financial Oversight #2 Fund Balance”

[www.mncharterboard.com](http://www.mncharterboard.com)

*\*\*Board training with Ship’s Wheel Consulting, LLC on Governance, Financial Management, Employee Matters, other areas of ongoing board concerns and responsibilities, and board self-evaluation was canceled due to COVID-19.*

#### **Skip Lamb – Community Member**

Treasurer

Re-elected: January, 2018

Seat B - Election date: October, 2021

[lamb@boreal.org](mailto:lamb@boreal.org)

Post Office Box 415

Schroeder, MN 55613

218-663-7922

Initial Training: Completed school board training in Governance, Financial Management and Employee Matters as required by the Minnesota Department of Education. Renewed: June 18 & 19, 2010, *School Business Solutions, Inc.*

2019-2020 Ongoing Training:

July 15, 2019 Insurance presentation by *Musty-Barnhart Insurance*

December 16, 2019, School audit presentation by *Miller McDonald, LLC*.

January 27, 2020 “Conduct Financial Oversight #1 Pupil Units” [www.mncharterboard.com](http://www.mncharterboard.com)

February 24, 2020 “Conduct Financial Oversight #2 Fund Balance”  
[www.mncharterboard.com](http://www.mncharterboard.com)

*\*\*Board training with Ship’s Wheel Consulting, LLC on Governance, Financial Management, Employee Matters, other areas of ongoing board concerns and responsibilities, and board self-evaluation was canceled due to COVID-19.*

**Sara Knottski – BGCS Teacher File#487820**

Vice President

Seated September 29, 2015

Seat C – Teacher Seat – Rotating Term

[sara.knottskibgcs@gmail.com](mailto:sara.knottskibgcs@gmail.com)

40 Quincy Drive

Silver Bay, 55614

651-214-9762

Initial Training:

Completed school board training in Governance, Financial Management and Employee Matters as required by the Minnesota Department of Education. October 17, 2015 by *Ship’s Wheel Consulting, LLC*.

2019-2020 Ongoing Training:

July 15, 2019 Insurance presentation by *Musty-Barnhart Insurance*

December 16, 2019, School audit presentation by *Miller McDonald, LLC*.

January 27, 2020 “Conduct Financial Oversight #1 Pupil Units” [www.mncharterboard.com](http://www.mncharterboard.com)

February 24, 2020 “Conduct Financial Oversight #2 Fund Balance”  
[www.mncharterboard.com](http://www.mncharterboard.com)

*\*\*Board training with Ship’s Wheel Consulting, LLC on Governance, Financial Management, Employee Matters, other areas of ongoing board concerns and responsibilities, and board self-evaluation was canceled due to COVID-19.*

**Kathy Lawrence – BGCS Parent**

Re-elected: October, 2019

Seat A - Election date: October, 2022

[kathy8179@yahoo.com](mailto:kathy8179@yahoo.com)

Post Office Box 44



Schroeder, MN 55613  
218-370-9478

Initial Training: Completed school board training in Governance, Financial Management and Employee Matters as required by the Minnesota Department of Education. January 15, 2014, *Minnesota School Boards Association*

2019-2020 Ongoing Training:

July 15, 2019 Insurance presentation by *Musty-Barnhart Insurance*

December 16, 2019, School audit presentation by *Miller McDonald, LLC*.

January 27, 2020 “Conduct Financial Oversight # 1 Pupil Units” [www.mncharterboard.com](http://www.mncharterboard.com)

February 24, 2020 “Conduct Financial Oversight #2 Fund Balance”  
[www.mncharterboard.com](http://www.mncharterboard.com)

*\*\*Board training with Ship’s Wheel Consulting, LLC on Governance, Financial Management, Employee Matters, other areas of ongoing board concerns and responsibilities, and board self-evaluation was canceled due to COVID-19.*

**Sarena Nelson – BGCS Parent**

Secretary

Seated: January, 2018

Seat B - Election Date: October 2021

[sarenanelson@yahoo.com](mailto:sarenanelson@yahoo.com)

6849 W. Hwy. 61

Tote, MN 55615

218-370-0726

Initial Training: Completed school board training in Governance, Financial Management and Employee Matters as required by the Minnesota Department of Education. October 17, 2015, *Ship’s Wheel Consulting, LLC*.

2019-2020 Ongoing Training:

July 15, 2019 Insurance presentation by *Musty-Barnhart Insurance*

December 16, 2019, School audit presentation by *Miller McDonald, LLC*.

January 27, 2020 “Conduct Financial Oversight # 1 Pupil Units” [www.mncharterboard.com](http://www.mncharterboard.com)

February 24, 2020 “Conduct Financial Oversight #2 Fund Balance”  
[www.mncharterboard.com](http://www.mncharterboard.com)

*\*\*Board training with Ship’s Wheel Consulting, LLC on Governance, Financial Management, Employee Matters, other areas of ongoing board concerns and responsibilities, and board self-evaluation was canceled due to COVID-19.*

**Krystal Singleton – BGCS Parent**

Elected October, 2019

Seat B - Election Date: October, 2022

singletonbk@yahoo.com

Post Office Box 322

Beaver Bay, MN 55601

218-220-9273

Initial Training: Started initial training in December, 2017, with *Ship's Wheel Consulting, LLC*. March 24, 2018 Completed initial training in Governance, Financial Management, Employee Matters, and in other areas of ongoing board concerns and responsibilities. A school board self-review is included in this training. *Ship's Wheel Consulting, LLC*

2018-2019 Ongoing Training:

December 16, 2019, School audit presentation by *Miller McDonald, LLC*.

January 27, 2020 "Conduct Financial Oversight #1 Pupil Units" [www.mncharterboard.com](http://www.mncharterboard.com)

May, 17, 2020 "Conduct Financial Oversight #3 Cash Flow" [www.mncharterboard.com](http://www.mncharterboard.com)

*\*\*Board training with Ship's Wheel Consulting, LLC on Governance, Financial Management, Employee Matters, other areas of ongoing board concerns and responsibilities, and board self-evaluation was canceled due to COVID-19.*

The BGCS board meets the third Monday of the month at 5:30 at Birch Grove Community School. Board meetings switched to a Zoom platform during COVID-19.

Meeting dates are subject to change. Rescheduled board meetings are posted at Birch Grove Community School, the school website and in weekly school newsletters (that can also be found on the website). [www.birchgroveschool.com](http://www.birchgroveschool.com)

The next school board election will be held in October, 2021 at the Annual Meeting.

The board consists of no less than 5 members and no more than 7, with the school Director as an advisory, non-voting position on the board. One licensed teacher serves on the board with an optional rotating term.

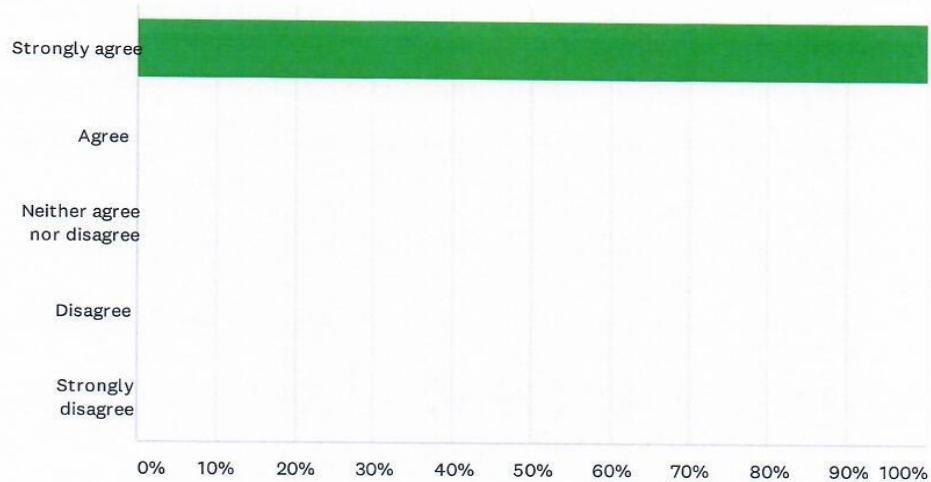
The school board calendar and school board meetings can be found on the school website.

Parent surveys are conducted annually. The survey results were too lengthy to include in its entirety. A selection of survey questions and results are included below.

# 2019-2020 BGCS Parent/Family Survey

## Q2 Prior to Distance Learning: Birch Grove Community School's educational program is of high quality

Answered: 13 Skipped: 0

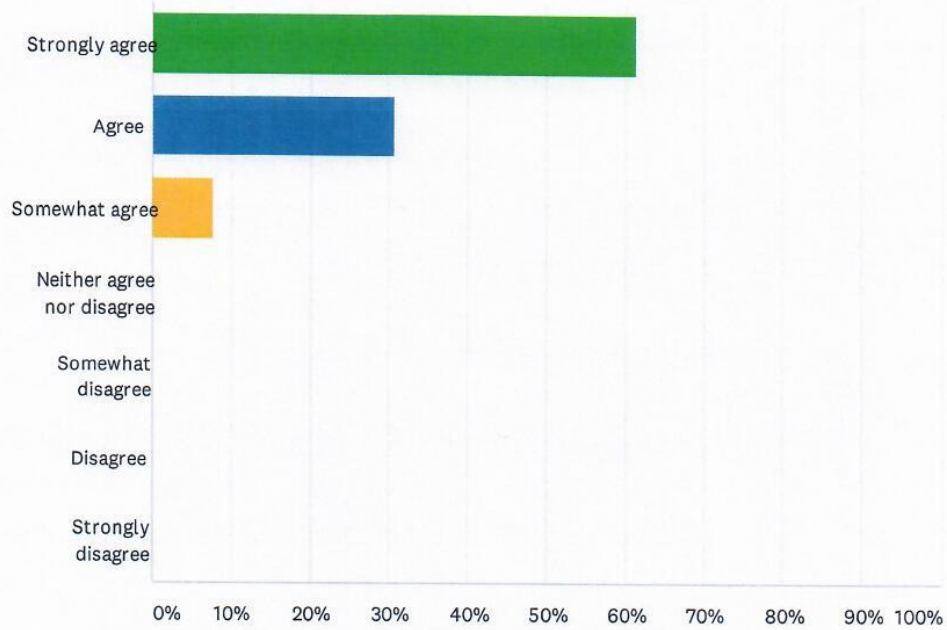


ANSWER CHOICES	RESPONSES	
Strongly agree	100.00%	13
Agree	0.00%	0
Neither agree nor disagree	0.00%	0
Disagree	0.00%	0
Strongly disagree	0.00%	0
TOTAL		13

