

Birch Grove Community School

School Board Meeting Minutes

January 27, 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. 5:31pm

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

2.0 Reading of the Mission Statement

3.0 Review and Approve the Agenda: **Motion to approve meeting with addition of 11.8 Approval of 990 made by Sarena Nelson, seconded by Kathy Lawrence. Motion carried unanimously.**

4.0 Review and Approve Meeting Minutes from December 16, 2019: **Motion to approve meeting minutes made by Kathy Lawrence, 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: in progress

8.0 Financial Reports

8.1 Cash Flow Projection: **Motion to approve made by Sarena Nelson, seconded by Krystal Singleton. Motion carried unanimously.**

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

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

8.4 Expenditure Report: **Motion to approve made by Sarena Nelson, seconded by Krystal Singleton. 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 Skip Lamb. Motion carried unanimously.**

9.0 Enrollment Update: 25 K-5 Pupils (Approx. 23.8 ADM) and 18 Saplings

10.0 Old Business

10.1 Youth Hostel Update: cots are in and things are still moving forward

11.0 New Business

11.1 School and Community Service Newsletter Updates: reviewed

11.2 Accept Donations: **Motion to approve donations made by Sarena Nelson, seconded by Krystal Singleton. Motion carried unanimously.**

11.3 Review VOA Finance Report: reviewed

11.4 Hiring: Recommend to hire Rista Sharma-Connor, paraprofessional: **Motion to approve hire made by Sara Knottski, seconded by Kathy Lawrence. Motion carried unanimously.**

11.5 Review and Approve 714 Fund Balance Policy: **Motion to approve made by Sara Knottski, seconded by Kathy Lawrence. Motion carried unanimously.**

11.6 Review winter MAPS scores (to be handed out and returned at meeting due to data privacy): reviewed

11.7 Board and Director Training: MN Charter Board Training & Development Grant Project - *Conduct Financial Oversight #1 Pupil Units*: Training conducted by all members present.

11.8 Approve 990: **Motion to approve the 990 made by Sarena Nelson, seconded by Skip Lamb. Motion carried unanimously.**

12.0 Reports and Information

12.1 Administrative Report: written report included: reviewed

12.2 Teachers Report: busy since after the holidays, MAPS testing, Science museum coming in February. Taconite Harbor display may be up before end of school year for kids to see.

12.3 Board Member Report: skating rink is good. Diane will talk to clinic about coming and have a talk about puberty with 4th and 5th graders. Diane and Judy attended the VOA conference.

13.0 Committee Up-dates

13.1 Finance Committee: to set date for 19/20 budget revision

13.2 District Advisory & Academic Excellence Committee: no update

13.3 Fund Raising Committee: Met on Wednesday, January 15: Sarena gave a recap of the meeting.

13.4 Community Service Advisory Council:

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, February 24, 2020 at 5:30pm

17.0 Adjourn: **Motion to adjourn at 6:50 made by Sarena Nelson, seconded by Sara Knottski. Motion carried unanimously.**