

# **Birch Grove Community School**

## School Board Meeting Minutes

August 16, 2021 at 5:30pm

*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: Called to order at 5:30pm in-person. Quorum declared  
Member present: Skip Lamb, Judy Motschenbacher, Sara Knottski, Kathy Lawrence, and ex-officio Diane Blanchette  
Members absent: Sarena Nelson
- 2.0 Reading of the Mission Statement: read
- 3.0 Review and Approve the Agenda: **Motion to approve by Skip Lamb, seconded by Kathy Lawrence. Motion carried unanimously.**
- 4.0 Review and Approve Meeting Minutes from July 19, 2021: **Motion to approve by Skip Lamb, seconded by Judy Motschenbacher. Motion carried unanimously.**
- 5.0 Declaration of Conflict of Interest: none
- 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: in progress
- 8.0 Financial Reports
  - 8.1 Cash Flow Projection: Not available due to fiscal year end.
  - 8.2 Monthly Register: **Motion to accept by Skip Lamb, seconded by Kathy Lawrence. Motion carried unanimously.**
  - 8.3 Revenue Report: **Motion to accept by Kathy Lawrence, seconded by Skip Lamb. Motion carried unanimously.**
  - 8.4 Expenditure Report: **Motion to accept by Skip Lamb, seconded by Kathy Lawrence. Motion carried unanimously.**
  - 8.5 Bank Statement: **Motion to accept by Skip Lamb, seconded Kathy Lawrence. Motion carried unanimously.**
  - 8.6 Balance Sheet Report: **Motion to accept by Kathy Lawrence, seconded by Skip Lamb. Motion carried unanimously.**
- 9.0 Enrollment Update 21-22: K-5<sup>th</sup> 34-39 (budgeted at 35), Saplings full
- 10.0 Policy Review: 422 Nepotism Policy – **Motion to approve by Skip Lamb, seconded by Kathy Lawrence. Motion passed unanimously.**
- 11.0 Old Business
- 12.0 New Business
  - 12.1 Accept Donations: **Motion to accept by Kathy Lawrence, seconded by Skip Lamb. Motion carried unanimously.**
  - 12.2 Approve Transportation Contract: **Motion to approve by Kathy Lawrence, seconded by Skip Lamb. Motion carried unanimously.**
  - 12.3 Approve 21-22 Fee Structure: **Motion to approve by Kathy Lawrence, seconded by Skip Lamb. Motion carried unanimously.**
  - 12.4 Approve 21-22 K-5 Building Lease: **Motion to approve by Skip Lamb, seconded by Kathy Lawrence. Motion carried unanimously.**
  - 12.5 Approve 21-22 Community Service Lease: **Motion to approve by Kathy Lawrence, seconded by Skip Lamb. Motion carried unanimously.**
  - 12.6 School Director Review: 16 category scores were reviewed. Only two categories scored less than 5 of 5, “Oversight of Personnel” averaged 4.5, and “External Relations” averaged 4.75. The “Overall” category number 17 was 5 of 5. The School Director Goals were reviewed for 20-21. Goals reached. **Motion by Kathy Lawrence, seconded by Skip Lamb, to approve the school director goals for 21-22. Motion passed unanimously.**
  - 12.7 School Plan for 21-22: Reviewed and Discussed
  - 12.8 Appoint School Board Member: Tabled

12.9 Board and Director Training: MN Charter Board Training & Development – *Prevent Conflicts of Interest* - Tabled

13.0 Reports and Information

13.1 Administrative Report: written report reviewed

13.2 Teachers Report: N/A

13.3 Board Member Report: N/A

14.0 Committee Up-dates

14.1 Finance Committee: Met 30 minutes prior to this meeting: reviewed financials

14.2 District Advisory & Academic Excellence Committee:

14.3 Fund Raising Committee:

14.4 Community Service Advisory Council:

15.0 Approve Purchase Orders: **Motion to approve by Sara Knottski, seconded by Skip Lamb. Motion carried unanimously.**

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

17.0 Set Date for the Next School Board Meeting: Monday, September 20, 2021 at 5:30

18.0 Adjourn: **Motion to adjourn at 7:17pm by Skip Lamb, seconded by Sara Knottski. Motion carried unanimously.**