2019-2020 BGCS Parent/Family Survey

Q13 Prior to Distance Learning: My child is progressing academically

Answered: 13 Skipped: 0

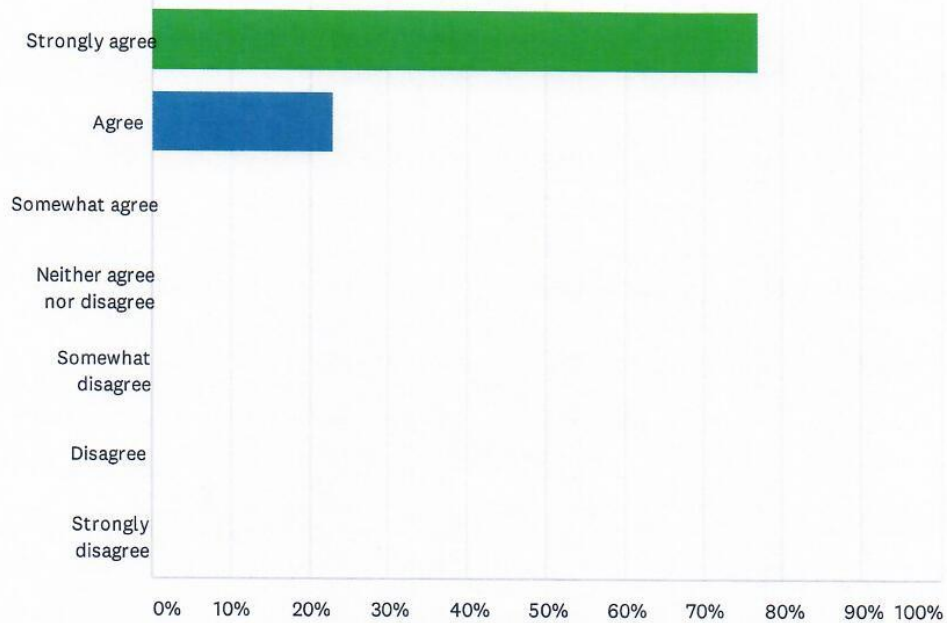


ANSWER CHOICES	RESPONSES	
Strongly agree	61.54%	8
Agree	30.77%	4
Somewhat agree	7.69%	1
Neither agree nor disagree	0.00%	0
Somewhat disagree	0.00%	0
Disagree	0.00%	0
Strongly disagree	0.00%	0
TOTAL		13

2019-2020 BGCS Parent/Family Survey

### Q15 My child is happy at BGCS

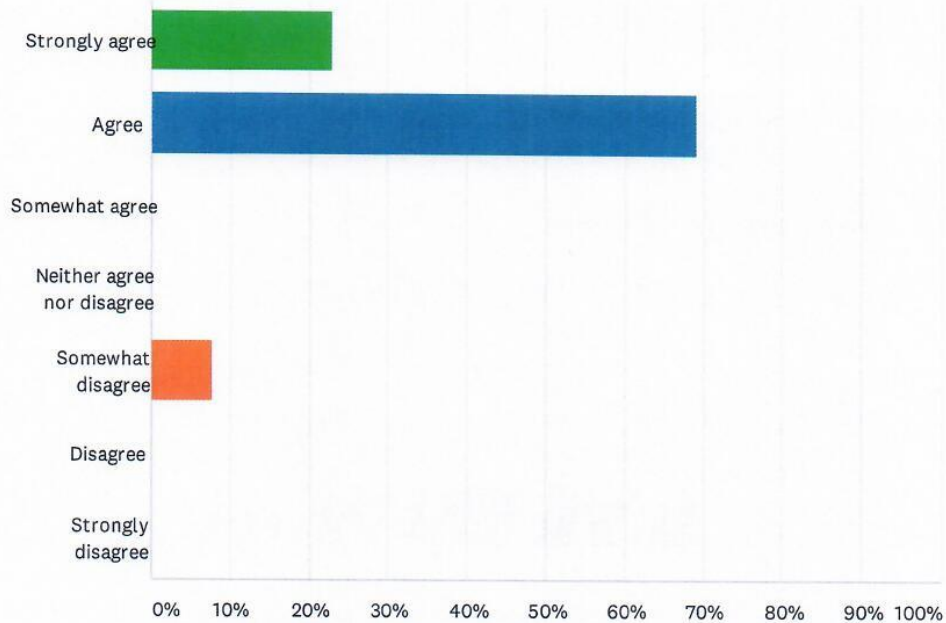
Answered: 13 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly agree	76.92%	10
Agree	23.08%	3
Somewhat agree	0.00%	0
Neither agree nor disagree	0.00%	0
Somewhat disagree	0.00%	0
Disagree	0.00%	0
Strongly disagree	0.00%	0
TOTAL		13

### Q32 Distance Learning: Overall, my child continued to learn through distance learning

Answered: 13 Skipped: 0

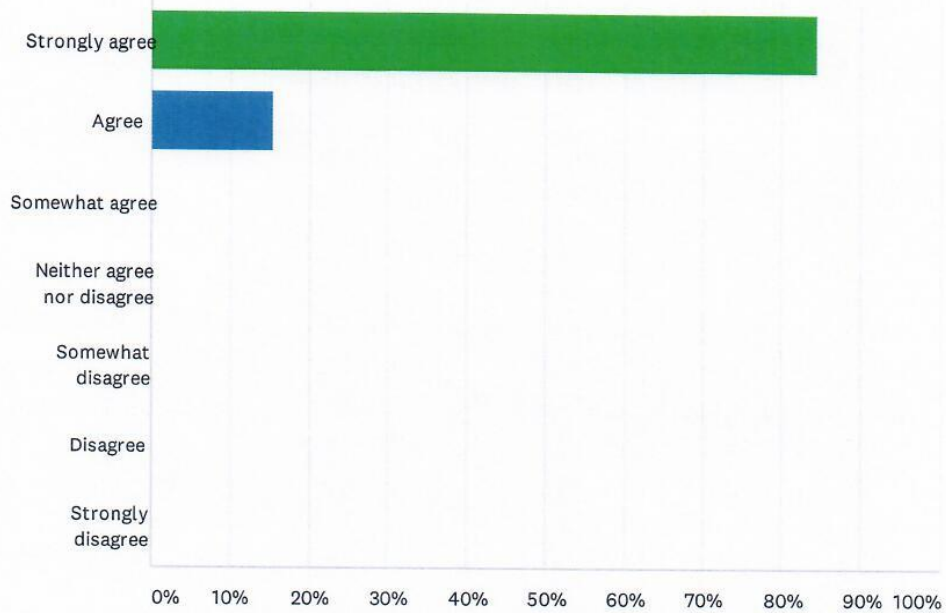


ANSWER CHOICES	RESPONSES	
Strongly agree	23.08%	3
Agree	69.23%	9
Somewhat agree	0.00%	0
Neither agree nor disagree	0.00%	0
Somewhat disagree	7.69%	1
Disagree	0.00%	0
Strongly disagree	0.00%	0
<b>TOTAL</b>		<b>13</b>



### Q37 I would recommend Birch Grove Community School to other families

Answered: 13 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly agree	84.62%	11
Agree	15.38%	2
Somewhat agree	0.00%	0
Neither agree nor disagree	0.00%	0
Somewhat disagree	0.00%	0
Disagree	0.00%	0
Strongly disagree	0.00%	0
TOTAL		13

Teacher surveys are conducted annually.

# BGCS Elementary Teacher Survey 2019-2020

	STRONGLY AGREE	AGREE	NEITHER AGREE OR DISAGREE	DISAGREE	STRONGLY DISAGREE	TOTAL
I understand and support the mission and vision of our school	75.00% 3	25.00% 1	0.00% 0	0.00% 0	0.00% 0	4
Our mission statement accurately reflects what we are all about	25.00% 1	50.00% 2	25.00% 1	0.00% 0	0.00% 0	4
The school's program and operations are faithful to the mission	25.00% 1	50.00% 2	25.00% 1	0.00% 0	0.00% 0	4
The school atmosphere is conducive to learning	50.00% 2	50.00% 2	0.00% 0	0.00% 0	0.00% 0	4
BGCS is a safe environment	75.00% 3	25.00% 1	0.00% 0	0.00% 0	0.00% 0	4
The facilities are adequate for the school program	75.00% 3	25.00% 1	0.00% 0	0.00% 0	0.00% 0	4
Student issues are handled effectively	25.00% 1	75.00% 3	0.00% 0	0.00% 0	0.00% 0	4
Class assignments and homework provide students with activities that match their various learning styles	50.00% 2	50.00% 2	0.00% 0	0.00% 0	0.00% 0	4
Reading and Math curriculum meets the educational needs of students	25.00% 1	75.00% 3	0.00% 0	0.00% 0	0.00% 0	4
I have the tools I need to teach	25.00% 1	75.00% 3	0.00% 0	0.00% 0	0.00% 0	4
BGCS uses quality assessment measures	25.00% 1	50.00% 2	25.00% 1	0.00% 0	0.00% 0	4
Student IEP's are supported	50.00% 2	50.00% 2	0.00% 0	0.00% 0	0.00% 0	4
I use student assessment measures to improve delivery of educational services	50.00% 2	50.00% 2	0.00% 0	0.00% 0	0.00% 0	4
Technology adequately supports the educational program	50.00% 2	25.00% 1	25.00% 1	0.00% 0	0.00% 0	4
I have a clear understanding of my roles and responsibilities	50.00% 2	50.00% 2	0.00% 0	0.00% 0	0.00% 0	4
Staff is encouraged to participate in professional development	50.00% 2	50.00% 2	0.00% 0	0.00% 0	0.00% 0	4
Staff meetings are effective	50.00% 2	50.00% 2	0.00% 0	0.00% 0	0.00% 0	4
I am knowledgeable concerning school policy	50.00% 2	50.00% 2	0.00% 0	0.00% 0	0.00% 0	4
I feel respected at BGCS	50.00% 2	50.00% 2	0.00% 0	0.00% 0	0.00% 0	4
I feel I am part of a team	25.00% 1	75.00% 3	0.00% 0	0.00% 0	0.00% 0	4
BGCS is a fun place to work	25.00% 1	75.00% 3	0.00% 0	0.00% 0	0.00% 0	4
I am comfortable sharing my ideas and concerns	25.00% 1	75.00% 3	0.00% 0	0.00% 0	0.00% 0	4



