

Birch Grove Community School
School Board Meeting Minutes
August 19, 2019 at 5:30

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, Kathy Lawrence, Krystal Singleton, Judy Motschenbacher, and ex-officio Diane Blanchette
Members Absent: Sarena Nelson and Skip Lamb
- 2.0 Reading of the Mission Statement: Judy Motschenbacher
- 3.0 Review and Approve the Agenda: **Motion to approve the agenda with addition of 11.5 School Psychologist Contract made by Sara Knottski, seconded by Kathy Lawrence. Motion passed unanimously.**
- 4.0 Review and Approve Meeting Minutes from July 15, 2019: **Motion to approve, with error correction, the July minutes, made by Kathy Lawrence, seconded by Sara Knottski. Motion passed 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 – In Process
- 8.0 Financial Reports
 - 8.1 Cash Flow Projection: No report due to end of year reporting
 - 8.2 Monthly Register: **Motion to approve monthly register made by Sara Knottski, seconded by Krystal Singleton. Motion passed unanimously.**
 - 8.3 Revenue Report: **Motion to approve revenue report made by Sara Knottski, seconded by Kathy Lawrence. Motion passed unanimously.**
 - 8.4 Expenditure Report: **Motion to approve made expenditure report by Sara Knottski, seconded by Krystal Singleton. Motion passed unanimously.**
 - 8.5 Bank Statement: **Motion to approve bank statement made by Sara Knottski, seconded by Krystal Singleton. Motion passed unanimously.**
 - 8.6 Balance Sheet Report: No report due to end of year reporting
- 9.0 Enrollment Update: between 25 and 30
- 10.0 Old Business
 - 10.1 School Van Sale Update: no update
 - 10.2 Community Service Program Review: **Motion by Kathy Lawrence, seconded by Krystal Singleton, to change the Saplings program end time to 3:15, and to cancel after school Birch Buddies if and until there are enough children needing the programs. Administration can change programming at any time if needed. Motion passed unanimously.**
- 11.0 New Business
 - 11.1 Accept Donations: No donations at this time.
 - 11.2 **Motion by Sara Knottski, seconded by Kathy Lawrence, to approve the District Assessment Plan 2019-2020. Motion passed unanimously.**
 - 11.3 **Motion by Kathy Lawrence, seconded by Krystal Singleton, to approve the hire of Cathy Penning as a paraprofessional, and make an offer of employment to Mark Penning (paraprofessional). Motion passed unanimously.**
 - 11.4 Hostel options/direction was discussed.
 - 11.5 **Motion made by Sara Knottski, seconded by Krystal Singleton, to approve the School Psychologist contract with Rene Madsen. Motion passed unanimously.**
- 12.0 Reports and Information
 - 12.1 Administrative Report: written report reviewed
 - 12.2 Teachers Report: Classrooms are ready due to the in-service prior to the open house. In-service and training happening next week.
 - 12.3 Board Member Report: members attended open house – went well
- 13.0 Committee Up-dates

13.1 Finance Committee: no update

13.2 District Advisory & Academic Excellence Committee: no update

13.3 Fund Raising Committee: no update

13.4 Community Service Advisory Council: no update

14.0 Approve Purchase Orders: **Motion to approve the purchases orders made by Kathy Lawrence, seconded by Krystal Singleton. Motion passed 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, September 16, 2019 at 5:30pm

17.0 Adjourn: **Motion to adjourn at 6:35 made by Kathy Lawrence, seconded by Krystal Singleton. Motioned passed unanimously.**