



Birch Grove Community School

School Board Meeting Minutes

January 11, 2021 at 5:30pm

Some members may choose to attend 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: 5:41pm.
Members present: Judy Motschenbacher, Sara Knottski, Kathy Lawrence, Skip Lamb and ex-officio Diane Blanchette.
Members absent: Krystal Singleton and Sarena Nelson
- 2.0 Reading of the Mission Statement: Judy Motschenbacher
- 3.0 Review and Approve the Agenda: **Motion made by Kathy Lawrence, seconded by Sara Knottski to approve with the addition of Accept Donations. Judy Motschenbacher aye, Sara Knottski aye, Kathy Lawrence aye, and Skip Lamb aye. Motion carried unanimously.**
- 4.0 Review and Approve Meeting Minutes from December 21, 2020: **Motion to approve made by Sara Knottski, seconded by Skip Lamb. Judy Motschenbacher aye, Sara Knottski aye, Kathy Lawrence aye, Skip Lamb aye. Motion carried unanimously.**
- 5.0 Declaration of Conflict of Interest: N/A
- 6.0 Community Comment: None Present
- 7.0 Purchase Order Review: In Progress
- 8.0 Financial Reports
 - 8.1 Cash Flow Projection: Not available due to the earlier meeting date change
 - 8.2 Monthly Register **Motion to approve made by Skip Lamb, seconded by Sara Knottski. Judy Motschenbacher aye, Sara Knottski aye, Kathy Lawrence aye, Skip Lamb aye. Motion carried unanimously.**
 - 8.3 Revenue Report: **Motion to approve made by Skip Lamb, seconded by Sara Knottski. Judy Motschenbacher aye, Sara Knottski aye, Kathy Lawrence aye, Skip Lamb aye. Motion carried unanimously.**
 - 8.4 Expenditure Report: **Motion to approve made by Kathy Lawrence, seconded by Skip Lamb. Judy Motschenbacher aye, Sara Knottski aye, Kathy Lawrence aye, Skip Lamb aye. Motion carried unanimously.**
 - 8.5 Bank Statement: **Motion to approve made by Kathy Lawrence, seconded by Sara Knottski. Judy Motschenbacher aye, Sara Knottski aye, Kathy Lawrence aye, Skip Lamb aye. Motion carried unanimously.**
 - 8.6 Balance Sheet Report: **Motion to approve made by Sara Knottski, seconded by Skip Lamb. Judy Motschenbacher aye, Sara Knottski aye, Kathy Lawrence aye, Skip Lamb aye. Motion carried unanimously.**
- 9.0 Enrollment Update: K-5 **43** Saplings: **Full**
- 10.0 Policy Review:
 - 10.1 Policy 102 Equal Educational Opportunity – **Motion to approve by Kathy Lawrence, seconded by Sara Knottski. Judy Motschenbacher aye, Sara Knottski aye, Kathy Lawrence aye, Skip Lamb aye. Motion carried unanimously.**
 - 10.2 Policy 103 Complaints – Students, Employees, Parents, Other Persons - **Motion to approve by Kathy Lawrence, seconded by Skip Lamb. Judy Motschenbacher aye, Sara Knottski aye, Kathy Lawrence aye, Skip Lamb aye. Motion carried unanimously.**
 - 10.3 Policy 104 Mission Statement - **Motion to approve by Sara Knottski, seconded by Skip Lamb. Judy Motschenbacher aye, Sara Knottski aye, Kathy Lawrence aye, Skip Lamb aye. Motion carried unanimously.**
- 11.0 Old Business
 - 11.1 Reviewed Governor Announcement/Updated Learning Plan
- 12.0 New Business
 - 12.1 School and Community Service weekly newsletters reviewed

12.2 VOA Finance Report - **Motion to accept by Skip Lamb, seconded by Kathy Lawrence. Judy Motschenbacher aye, Sara Knottski aye, Kathy Lawrence aye, Skip Lamb aye. Motion carried unanimously.**

12.3 Resignation: **Motion to accept the resignation of Sheryl Martinson, effective at the end of the 20-21 school year, with regrets and thanks for the many years of service, made by Kathy Lawrence, seconded by Sara Knottski. Judy Motschenbacher aye, Sara Knottski aye, Kathy Lawrence aye, Skip Lamb aye. Motion carried unanimously.**

12.4 Accept Donations: **Motion to accept donations by Kathy Lawrence, seconded by Sara Knottski. Judy Motschenbacher aye, Sara Knottski aye, Kathy Lawrence aye, Skip Lamb aye. Motion carried unanimously.**

13.0 Reports and Information

13.1 Administrative Report: written report reviewed and discussed

13.2 Teachers Report: End of quarter coming up

13.3 Board Member Report: Skip is happy with new after school skating activity (non-school related)

14.0 Committee Up-dates

13.1 Finance Committee: To meet 15 minutes prior to every school board meeting starting in February

13.2 District Advisory & Academic Excellence Committee: NA

13.3 Fund Raising Committee: NA

13.4 Community Service Advisory Council: NA

15.0 Approve Purchase Orders: **Motion to approve made by Judy Motschenbacher, seconded by Kathy Lawrence. Judy Motschenbacher aye, Sara Knottski aye, Kathy Lawrence aye, Skip Lamb aye. 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, February 15, 2021 at 5:30pm

18.0 Adjourn: **Motion to adjourn made by Kathy Lawrence at 6:21pm, seconded by Skip Lamb. Judy Motschenbacher aye, Sara Knottski aye, Kathy Lawrence aye, Skip Lamb aye. Motion carried unanimously.**