### BGCS Elementary Teacher Survey 2019-2020

My salary is adequate	0.00% 0	75.00% 3	25.00% 1	0.00% 0	0.00% 0	4
I communicate effectively with fellow staff members	25.00% 1	75.00% 3	0.00% 0	0.00% 0	0.00% 0	4
Fellow staff members communicate effectively with me	75.00% 3	25.00% 1	0.00% 0	0.00% 0	0.00% 0	4
I communicate effectively with the school director	25.00% 1	75.00% 3	0.00% 0	0.00% 0	0.00% 0	4
The school director communicates effectively with me	50.00% 2	50.00% 2	0.00% 0	0.00% 0	0.00% 0	4
I have adequate para support in the classroom for enrollment numbers and students' needs	50.00% 2	25.00% 1	25.00% 1	0.00% 0	0.00% 0	4
Students receive individual attention at BGCS	75.00% 3	25.00% 1	0.00% 0	0.00% 0	0.00% 0	4
I am familiar with the Staff Handbook	50.00% 2	25.00% 1	25.00% 1	0.00% 0	0.00% 0	4
I am familiar with the Student and Family Handbook	25.00% 1	50.00% 2	25.00% 1	0.00% 0	0.00% 0	4
Community Lunch is a positive addition to the school program	50.00% 2	50.00% 2	0.00% 0	0.00% 0	0.00% 0	4
The amount of service learning programs is adequate	25.00% 1	50.00% 2	0.00% 0	25.00% 1	0.00% 0	4
Weekly newsletters are an effective means of communication	25.00% 1	75.00% 3	0.00% 0	0.00% 0	0.00% 0	4
I utilize the school Facebook page	0.00% 0	75.00% 3	0.00% 0	25.00% 1	0.00% 0	4
I am familiar with the school website	50.00% 2	50.00% 2	0.00% 0	0.00% 0	0.00% 0	4
I participate in school events held outside the school hours	75.00% 3	25.00% 1	0.00% 0	0.00% 0	0.00% 0	4
I am on a school board committee	0.00% 0	50.00% 2	25.00% 1	25.00% 1	0.00% 0	4
I have attended at least one school board meeting this year	0.00% 0	25.00% 1	25.00% 1	25.00% 1	25.00% 1	4
Distance Learning: Overall, distance Learning was effective in my classroom	50.00% 2	25.00% 1	25.00% 1	0.00% 0	0.00% 0	4
Distance Learning: Overall, my students continued to learn through the DL model	50.00% 2	25.00% 1	25.00% 1	0.00% 0	0.00% 0	4
Distance Learning: I met (virtually or by phone) with students everyday	75.00% 3	25.00% 1	0.00% 0	0.00% 0	0.00% 0	4
Distance Learning: I increased my teaching skills through DL	25.00% 1	50.00% 2	25.00% 1	0.00% 0	0.00% 0	4
Distance Learning: I am confident in my DL skills should BG implement DL again	50.00% 2	0.00% 0	50.00% 2	0.00% 0	0.00% 0	4

## V. School Management

Name	Admin License Yes/No	File Folder Number	Position	Years Employed	Returning in 2020-2021
Diane Blanchette	No	N/A	School Director/ Business Manager	16	Yes

Diane Blanchette, a founder of the school, has been the school director since the school opened (with the exception of an absence of eight months). Diane worked for the non-profit that created the charter school application, became the school start-up director, and then the school director/business manager.

### School Director Review

An administrative review will be conducted by the school board annually.

- A Director evaluation form is sent to each board member via Survey Monkey each summer
- In August/September of each year, the survey results are presented at a regular school board meeting. The year-end progress on professional goals is discussed and reviewed at this time.
- In October of each year, the administration presents a professional development plan for the current year to the board. The plan is to be goal oriented, citing the action and the measurement for success. The plan will be approved by the school board prior to implementation

Birch Grove Community School  
Professional Development Plan 2019-2020  
School Director, Diane Blanchette

**Goal 1:** *To increase knowledge and skills to better contribute to the success and well-being of Birch Grove Community School.*

Action: Attend and pursue professional development opportunities, activities, and interactions that will increase knowledge and skills in various areas of school administration.

Measurement: Documentation of professional development opportunities, activities and interactions that increase knowledge, skills and experience will be on file and presented for school board review.

July 15, 2019 Insurance Presentation by *Musty-Barnhart Insurance*  
August 15 & 16, 2019 on-site Annual Financial Audit with *Miller McDonald, LLC*.  
August 26, 2019: Bloodborne Pathogens video  
August 28, 2019: Mandatory Reporter Training by *Indigo Education*  
August 28, 2019 Child Find Training by *Indigo Education*  
August 28, 2019: Special Education Paraprofessional Training by *Indigo Education*  
September 24, 2019 Fall Site Visit from VOA-MN, school authorizer  
December 16, 2019: School Audit Presentation by *Miller McDonald, LLC*.  
January 9, 2020 VOA-MN Annual Network Conference  
January 10, 2020 VOA-MN Annual Network Conference  
[www.mncharterboard.com](http://www.mncharterboard.com): January 27, 2020 "Conduct Financial Oversight #1 Pupil Units" and  
February 24, 2020 "Conduct Financial Oversight #2 Fund Balance"  
March-May: Minnesota Board of School Administrators: 20 clock hours for Administrators Who  
Transitioned Their Teaching and Learning Environments Into An Online Format  
IEP Meetings for 2019-2020  
Monthly meetings with Special Education Director, Noreen Foster, *Indigo Education*  
Weekly meetings with teaching staff for 2019-2020

Result: Knowledge and skills were increased due to professional development opportunities, activities, and interactions as documented.

**Goal 2: To increase student academic achievement: The percentage of all students enrolled October 1 in grades K-5 at Birch Grove Community School who meet or exceed their fall to spring RIT Growth Projection on the NWEA MAPS in Reading will increase 5% higher than the previous years percentage.**

Actions: Attend and pursue professional development opportunities, activities, and interactions that will increase knowledge, skills and experience that relate to academic achievement. Activities will be documented.

Measurement: Documentation of professional development opportunities, activities and interactions that increase knowledge, skills and experience will be on file and presented for school board review.

July 15, 2019 Insurance Presentation by *Musty-Barnhart Insurance*  
August 15 & 16, 2019 on-site Annual Financial Audit with *Miller McDonald, LLC*.  
August 26, 2019: Bloodborne Pathogens video  
August 28, 2019: Mandatory Reporter Training by *Indigo Education*  
August 28, 2019 Child Find Training by *Indigo Education*  
August 28, 2019: Special Education Paraprofessional Training by *Indigo Education*  
September 24, 2019 Fall Site Visit from VOA-MN, school authorizer  
December 16, 2019: School Audit Presentation by *Miller McDonald, LLC*.  
January 9, 2020 VOA-MN Annual Network Conference  
January 10, 2020 VOA-MN Annual Network Conference  
[www.mncharterboard.com](http://www.mncharterboard.com): January 27, 2020 "Conduct Financial Oversight #1 Pupil Units" and  
February 24, 2020 "Conduct Financial Oversight #2 Fund Balance"

March-May: Minnesota Board of School Administrators: 20 clock hours for Administrators Who Transitioned Their Teaching and Learning Environments Into An Online Format  
 IEP Meetings for 2019-2020  
 Monthly meetings with Special Education Director, Noreen Foster, *Indigo Education*  
 Weekly meetings with teaching staff for 2019-2020

Result: Knowledge and skills were increased due to professional development opportunities, activities, and interactions as documented.

NWMAPS results: Due to COVID-19 and distance learning, the spring NWEA-MAPS test were not conducted. Therefore, there is no testing data to determine if the goal was achieved.

## VI. School Faculty Information and Professional Development

Name	File Folder #	Assignment/ Subject	19/20 Status	Left During 19/20	Not Returning 20/21
Sara Knottski	487820	K/1 Teacher	Returned		
Sara Silence	492349	2/3 Teacher	Returned		
Heidi Milner	1002178	4/5 Teacher	New Hire		
Michelle Blanck	364355	Special Education	Returned		

In 2008, Birch Grove Community School was the 21<sup>st</sup> charter school to enter into the Quality Compensation Program (Q Comp). Q- Comp is designed to advance the teaching profession by providing structural professional development and evaluation, as well as an alternative pay schedule that compensates teachers based on performance. The program brings together career advancement, professional development and compensation linked to academic achievement. It includes a locally agreed-upon peer evaluation process for every teacher that is based on skills, responsibilities and student academic growth.

