

Birch Grove Community School  
School Board Meeting Minutes  
February 24, 2020 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: 5:32pm

Members present: Judy Motschenbacher, Sarena Nelson, Skip Lamb, Kathy Lawrence, Sara Knottski and ex-officio Diane Blanchette

Member absent: Krystal Singleton

2.0 Reading of the Mission Statement: Diane Blanchette

3.0 Review and Approve the Agenda: Motion to approve made by Sara Knottski, seconded by Kathy Lawrence. Motion carried unanimously.

4.0 Review and Approve Meeting Minutes from January 27, 2020 and Special Meeting on February 3, 2020: Motion to approve made by Sarena Nelson, seconded by Skip Lamb. 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: in progress

8.0 Financial Reports

8.1 Cash Flow Projection: Motion to approve made by Sarena Nelson, seconded by Skip Lamb. 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 Skip Lamb. Motion carried unanimously.

8.4 Expenditure Report: Motion to approve made by Sarena Nelson, seconded by Kathy Lawrence. Motion carried unanimously.

8.5 Bank Statement: Motion to approve made by Sarena Nelson, seconded by Skip Lamb. Motion carried unanimously.

8.6 Balance Sheet Report: Motion to approve made by Sarena Nelson, seconded by Skip Lamb. Motion carried unanimously.

9.0 Enrollment Update: 25 K-5 Pupils (Approx. 23.8 ADM) and 19 Saplings

10.0 Old Business

10.1 Youth Hostel Update: update given

11.0 New Business

11.1 School and Community Service Newsletter Updates: reviewed

11.2 Accept Donations: **Motion to approve made by Skip Lamb, second by Kathy Lawrence. Motion carried unanimously.**

11.3 Review and Approve 2019-2020 Budget Revision: Tabled

11.4 **Motion to hire Deb Hutcheon, part time paraprofessional by Sarena Nelson, seconded by Kathy Lawrence. Motion carried unanimously.**

11.5 Review Community Service Summer Programming: update given

11.7 Board and Director Training: MN Charter Board Training & Development Grant Project - *Conduct Financial Oversight #2 Fund Balance*: Completed by all present board members

12.0 Reports and Information

12.1 Administrative Report: written report included

12.2 Teachers Report: Science museum came which was awesome. Built a quinzee.

12.3 Board Member Report:

13.0 Committee Up-dates

13.1 Finance Committee: Met on February 19, 2020 to review 2019-2020: Budget Revision: Update given

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 made by Kathy Lawrence, seconded by Skip Lamb. 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, March 16, 2020 at 5:30pm

17.0 Adjourn: Motion to adjourn at 7:10pm made by Kathy Lawrence, seconded by Skip Lamb. Motioned carried unanimously.