

Birch Grove Community School

School Board Meeting Minutes

July 20, 2020 at 5:30

Some members to attend electronically/by phone 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: 5:30pm
Members present: Judy Motschenbacher (on-site), Skip Lamb (phone), Sara Knottski (video), Kathy Lawrence (video), and ex-officio Diane Blanchette (on-site)
Members absent: Sarena Nelson and Krystal Singleton
- 2.0 Reading of the Mission Statement: read by Diane Blanchette
- 3.0 Review and Approve the Agenda: **Motion by Kathy Lawrence, seconded by Skip Lamb, to approve the agenda. Motion passed unanimously.**
- 4.0 Review and Approve Meeting Minutes from June 15, 2020: **Motion by Sara Knottski, seconded by Skip Lamb, to approve the minutes. Motion passed unanimously.**
- 5.0 Declaration of Conflict of Interest: none
- 6.0 Community Comment: N/A
- 7.0 Purchase Order Review: in progress
- 8.0 Financial Reports
 - 8.1 Cash Flow Projection: **Motion by Skip Lamb, seconded by Sara Knottski, to approve the cash flow projection. Motion passed unanimously.**
 - 8.2 Monthly Register: **Motion by Sara Knottski, seconded by Kathy Lawrence, to approve the monthly register. Motion passed unanimously.**
 - 8.3 Revenue Report: **Motion by Sara Knottski, seconded by Skip Lamb, to approve the revenue report. Motion passed unanimously.**
 - 8.4 Expenditure Report: **Motion by Skip Lamb, seconded by Sara Knottski, to approve the expenditure report. Motion passed unanimously.**
 - 8.5 Bank Statement: **Motion by Kathy Lawrence, seconded by Sara Knottski, to approve the bank statement. Motion passed unanimously.**
 - 8.6 Balance Sheet Report: **Motion by Sara Knottski, seconded by Kathy Lawrence, to approve the Balance Sheet Report. Motion passed unanimously.**
- 9.0 Enrollment Update: 2020-2021 Estimates: K-5 28 Saplings 15
- 10.0 Old Business
 - 10.1 COVID-19 Update: waiting for Governor announcement on July 27
- 11.0 New Business
 - 11.1 **Motion by Skip Lamb, seconded by Kathy Lawrence, to accept donations. Motion passed unanimously.**
 - 11.2 **Motion by Skip Lamb, seconded by Kathy Lawrence, to approve the 20-21 Fee Structure with changes. Motion passed unanimously.**
 - 11.3 **Motion by Skip Lamb, seconded by Sara Knottski, to approve the Community Service Handbook. Motion passed unanimously.**
 - 11.4 **Motion by Skip Lamb, seconded by Kathy Lawrence, to accept the resignation of Julie Aldinger. Motion passed unanimously.** The board thanks Julie for her years of service. She will be missed!
- 12.0 Reports and Information
 - 12.1 Administrative Report: written report reviewed
 - 12.2 Teachers Report: N/A
 - 12.3 Board Member Report:
- 13.0 Committee Up-dates
 - 13.1 Finance Committee: N/A
 - 13.2 District Advisory & Academic Excellence Committee: N/A
 - 13.3 Fund Raising Committee: N/A
 - 13.4 Community Service Advisory Council: N/A

14.0 Approve Purchase Orders: **Motion by Judy Motschenbacher, seconded by Kathy Lawrence, to approve the purchase orders. 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, August 17, 2020 at 5:30pm

17.0 Adjourn: **Motion by Skip Lamb, seconded by Kathy Lawrence, to adjourn the meeting at 6:42. Motion passed unanimously.**