There are three components to the Q-Comp program:

- School-wide academic goal: set in reading or math
- Classroom goals for each teacher: Goals can vary from reading to math and the measurement is different for each. Goals, approved by school administration, must be challenging, specific and measurable
- Teacher observation/evaluation: Teachers are observed in the classroom and evaluated by each other, and a teacher liaison, three times per school year. Observation/evaluations are reviewed with this team along with the school director.

A written self-reflection accompanies each observation upon completion. Teachers must receive a score of proficient or higher on all three observations to consider the goal achieved

Teachers also formally evaluated annually by the school director. This evaluation includes a teacher self-review document that is reviewed with the school director.

### Professional Development

Staff	Training	Date
Knottski, Sara	<i>Trauma-Informed Compassionate Classroom: PESI, Christina Reese</i> 6.25 hours	June 12, 2019
	BGCS: Bloodborne Pathogens video	August 27, 2019
	BGCS: Mandatory Reporter Training by <i>Indigo Education</i>	August 27, 2019
	BGCS: Child Find Training by <i>Indigo Education</i>	August 27, 2019
	<i>Cultural Competency Training: Minnesota Professional Educator Licensing and Standards Board</i> 8 hours	August 28, 2019
	<i>Distance Learning Professional Development: Minnesota Department of Education</i> 25 hours	March-May 2020
Silence, Sara	<i>Trauma-Informed Compassionate Classroom: PESI, Christina Reese</i> 6.25 hours	June 12, 2019
	BGCS: Bloodborne Pathogens video	August 27, 2019
	BGCS: Mandatory Reporter Training by <i>Indigo Education</i>	August 27, 2019
	BGCS: Child Find Training by <i>Indigo Education</i>	August 27, 2019
	<i>Cultural Competency Training: Minnesota Professional Educator Licensing and Standards Board</i> 8 hours	August 28, 2019
	<i>Distance Learning Professional Development: Minnesota Department of Education</i> 25 hours	March-May 2020
	<i>Accommodating All Learners: Professional Learning</i>	June 2, 2020

	<p>Board 5 hours</p> <p><i>Accommodations through UDL: Professional Learning Board 5 hours</i></p> <p><i>Cognitive Skills and Understanding Learning Challenges: Professional Learning Board 5 hours</i></p> <p><i>Differentiation for Gifted Learners: Professional Learning Board 5 hours</i></p> <p><i>IEPs Documentation and Implementation: Professional Learning Board 5 hours</i></p>	<p>June 6, 2020</p> <p>June 10, 2020</p> <p>June 14, 2020</p> <p>June 20, 2020</p>
Milner, Heidi	<p>BGCS: Bloodborne Pathogens video</p> <p>BGCS: Mandatory Reporter Training by <i>Indigo Education</i></p> <p>BGCS: Child Find Training by <i>Indigo Education</i></p> <p><i>Cultural Competency for K12 Educators: University of St. Thomas 16 Credits</i></p> <p><i>Restoring Connection During Distance Learning: Using Three Social Emotional Learning (SEL) Signature Practices to Create Community: Minnesota Department of Education 1 Credit</i></p> <p><i>Distance Learning Professional Development: Minnesota Department of Education 25 hours</i></p>	<p>August 27, 2019</p> <p>August 27, 2019</p> <p>August 27, 2019</p> <p>Oct 16-30, 2019</p> <p>May 12, 2020</p> <p>March-May 2020</p>
Blanck, Michelle	<p><i>Trauma-Informed Compassionate Classroom: PESI, Christina Reese 6.25 hours</i></p> <p><i>Fast and Furious Training: Special Education, Minnesota Department of Education 4 hours</i></p> <p>BGCS: Bloodborne Pathogens video</p> <p>BGCS: Mandatory Reporter Training by <i>Indigo Education</i></p> <p>BGCS: Child Find Training by <i>Indigo Education</i></p> <p><i>Cultural Competency Training: Minnesota Professional Educator Licensing and Standards Board 8 hours</i></p>	<p>June 12, 2019</p> <p>August 6, 2019</p> <p>August 27, 2019</p> <p>August 27, 2019</p> <p>August 27, 2019</p> <p>August 28, 2019</p>

	<p><i>Understanding Emotions and Strategies to Develop Self-Regulation – Emotions Part 1: Social Thinking Conference, Minneapolis 6 hours</i></p>	October 3, 2019
	<p><i>Your Students, My Students, Our Students: Rethinking Equitable and Inclusive Classrooms: ASCD Webinars 1 hour</i></p>	December 12, 2019
	<p><i>Literacy Strong All Year Long: Powerful Lessons for Grades K-5: ASDC Webinars 1 hour</i></p>	January 30, 2020
	<p><i>Teaching for Deeper Learning: ASCD Webinars 1 hour</i></p>	February 4, 2020
	<p><i>Distance Learning Professional Development: Minnesota Department of Education 25 hours</i></p>	March-May 2020

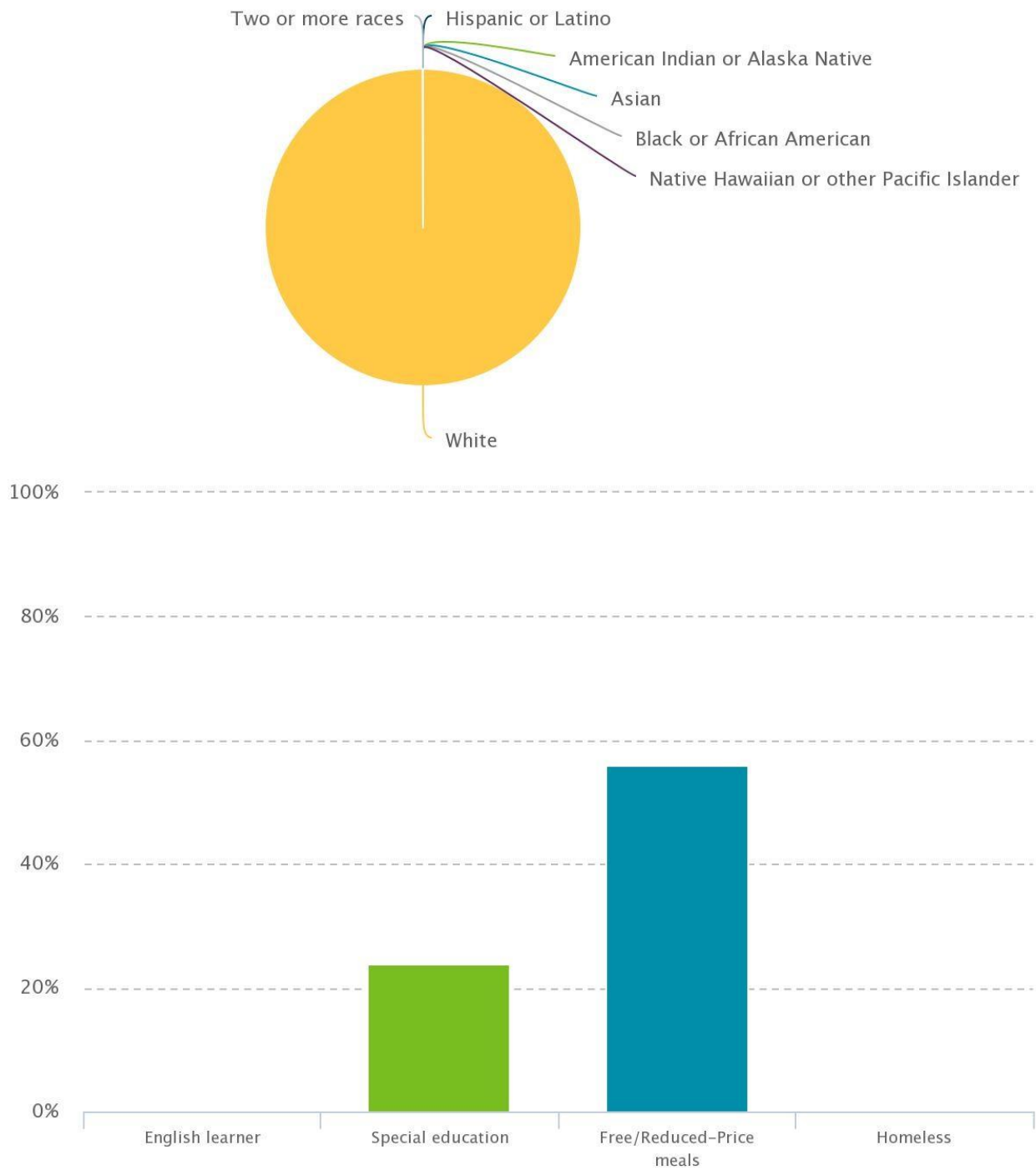
## VII. School Enrollment and Student Attrition

### Average Daily Membership (ADM)

School Year	K	1	2	3	4	5	Total #	Attrition/Retention Rates
2005-2006	7.96	9.61	3.67	5.0	2.0	1.84	30.08	
2006-2007	8.13	9.82	10.43	5.59	6.26	4.0	44.23	47.04%
2007-2008	2.97	8.97	9.98	9.16	8.89	5.29	45.26	2.32%
2008-2009	6.42	4.0	8.61	8.0	6.59	5.60	39.22	-13.34%
2009-2010	4.14	7.39	4.0	8.0	9.0	4.0	36.53	-6.86%
2010-2011	6.27	2.0	5.0	3.0	9.0	6.75	32.02	-12.34%
2011-2012	6.92	5.0	3.0	4.42	5.0	5.0	29.34	-8.36%
2013-2014	6.94	5.61	4.0	.98	2.0	0	19.53	-33.43%
2014-2015	4.73	5.0	3.13	3.33	.58	2.21	18.98	-2.81%
2015-2016	7.01	4.78	6.81	4.78	2.0	1.0	26.38	38.98%
2016-2017	4.0	8.0	5.0	6.0	3.0	2.0	28.0	6.14%
2017-2018	4.0	4.7	9.0	4.5	4.0	1.0	26.97	-3.82%
2018-2019	4.49	3.87	6.82	6.42	5.17	4.0	30.77	14.09%
2019-2020	5.0	2.73	4.0	4.0	5.08	3.84	24.65	-19.89%
2020-2021 Estimate	8.0	9.0	7.0	8.0	5.0	6.0	43.0	74.44%



## Demographics



2019-2020

English Learner Population **0.0%**  
 Special Education Population **24.0%**  
 Free and Reduced Population **56.0%**  
 Homeless Population **0.0%**

## Admissions Policies and Procedures

Birch Grove Community School welcomes all students. No child will be refused admission to the school on the basis of race, gender, religion, ethnicity, and intellectual ability, measures of achievement or aptitude, or athletic ability. All students must make application for admission. Priority for admission will be given to students currently enrolled at Birch Grove Community School and siblings of students currently enrolled at Birch Grove Community School.

