

Birch Grove Community School

School Board Meeting Minutes

April 20, 2020 at 5:30

Meeting to be held electronically due to health pandemic (statute 13D.021)

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, lifelong learners.

1.0 Call the Meeting to Order, Roll Call of Members, Quorum Declaration: 5:35pm

Members present: Sara Knottski (Zoom), Krystal Singleton (Zoom), Judy Motschenbacher (on-site), Kathy Lawrence (Zoom), Skip Lamb (phone) and ex-officio Diane Blanchette (on-site)

2.0 Reading of the Mission Statement; Read by Judy Motschenbacher

3.0 Review and Approve the Agenda: **Motion to approve made by Sarena Nelson, seconded by Kathy Lawrence. Motion carried unanimously.**

4.0 Review and Approve Meeting Minutes from March 16, 2020: **Motion to approve made by Sara Knottski, seconded by Sarena Nelson. Motion carried unanimously.**

5.0 Declaration of Conflict of Interest: NA

6.0 Community Comment: This is an opportunity for the public to address the school board on school-related items in accordance with the guidelines printed on the reverse of this agenda.

7.0 Purchase Order Review: Reviewed by Judy Motschenbacher (on-site)

8.0 Financial Reports

8.1 Cash Flow Projection: **Motion to approve made by Sara Knottski, seconded by Kathy Lawrence. Motion carried unanimously.**

8.2 Monthly Register: **Motion to approve made by Sarena Nelson, seconded by Sara Knottski. Motion carried unanimously.**

8.3 Revenue Report: **Motion to approve made by Sarena Nelson, seconded by Kathy Lawrence. Motion carried unanimously.**

8.4 Expenditure Report: **Motion to approve made by Sara Knottski, seconded by Sarena Nelson. Motion carried unanimously.**

8.5 Bank Statement: **Motion to approve made by Sarena Nelson, seconded by Sara Knottski. Motion carried unanimously.**

8.6 Balance Sheet Report: **Motion to approve made by Sarena Nelson, seconded by Sara Knottski. Motion carried unanimously.**

9.0 Enrollment Update: 25 K-5 Pupils (Approx. 24.5 ADM) Saplings Closed March 30 to Present

10.0 Old Business

10.1 Board and Director Training: MN Charter Board Training & Development Grant Project – *Conduct Financial Oversight #3 Cashflow*: To be tabled until after COVID-19 shutdown is lifted

11.0 New Business

11.1 School and Community Service Newsletter Updates: presented in board packet and updates given.

11.2 Accept Donations: **Motion to approve made by Sarena Nelson, seconded by Kathy Lawrence. Motion carried unanimously.**

11.3 COVID-19 School Closure/Distance Learning Update: update given

11.4 Review Community Service Programming: review of current programming. Saplings Program may be closed for the remaining year – waiting to hear about continued or lifted Stay At Home order. Summer program is set to continue at this point unless changes due to Covid-19.

11.5 2020-2021 School Calendar: **Motion to approve made by Sarena Nelson, seconded by Krystal Singleton. Motion carried unanimously.**

11.6 Motion to Transfer Funds – Up to \$4,000 From Fund 1 (general fund) to Fund 2 (hot lunch fund): **Motion made by Sarena Nelson, seconded by Kathy Singleton. Motion carried unanimously.**

11.7 Q-Comp Goal Update: update given. Only 1 of 3 goals can be determined this year due to lack of data (MAPS Testing, etc.) due to COVID-19. 2 of the 3 goals will be rolled over into next year.

12.0 Reports and Information

12.1 Administrative Report: written report included

12.2 Teachers Report: distance learning is in progress and we are tailoring it to the needs of the students and parents.

12.3 Board Member Report: Stimulus loan program discussed

13.0 Committee Up-dates

13.1 Finance Committee: na

13.2 District Advisory & Academic Excellence Committee: na

13.3 Fund Raising Committee: na

13.4 Community Service Advisory Council: na

14.0 Approve Purchase Orders: **Motion to approve purchase order made by Judy Motschenbacher, seconded by Kathy Lawrence. Motion carried unanimously.**

15.0 School Board Reflection: *Present, On Time, Progress Made, Open & Honest, End on Time*

16.0 Set Date for the Next School Board Meeting: Monday, May 18, 2020 at 5:30pm

17.0 Adjourn: **Motion to adjourn at 6:40pm by Sara Knottski, seconded by Skip Lamb. Motion carried unanimously.**