Birch Grove Community School board will provide for a lottery when program, class, grade level or building that is compliant with Minnesota Statute 124D.10

*Birch Grove Community School Policy 102/2  
Orig. 2011*

### 102/2 Admissions Policy

#### I. PURPOSE

The purpose of this policy is to explain how Birch Grove Community School will decide whom to enroll as students in the school.

#### II. GENERAL STATEMENT OF POLICY

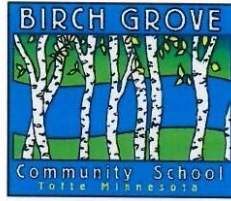
- A. Birch Grove Community School has historically had low student population due to many external factors. In all probability, the lottery process will not be needed due to our typical enrollment numbers and the large size of the facility in which we are housed.
- B. Birch Grove Community School will follow Minnesota Statute 124D in its enrollment practices. The text of the law is as follows:

*A charter school shall enroll an eligible pupil who submits a timely application, unless the number of applications exceeds the capacity of a program, class, grade level, or building. In this case, pupils must be accepted by lot. The charter school must develop and publish a lottery policy and process that it must use when accepting pupils by lot. A charter school shall give preference for enrollment to a sibling of an enrolled pupil and to a foster child of that pupil's parents and may give preference for enrolling children of the school's teachers before accepting other pupils by lot. A charter school may not limit admission to pupils on the basis of intellectual ability, measures of achievement or aptitude, or athletic ability and may not establish any criteria or requirements for admission that are inconsistent with this subdivision. The charter school shall not distribute any services or goods of value to students, parents, or guardians as an inducement, term, or condition of enrolling a student in a charter school.*

#### III. Procedures

- A. Families interested in attending Birch Grove Community School need only fill out an Application Form to become enrolled. (The Application Form consists of student name, grade entering, and parent/guardian contact information.)
- B. In the unlikely event that Birch Grove Community School will need to hold a lottery, all statutes regarding this procedure will be followed.

*Legal References: Minn. Stat. 124D Charter Schools  
Adopted: 6/28/11*



Birch Grove Community School  
Student Application Form

Date: \_\_\_\_\_

Student Legal Name:

First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

Grade Entering: \_\_\_\_\_ Gender: \_\_\_\_\_

Physical Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home Phone #: \_\_\_\_\_

Parent/Guardian Name 1: \_\_\_\_\_

Parent/Guardian Name 2:  
\_\_\_\_\_

*I verify that the information contained on this form is correct and my child is eligible for the grade applying for.*

Parent/Guardian Signature: \_\_\_\_\_

## VIII. School Academic Performance

Birch Grove Community School's District Assessment Plan:

### School/Local Assessments

Assessment	Grades	Testing Window
Northwest Evaluation Association (NWEA) MAPS (Measures of Academic Progress System) <ul style="list-style-type: none"><li>• Reading</li><li>• Math</li></ul>	Kindergarten- 5 <sup>th</sup> Grade	<u>2019-2020 School Year</u> Fall: September 2019 Winter: January 2020 Spring: April 2020

### State Assessments

Assessment	Grades	Testing Window
Minnesota Comprehensive Assessments (MCA) <ul style="list-style-type: none"><li>• Reading</li></ul>	3-5 <sup>th</sup> Grade	<u>2019-2020 School Year</u> May: 2020
Minnesota Comprehensive Assessments (MCA) <ul style="list-style-type: none"><li>• Math</li></ul>	3-5 <sup>th</sup> Grade	<u>2019-2020 School Year</u> May: 2020
Minnesota Comprehensive Assessments (MCA) <ul style="list-style-type: none"><li>• Science</li></ul>	5 <sup>th</sup> Grade	<u>2019-2020 School Year</u> May: 2020

BGCS utilizes Northwest Evaluation Association's (NWEA) Measures of Academic Progress System (MAPS) as the schools standardized assessment tool, and has since opening in 2005.

Northwest Evaluation Association (NWEA) is the creator of Measures of Academic Progress System (MAPS), our chosen method to test our students. This computer-based testing system is built on decades of research and refinement and adapts to the child in real-time as the test progresses for a pinpoint picture of learning achievement and readiness.

Testing is conducted three times yearly, in the fall, mid-year, and in the spring, for all students in Kindergarten through fifth grade. MAPS testing supplies us with instant and complete data on student growth. This data is used to guide instruction, helps to determine appropriate action for the academic growth of each student, and is the basis for our Academic Goal Setting Contracts.

#### School Academic Goals:

It is important to note that setting academic goals for BGCS is incredibly challenging. There has been much dialog between the Minnesota Department of Education, our school authorizer VOA, and BGCS. Goals that work for other schools (typically using MCA scores) do not always work for a school of Birch Grove's size. Due to data privacy, MCA scores cannot be made public if the cell size is too small. Because of the likelihood of having an annual MCA cell size too small to report, the school academic goals are sometimes based on NWEA scores. Goals include the entire school, K-5, where most elementary school goals only use data from 3<sup>rd</sup> – 5<sup>th</sup> grade (those grades that take the annual MCA's).

It is also important to note that low numbers of students tested can greatly vary scores from year to year (MCA's or NWEA). We are probably one of the few schools in Minnesota that could potentially score a 0% or 100% due to our low student numbers.

VOA-MN, our school authorizer, determines our school's academic performance standards. The following is taken from the current charter contract:

*"The VOA-MN determined academic performance standards contained below are uniform for all VOA-MN charter schools. The standards serve as the basis for both annual authorizer monitoring of school academic performance and contract renewal determinations. All standards within an area are considered equal. The authorizer reserves the right to have flexibility to reasonably amend these standards / expectations as needed (example: based on cell size being*

*too small). One sample rating scale is imbedded below to provide the reader with context.*

VOA-MN's academic performance standards/expectations include the following:

1. Students are performing well on state examinations or other agreed upon exam (i.e. NWEA) in comparison to students at schools they might otherwise attend (with similar demographics) as evidence of meeting their primary statutory purpose of improving all pupil learning and all student achievement.

#### SAMPLE 0-2 RATING SCALE ON STANDARDS - NEGOTIABLE

0 = School's average proficiency rate is less than the average performance of students in schools they might otherwise attend.

1 = School's average proficiency rate meets or exceeds the average performance of students in schools they might otherwise attend in one or two subjects (math, reading and science) but not all three.

2 = School's average proficiency rate exceeds the average performance of students in schools they might otherwise attend.

2. Over the term of the contract, the School will maintain an average state-determined minimum growth score of -0.5 as evidence of meeting their primary statutory purpose of improving all pupil learning and all student achievement. (an alternative measure will be used when cell size is too small or in the case of stand-alone high school)

3. The difference between the "all-students" proficiency rate in the School and any reportable subgroup proficiency rate will be reduced over the term of the contract in both reading and math using state examination or other agreed upon exam (i.e. NWEA) data as evidence of the School meeting their primary statutory purpose of improving all pupil learning and all student achievement.

4. The school has adopted a formal teacher evaluation process and adheres to the requirements set forth in Minnesota Statute 122A.40.
5. All teachers are supported through a school-wide professional development plan that is based on analysis of assessment data and directly linked to improving all pupil learning and all student achievement.
6. The school is meeting their additional statutory purposes (MS 124E.01, Subd.1; Charter Contract Addendum B).
7. The school is meeting the World's Best Workforce goals (MS 120B.11; Charter Contract Addendum B)."

## MCA Results 2019-2020

All Minnesota schools closed their doors and engaged in mandatory Distance Learning on March 18, 2020 until the end of the school year, as ordered by the Governor. The Minnesota Department of Education did not conduct MCA testing in the spring of 2020 due to the COVID-19 pandemic.

There are no 2019-2020 MCA scores for Birch Grove Community School.

### MCA Score Comparison

Resident District – Sawtooth Elementary (Cook County 166)  
William Kelly Elementary (Lake County 381)  
State of Minnesota

	<b>Reading</b> Proficiency	<b>Math</b> Proficiency
Birch Grove Community School	No Data	No Data
Sawtooth Elementary	No Data	No Data
William Kelly Elementary	No Data	No Data
State of Minnesota	No Data	No Data



## Northwest Evaluation Association Comparison Measures of Academic Progress System (MAPS)

All Minnesota schools closed their doors and engaged in mandatory Distance Learning on March 18 until the end of the school year, as ordered by the Governor. Birch Grove Community School did not conduct NWEA-MAPS testing in the spring of 2020 due to the COVID-19 pandemic.

Birch Grove Community School  
% of All K-5<sup>th</sup> Grade Meeting or Exceeding their RIT Growth (Goal)  
2019-2020

	Reading	Math
Birch Grove Community School	No Data	No Data
Sawtooth Elementary	No Data	No Data

(Sawtooth Elementary Data Provided by I.S.D. 166)

The most recent testing information: BGCS conducted NWEA-MAPS testing in the fall and winter of the 19-20 school year. While the winter data can't determine if the school academic goal was achieved, it may give some insight as to how our students were doing in January 2020.

Birch Grove Community School	Reading	Math
K-5 that MET or EXCEEDED their RIT Year End Growth Goal in January 2020	68%	64%

## IX. Finances

School Auditors: Miller McDonald, Inc.  
 513 Beltrami Avenue NW ~Post Office Box 486 Bemidji, MN 56619  
 (218) 751-6300 ~ Fax (218) 751-0782

BIRCH GROVE COMMUNITY SCHOOL  
MINNESOTA CHARTER SCHOOL NO. 4145  
TOFTE, MINNESOTA  
STATEMENT OF REVENUES, EXPENDITURES, AND  
CHANGES IN FUND BALANCES - GOVERNMENTAL FUNDS  
YEAR ENDED JUNE 30, 2019

	General Fund	Community Service Fund	Other Governmental Fund	Totals
<u>Revenues</u>				
Revenues from Local Sources	\$ 22,139	\$ 76,593	\$ 1,461	\$ 100,193
Revenues from State Sources	426,527	-	-	426,527
Revenues from Federal Sources	30,528	-	-	30,528
Sales and Other Conversions of Assets	20,662	284	5,163	26,109
Investment Earnings	324	-	-	324
Total Revenues	<u>500,180</u>	<u>76,877</u>	<u>6,624</u>	<u>583,681</u>
<u>Expenditures</u>				
Current:				
Administration	55,486	-	-	55,486
District Support Services	45,962	-	-	45,962
Regular Instruction	155,748	-	-	155,748
Special Education Instruction	137,474	-	-	137,474
Community Education and Services	-	76,927	-	76,927
Instructional Support Services	8,372	-	-	8,372
Pupil Support Services	35,807	-	11,264	47,071
Sites and Buildings	43,831	-	-	43,831
Fiscal and Other Fixed Costs	8,161	-	-	8,161
Capital Outlay	3,498	-	-	3,498
Total Expenditures	<u>494,339</u>	<u>76,927</u>	<u>11,264</u>	<u>582,530</u>
<u>Excess of Revenues Over (Under) Expenditures</u>	<u>5,841</u>	<u>(50)</u>	<u>(4,640)</u>	<u>1,151</u>
<u>Other Financing Sources (Uses)</u>				
Proceeds from the Sale of Assets	300	-	-	300
Operating Transfers In	-	-	3,000	3,000
Operating Transfers Out	(3,000)	-	-	(3,000)
Total Other Financing Sources (Uses)	<u>(2,700)</u>	<u>-</u>	<u>3,000</u>	<u>300</u>
<u>Net Change in Fund Balances</u>	<u>3,141</u>	<u>(50)</u>	<u>(1,640)</u>	<u>1,451</u>
<u>Fund Balances, Beginning of Year</u>	<u>51,476</u>	<u>1,065</u>	<u>2,173</u>	<u>54,714</u>
<u>Fund Balances, End of Year</u>	<u>\$ 54,617</u>	<u>\$ 1,015</u>	<u>\$ 533</u>	<u>\$ 56,165</u>

BIRCH GROVE COMMUNITY SCHOOL  
MINNESOTA CHARTER SCHOOL NO. 4145  
TOFTE, MINNESOTA  
BALANCE SHEET - GOVERNMENTAL FUNDS  
JUNE 30, 2019

	General Fund	Community Service Fund	Other Governmental Fund	Totals
<u>ASSETS</u>				
Cash and Investments	\$ 27,026	\$ 1,610	\$ 533	\$ 29,169
Due from Other Governmental Units	68,841	-	-	68,841
Other Accounts Receivable	4,078	793	-	4,871
Prepaid Expenditures	479	-	-	479
<u>Total Assets</u>	<u>\$ 100,424</u>	<u>\$ 2,403</u>	<u>\$ 533</u>	<u>\$ 103,360</u>
<u>LIABILITIES AND FUND BALANCE</u>				
<u>Liabilities</u>				
Salaries Payable	\$ 26,555	\$ 972	\$ -	\$ 27,527
Accounts Payable	2,190	-	-	2,190
Payroll Deductions and Employer Contributions	17,062	416	-	17,478
Total Liabilities	45,807	1,388	-	47,195
<u>Fund Balance</u>				
Nonspendable for:				
Prepaid Items	479	-	-	479
Restricted for:				
Food Service	-	-	533	533
Community Education	-	1,015	-	1,015
Unassigned	54,138	-	-	54,138
Total Fund Balance	54,617	1,015	533	56,165
<u>Total Liabilities and Fund Balance</u>	<u>\$ 100,424</u>	<u>\$ 2,403</u>	<u>\$ 533</u>	<u>\$ 103,360</u>

## 2019-2020 Budget: Revenue

	L	Fd	Org	Pro	Fin	O/S	Crs	Desc	Revision 19-20
	R	01	005	000	000	092	000	Interest from Earnings	350.00
	R	01	005	000	000	096	709	Round Up Grant - Arrowhead	0.00
	R	01	005	000	000	096	777	General Donations	36,000.00
	R	01	005	000	000	097	000	Erate Reimbursement	1,272.00
	R	01	005	000	000	099	000	Misc. Local Revenue	3,500.00
	R	01	005	000	000	201	000	Endow Fund Apportion	1,210.00
	R	01	005	000	000	211	000	General Education Aid-Entitlements	235,402.00
	R	01	005	000	000	212	000	Literacy Incentive Aid	2,166.00
	R	01	005	000	000	317	000	LTFM State Aid	3,234.00
	R	01	005	000	000	619	000	Fundraising Expense	1,000.00
	R	01	005	000	000	619	100	Wolf Ridge Fundraising Exp	280.00
	R	01	005	000	000	619	200	Gala Fundraising Expense	3,300.00
	R	01	005	000	000	619	250	Bobcat Bash Expense	0.00
	R	01	005	000	000	620	000	Fundraising Rev	7,600.00
	R	01	005	000	000	620	100	Wolf Ridge Fundraising Rev	700.00
	R	01	005	000	000	620	200	Gala Fundraising Revenue	18,000.00
	R	01	005	000	000	620	250	Bobcat Bash Revenue	0.00
	R	01	005	000	335	211	000	Q Comp	7,573.00
	R	01	005	000	342	300	000	Safe Schools	937.00
	R	01	005	000	348	300	000	Lease Aid	32,193.00
	R	01	005	000	414	400	000	Title II	2,000.00
	R	01	005	000	433	400	000	Title IV	16,112.00
	R	01	005	000	419	400	000	Federal Spec Ed	14,700.00
	R	01	005	000	514	500	000	REAP Grant	17,780.00
	R	01	005	000	740	360	000	State Special Education	114,024.00
								<b>Total General Fund Revenue</b>	<b>510,173.00</b>
	R	02	005	770	707	096	000	Gifts And Bequests	2,450.00

## 2019-2020 Budget: Revenue Continued

R	02	005	770	707	601	000	Food Sales To Pupils	5,000.00
R	02	005	770	707	606	000	Food Sales To Adults	1,500.00
R	02	005	950	707	649	000	Perm Interfd Transf	3,000.00
							<b>Total Food Service</b>	<b>11,950.00</b>
R	04	005	590	000	050	301	Saplins Fees	28,500.00
R	04	005	590	000	050	305	Summer Saplings fees	5,000.00
R	04	005	590	000	050	302	Campsite Kids Fees	8,000.00
R	04	005	590	000	050	304	Birch Buddies Fees	0.00
R	04	005	590	000	050	310	Sweatshirt Sales	0.00
R	04	005	590	338	040	000	Saplins Pathway I	28,500.00
R	04	005	590	338	040	305	Summer Saplings Pathway I	4,000.00
R	04	005	590	000	093	000	Sub Lease Revenue	0.00
R	04	005	590	000	094	000	County Support	16,000.00
R	04	005	590	000	096	000	Donations	3,000.00
R	04	005	590	000	619	210	Halloween Carnival Exp	1,104.00
R	04	005	590	000	620	210	Halloween Carnival Rev	1,579.00
							<b>Total Community Service</b>	<b>93,475.00</b>
R	14	005	506	000	093	000	Bookings	0.00
R	14	005	506	000	99	000	LK Johnson Grant	0.00
							<b>Total Fund 14</b>	<b>0.00</b>
							<b>Total Revenue Budget</b>	<b>615,598.00</b>



## 2018-2019 Budget: Expenditures

	L	Fd	Org	Pro	Fin	O/S	Crs	Desc	Revised 19-20	Pro Desc
	E	01	005	010	000	185	000	Board Salary -Other	1,000.00	Board Of Education
	E	01	005	010	000	305	000	Legal & Other Consultants	0.00	Board Of Education
	E	01	005	010	000	310	000	Auditor	7,500.00	
	E	01	005	010	000	366	000	Board Travel	300.00	Board Of Education
	E	01	005	010	000	820	000	Dues & Membership	0.00	Board Of Education
	E	01	005	010	000	821	000	Sponsor Assessment	5,854.17	Board Of Education
	E	01	005	020	000	110	000	Salary	33,999.00	Office Of The Supt
	E	01	005	020	000	210	000	FICA	2,600.00	Office Of The Supt
	E	01	005	020	000	218	000	Tra	2,621.00	Office Of The Supt
	E	01	005	020	000	305	000	Contracted Services & PR	3,000.00	Office Of The Supt
	E	01	005	108	000	305	000	Computer Tech	1,250.00	Tech
	E	01	005	110	000	170	000	Acct/Bookkeeper Salary	17,000.00	Bus Support Svcs
	E	01	005	110	000	171	000	Office Assistant	2,000.00	Bus Support Svcs
	E	01	005	110	000	210	000	FICA	1,453.00	Bus Support Svcs
	E	01	005	110	000	214	000	PERA	150.00	Bus Support Svcs
	E	01	005	110	000	218	000	Tra	1,310.00	Bus Support Svcs
	E	01	005	110	000	270	000	Worker's Comp	0.00	Bus Support Svcs
	E	01	005	110	000	280	000	Reemployment Compensation	0.00	Bus Support Svcs
	E	01	005	110	000	305	000	Business Management Contract/Fees	13,500.00	Bus Support Svcs
	E	01	005	110	000	320	000	Communications Svcs	5,137.00	Bus Support Svcs
	E	01	005	110	000	329	000	Postage/Printing	100.00	Bus Support Svcs
	E	01	005	110	000	370	000	Copier Lease	1,300.00	Bus Support Svcs
	E	01	005	110	000	401	000	General Supplies	1,000.00	Bus Support Svcs
	E	01	005	110	000	740	000	Line of Credit Interest	200.00	Bus Support Svcs
	E	01	005	760	720	360	000	Contracted Transportation - Regular	29,341.00	Pupil Transportation
	E	01	005	810	000	330	000	Utility Services	3,000.00	Operations & Maint.
	E	01	005	810	000	350	000	Repairs & Maintenance	600.00	Operations & Maint.
	E	01	005	810	000	401	000	Supplies	200.00	Operations & Maint.
	E	01	005	850	348	370	000	Building Lease	40,054.00	Capital Facilities
	E	01	005	940	000	340	000	Insurance	6,783.00	Insurances
	E	01	005	950	000	910	000	Perm Interfd Transf	3,000.00	Transfers
	E	01	010	203	000	140	000	Teacher Salary	115,972.00	Ed - Elementary Gen
	E	01	010	203	000	141	000	Teacher Assistant Salary	8,000.00	Ed - Elementary Gen
	E	01	010	203	000	145	000	Substitute Teachers	1,875.00	Ed - Elementary Gen
	E	01	010	203	000	185	000	Sal-Other	1,000.00	Ed - Elementary Gen
	E	01	010	203	000	210	000	FICA	9,703.00	Ed - Elementary Gen
	E	01	010	203	000	214	000	PERA	600.00	Ed - Elementary Gen
	E	01	010	203	000	218	000	TRA	9,412.00	Ed - Elementary Gen

## 2019-2020 Budget: Expenditures Continued

E	01	010	203	000	305	000	Contracted Services	0.00	Ed - Elementary Gen
E	01	010	203	000	394	000	Field Trips-Admissions	0.00	Ed - Elementary Gen
E	01	010	203	000	401	000	Non-Instructional Supplies	2,000.00	Ed - Elementary Gen
E	01	010	203	000	430	000	Instructional Supplies	500.00	Ed - Elementary Gen
E	01	010	203	000	460	000	Instruct Software & textbooks	300.00	Ed - Elementary Gen
E	01	010	203	000	461	000	Standardized Tests	1,500.00	Ed - Elementary Gen
E	01	010	203	000	556	709	Chrome Books	0.00	Ed - Elementary Gen
E	01	010	204	414	366	000	Trav/Conv/Conference	2,000.00	Title II, Part A Teach/Prin
E	01	010	204	514	140	000	Lic Classroom Tchr	15,600.00	REAP
E	01	010	204	514	141	000	N-Lic Classroom Pers	0.00	REAP
E	01	010	204	514	210	000	Fica/Medicare	1,193.00	REAP
E	01	010	204	514	214	000	Pera	0.00	REAP
E	01	010	204	514	218	000	Tra	1,235.00	REAP
E	01	010	206	433	185	000	Title IV Student Support & Academic Wages	16,112.00	Title IV Part A
E	01	010	206	433	210	000	FICA		Title IV Part A
E	01	010	206	433	218	000	Tra/PERA/FICA		Title IV Part A
E	01	010	206	433	364	000	Transportation Contracts		Title IV Part A
E	01	010	206	433	369	000	Entry Fees		Title IV Part A
E	01	010	290	000	360	000	Tran-Contract/Pub	0.00	Service Learning
E	01	010	290	000	401	000	Service Learning Supplies	0.00	Service Learning
E	01	010	291	000	401	000	Music supplies	400.00	Co-Curricular
E	01	010	401	740	394	000	To Non-Ed Agency	7,000.00	Speech/Language Impa
E	01	010	407	740	140	000	Lic Classroom Tchr	49,000.00	Specific Learn Disab
E	01	010	407	740	161	000	ParaProf/Personal Care Assist	44,000.00	Specific Learn Disab
E	01	010	407	740	210	000	Fica/Medicare	7,114.00	Specific Learn Disab
E	01	010	407	740	214	000	Pera	3,300.00	Specific Learn Disab
E	01	010	407	740	218	000	Tra	3,880.00	Specific Learn Disab
E	01	010	407	740	394	000	To Non-Ed Agency	11,000.00	Specific Learn Disab
E	01	010	407	740	433	000	Sup/Mat Indiv Instr	600.00	Specific Learn Disab
E	01	010	420	419	303	000	Special Ed Director Contract	18,000.00	Special Ed - Gen.
E	01	010	420	419	366	000	Trav/Conv/Conference	800.00	Special Ed - Gen.
E	01	010	620	000	70	000	Library	200.00	Instruc-Media
E	01	010	630	000	141	000	Technology Para	1,800.00	Instruc-Related Technology
E	01	010	630	000	210	000	Fica/Medicare	137.00	Instruc-Related Technology
E	01	010	630	000	214	000	Pera	135.00	Instruc-Related Technology
E	01	010	630	000	305	000	Instructional Related/Tech Svc	150.00	Instruc-Related Technology
E	01	010	630	000	401	000	Sup/Mat Non-Instr.	150.00	Instruc-Related Technology
E	01	010	630	000	405	000	Non-Instr Cmptr Sftwr/Lic	500.00	Instruc-Related Technology



## 2019-2020 Budget: Expenditures Continued

E	01	010	630	000	460	000	Instruct Software	200.00	Instruc-Related Technology
E	01	010	630	000	555	000	Technology Equipment	0.00	Instruc-Related Technology
E	01	010	640	335	140	000	Lic Classroom Tchr	5,100.00	Staff Development
E	01	010	640	335	305	000	Consult/Fees For Svc	1,500.00	Staff Development
E	01	010	640	335	366	000	Trav/Conv/Conference	648.00	Staff Development
E	01	010	640	335	490	000	Food	0.00	Staff Development
E	01	010	720	000	305	000	Consult/Fees For Svc	95.00	Health Services
E	01	010	720	000	401	000	Sup/Mat Non-Instr.	50.00	Health Services
							<b>Total</b>	<b>527,013.17</b>	
E	02	005	770	707	170	000	N-Instr Support	5,500.00	Food Services
E	02	005	770	707	210	000	Fica/Medicare	420.00	Food Services
E	02	005	770	707	214	000	Pera	412.00	Food Services
E	02	005	770	707	490	000	Food	5,000.00	Food Services
E	02	005	770	707	495	000	Milk	550.00	Food Services
E	02	005	770	707	820	000	Dues & Memberships	35.00	Food Services
							<b>Total</b>	<b>11,917.00</b>	
E	04	005	505	000	110	000	Lead Community Service Coordinator	5,500.00	Community Center
E	04	005	505	000	210	000	Fica/Medicare	420.00	Community Center
E	04	005	505	000	218	000	TRA	424.00	Community Center
E	04	005	505	000	305	000	Business Management Fees	4,500.00	Community Center
E	04	005	505	000	310	000	Auditors	2,500.00	Community Center
E	04	005	505	000	320	000	Communications Svcs-internet, phone, website	1,713.00	Community Center
E	04	005	505	000	329	000	Postage/Printing	200.00	Community Center
E	04	005	505	000	340	000	Insurance	2,907.00	Community Center
E	04	005	505	000	350	000	Repairs & Maintenance	300.00	Community Center
E	04	005	505	000	503	000	Equipment	0.00	Community Center
E	04	005	505	000	370	000	Copier Lease	300.00	Community Center
E	04	005	505	000	398	000	Hot Lunch Services	0.00	Community Center
E	04	005	505	000	401	000	Supplies	200.00	Community Center
E	04	005	590	000	170	000	Community Service Coordinator(s)	2,500.00	Pre School Svcs
E	04	005	590	000	210	000	Fica/Medicare	191.00	Pre School Svcs
E	04	005	590	000	214	000	Pera	150.00	Pre School Svcs
E	04	005	590	000	218	000	TRA	38.00	Pre School Svcs
E	04	005	505	000	360	000	Preschool Transportation	9,781.00	Pre School Svcs
E	04	005	590	000	370	000	Preschool Lease	1,024.00	Pre School Svcs
E	04	005	590	000	144	301	School year Saplings Non-Licensed	33,000.00	Pre School Svcs
E	04	005	590	000	210	301	Fica/Medicare	2,524.00	Pre School Svcs



## 2019-2020 Budget: Expenditures Continued

	L	Fd	Org	Pro	Fin	O/S	Crs	Desc	Revision 19-20
	R	01	005	000	000	092	000	Interest from Earnings	350.00
	R	01	005	000	000	096	709	Round Up Grant - Arrowhead	0.00
	R	01	005	000	000	096	777	General Donations	36,000.00
	R	01	005	000	000	097	000	Erate Reimbursement	1,272.00
	R	01	005	000	000	099	000	Misc. Local Revenue	3,500.00
	R	01	005	000	000	201	000	Endow Fund Apportion	1,210.00
	R	01	005	000	000	211	000	General Education Aid-Entitlements	235,402.00
	R	01	005	000	000	212	000	Literacy Incentive Aid	2,166.00
	R	01	005	000	000	317	000	LTFM State Aid	3,234.00
	R	01	005	000	000	619	000	Fundraising Expense	1,000.00
	R	01	005	000	000	619	100	Wolf Ridge Fundraising Exp	280.00
	R	01	005	000	000	619	200	Gala Fundraising Expense	3,300.00
	R	01	005	000	000	619	250	Bobcat Bash Expense	0.00
	R	01	005	000	000	620	000	Fundraising Rev	7,600.00
	R	01	005	000	000	620	100	Wolf Ridge Fundraising Rev	700.00
	R	01	005	000	000	620	200	Gala Fundraising Revenue	18,000.00
	R	01	005	000	000	620	250	Bobcat Bash Revenue	0.00
	R	01	005	000	335	211	000	Q Comp	7,573.00
	R	01	005	000	342	300	000	Safe Schools	937.00
	R	01	005	000	348	300	000	Lease Aid	32,193.00
	R	01	005	000	414	400	000	Title II	2,000.00
	R	01	005	000	433	400	000	Title IV	16,112.00
	R	01	005	000	419	400	000	Federal Spec Ed	14,700.00
	R	01	005	000	514	500	000	REAP Grant	17,780.00
	R	01	005	000	740	360	000	State Special Education	114,024.00
								<b>Total General Fund Revenue</b>	<b>510,173.00</b>
	R	02	005	770	707	096	000	Gifts And Bequests	2,450.00

# BIRCH GROVE COMMUNITY SCHOOL

## SERVICE LEARNING PLAN

**I. PURPOSE:** The purpose of this Plan is to provide organizational guidance and articulate expectations for service learning.

**II. DEFINITION:** Service learning is a method of teaching and learning that combines classroom instruction with meaningful community service. This form of learning emphasizes critical thinking and personal reflection while encouraging a heightened sense of community, civic engagement, and personal responsibility.

### III. STATEMENT OF EXPECTATIONS:

- A. Birch Grove Community School will engage in service projects throughout each school year
- B. Each classroom will engage in a minimum of one service-learning project annually.
- C. Each faculty member and student will engage in and promote the value of ongoing service to others; within the school, the family, to friends and community.
- D. The school will designate a bulletin board to exhibit examples of service to others.

### IV. Guiding Principles in Service Learning

**A. Mission:** Birch Grove Community School will promote academic excellence utilizing our unique natural setting allowing students to reach their potential, preparing them to become socially and environmentally responsible, self-directed, life-long learners.

**B. Vision:** Birch Grove Community School envisions quality curriculum, excellent staff, and committed families and community members.

Our vision also includes:

- A K-5 educational program in multi-grade classrooms.
- Low student/teacher ratios.
- A focus on: reading, writing, and mathematics.
- Preparing students to be active and responsible citizens in their community.
- Encouraging student/parent/community ownership in their community school.

Birch Grove Community School will provide a nurturing and safe environment where:

- Parents and community members are actively engaged in student learning.
- High expectations for students and staff are modeled and clearly defined.
- Quality programs are developed, evaluated, and continuously improved.
- All students' needs are met.
- Student-teacher ratios in the classroom are low.
- Students' lives are further enriched through active partnership with local citizens.

Grades Participating	Service-Learning Projects
K-5	Singing song selections from the winter musical at Senior Lunch at Birch Grove Center
4-5 <sup>th</sup> Grade	Setting up and tearing down for monthly Community Lunch
4-5 <sup>th</sup> Grade	Contributed to the set up and tear down of the Annual Halloween Carnival (community event)
K-5	Tree Maintenance with Tofte Forest Service
2-3 <sup>rd</sup> Grade	Maintaining a Food Shelf at BG Center
2-3 <sup>rd</sup> Grade	Sent birthday cards to homebound senior citizens

## XI. Innovative Practices

### School Culture

Birch Grove Community School works hard to ensure a productive academic environment where students feel safe, comfortable, respected, and challenged. The start of each year requires much attention directed to new students who aren't accustomed to Birch Grove. Birch Grove integrates respect and responsibility into everyday life of the school, and we start every morning the same – all staff and students gather at Morning Meeting listen to daily announcements, recite the Pledge of Allegiance and set a positive, “let's get to learning” tone.

### Multi-Grade Classrooms

Benefits of multi-grade classes are:

- A. Instructional Flexibility – In a multi-grade classroom the teacher has the possibility of allowing a child to read with students in higher grades while, for example, the same child does math with the lower grades. One can more easily gear the work to individual needs.
- B. Social Skills – A classroom with children of several ages enables students to gain a perspective on what is happening in the lives and education of children both younger and older. It helps them gain a more accurate sense of the past and future in terms of experiences and interest and stimulates the entire learning environment.

- C. Peer Tutoring – In multi-age classrooms, the children generally have more opportunity to help one another than in a single grade classroom. Such peer teaching aids the slower and younger children in ways often beyond the communicative ability of adults, since adults have generally forgotten the problems they had in learning a particular concept or skills in the remote past.

At Birch Grove, we come to know our students very well. Our low student to teacher ratio, multi-grade classrooms (students have the same teacher for at least two consecutive years) and the staff concern and care for our students contributes to a family atmosphere that we are proud of. Because we know our students well, we are better able to gauge what their specific abilities and needs are, allowing us to serve our students better.

#### Goal Setting Contracts

Every student at Birch Grove has an Academic Goal Contract. At the beginning of each school year, students partake in the NWEA Measurement of Academic Progress System (MAPS) testing for both math and reading and receive an initial RIT score. Utilizing data provided from NWEA, a year end RIT score (the goal) is determined based on the students beginning RIT. The initial RIT score and the year-end RIT goal are recorded in a contract for each student. Contracts are presented at the first conference of the year. The classroom teacher discusses the contract with both the student and the parents, discusses the initial score, and what the end goal is. Contracts are signed by all three parties. The overall goal is student academic growth.

#### Community Lunch

Community Lunch is a program that was included in the school's original charter application and has been a part of the school from the start. Community Lunch is held monthly and it is a chance for parents, grandparents and community members to interact with our students and staff and to enjoy a great meal and conversation! The 2/5 students set up and tear down for this event as a part of our Learning Service programming.

#### The Great Outdoors

Our school is located in one of the most beautiful natural environments in the state, and we are taking advantage of it! Included in our program is the opportunity to go cross-country skiing, snowshoeing, hiking, and ice skating. Not only do these activities promote physical activity, but it creates bonds between student, staff and volunteers.

The nature trail, completed in September 2009, runs throughout the land behind the building. The trail has 10 interpretive signs focusing on: owls, wetlands, deer rubs, tree identification, fungus, tree rings, ants and anthills, woodpeckers, a deer enclosure, and one sign that introduce the trail system. All of the signs can be changed and moved to create different focal points from year to year, or season to season.

The students in second through 5<sup>th</sup> grade visit Wolf Ridge Environmental Learning Center each year for a 3 day/2 night stay. Students engage in a variety of activities and learning experiences with the guidance of the Wolf Ridge staff.

#### Responsive Classroom

Responsive Classroom helps to build and reinforce a positive approach in managing student behavior.

## XII. Future Plans

Birch Grove Community School will increase academic achievement

- Individualized and small group instruction
- Ensure the state standards and benchmarks are taught
- Weekly staff meetings focused on student growth
- Testing environment and procedures will be optimal for student achievement
- Engage in continuing education for staff

Birch Grove Community School will maintain or add to the fund balance

- Continue to review financials monthly – make changes as needed
- Fully utilize existing resources
- Examine service contracts, programs, employment, leases for cost savings/negotiations
- Increase existing revenue streams
- Search for new revenue streams
- Develop multi-year budgets base on conservative enrollment projections
- Engage in long range financial planning at school board retreat
- Pursue legislation that benefits Birch Grove Community School

### XIII. World's Best Workforce

#### **World's Best Workforce Goals (Minnesota Statutes, section 120B.11)**

**1. All racial and economic achievement gaps between students is closed**

BGCS will increase the percent of all students who “meet standard” on the MCA exams and NWEA exams each year as evidence of closing the racial and economic achievement gap. (Note: BGCS does not have a very diverse population and small has cell size too small to report)

**Measure:** MCA exams (internal use) and NWEA assessments (public reporting limited to small sample size).

**Reporting:** School Annual Report (MS. 124d.10)

**\*\*Both the MCA's and the spring MAPS test were canceled for the 2019-2020 school year.**

The most recent testing information: BGCS conducted NWEA-MAPS testing in the fall and winter of the 19-20 school year. While the winter data can't determine if the school academic goal was achieved, it may give some insight as to how our students were doing in January 2020 when the winter NWEA-MAPS data was assessed.

Birch Grove Community School	Reading	Math
K-5 that MET or EXCEEDED their RIT Year End Growth Goal in January 2020	68%	64%

**2. All children are ready for school**

BGCS will increase the percent of children who are ready for school each year.

**Measure:** Birch Grove Community School will continue to offer the Saplings Program (licensed daycare run as a pre-school) for children ages 3-5.

**Reporting:** School Annual Report (MS. 124d.10)

**\*\* The Saplings Program was operational for the 2019-2020 year.**

### **3. All third-graders can read at grade level**

School will increase the percent of all third graders that can read at grade level each year based on state standards and NWEA assessments.

**Measure:** MCA exams (internal use) and NWEA assessments (public reporting limited due to low sample size).

**Reporting:** School Annual Report (MS. 124d.10)

\*\* Both the MCA's and the spring MAPS test were canceled for the 2019-2020 school year.

The most recent testing information: BGCS conducted NWEA-MAPS testing in the fall and winter of the 19-20 school year. While the winter data can't determine if the school academic goal was achieved, it may give some insight as to how our students were doing in January 2020 when the winter NWEA-MAPS data was assessed.

Birch Grove Community School	Reading	Math
K-5 that MET or EXCEEDED their RIT Year End Growth Goal in January 2020	68%	64%

### **4. All students are ready for career and college**

Not applicable to an elementary school

### **5. All students graduate from high school**

Not applicable to an elementary school