

Birch Grove Community School

School Board Meeting Minutes

March 15, 2021 at 5:30pm

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. Quorum Declared
Members present: Judy Motschenbacher, Sarena Nelson, Skip Lamb, Krystal Singleton, Kathy Lawrence and ex-officio Diane Blanchette. Sara Knottski joined at 5:34pm Members absent: none
- 2.0 Reading of the Mission Statement: Sarena Nelson
- 3.0 Review and Approve the Agenda: **Motion to approve the agenda made by Sarena Nelson, seconded by Kathy Lawrence. Judy Motschenbacher aye, Sarena Nelson aye, Krystal Singleton aye, Kathy Lawrence aye, Skip Lamb aye and Sara Knottski aye. Motion carried unanimously.**
- 4.0 Review and Approve Meeting Minutes from February 15, 2021: **Motion made to approve the minutes by Krystal Singleton, seconded by Skip Lamb. Judy Motschenbacher aye, Sarena Nelson aye, Krystal Singleton aye, Kathy Lawrence aye, Skip Lamb aye and Sara Knottski aye. 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 made to approve the cash flow projection made by Skip Lamb, seconded by Sarena Nelson. Judy Motschenbacher aye, Sarena Nelson aye, Krystal Singleton aye, Kathy Lawrence aye, Skip Lamb aye and Sara Knottski aye. Motion carried unanimously.**
 - 8.2 Monthly Register: **Motion made to approve the monthly register made by Sarena Nelson, seconded by Kathy Lawrence. Judy Motschenbacher aye, Sarena Nelson aye, Krystal Singleton aye, Kathy Lawrence aye, Skip Lamb aye and Sara Knottski aye. Motion carried unanimously.**
 - 8.3 Revenue Report: **Motion made to approve the revenue report made by Sarena Nelson, seconded by Krystal Singleton. Judy Motschenbacher aye, Sarena Nelson aye, Krystal Singleton aye, Kathy Lawrence aye, Skip Lamb aye and Sara Knottski aye. Motion carried unanimously.**
 - 8.4 Expenditure Report: **Motion made to approve the expenditure report made by Sarena Nelson, seconded by Sara Knottski. Judy Motschenbacher aye, Sarena Nelson aye, Krystal Singleton aye, Kathy Lawrence aye, Skip Lamb aye and Sara Knottski aye. Motion carried unanimously.**
 - 8.5 Bank Statement: **Motion made to approve the bank statement made by Sarena Nelson, seconded by Krystal singleton. Judy Motschenbacher aye, Sarena Nelson aye, Krystal Singleton aye, Kathy Lawrence aye, Skip Lamb aye and Sara Knottski aye. Motion carried unanimously.**
 - 8.6 Balance Sheet Report: **Motion made to approve the balance sheet made by Sarena Nelson, seconded by Krystal singleton. Judy Motschenbacher aye, Sarena Nelson aye, Krystal Singleton aye, Kathy Lawrence aye, Skip Lamb aye and Sara Knottski aye. Motion carried unanimously.**
- 9.0 Enrollment Update: K-5 **43** Saplings: **Full** with waiting list of 2
- 10.0 Policy Review:
 - 10.1 Policy 203.1 School Board Procedures; Rules of Order. **Motion to approve made by Krystal Singleton, seconded by Kathy Lawrence. Judy Motschenbacher aye, Sarena Nelson aye, Krystal Singleton aye, Kathy Lawrence aye, Skip Lamb aye and Sara Knottski aye. Motion carried unanimously.**
- 11.0 Old Business
- 12.0 New Business
 - 12.1 Monthly School and Community Service Newsletter Review
 - 12.2 Accept Donations: **Motion to accept donations made by Sarena Nelson, seconded by Krystal Singleton. Judy Motschenbacher aye, Sarena Nelson aye, Krystal Singleton aye, Kathy Lawrence aye, Skip Lamb aye and Sara Knottski aye. Motion carried unanimously.**
 - 12.3 Approve 2019 Form 990: **Motion to accept by Kathy Lawrence, seconded by Skip Lamb. Judy Motschenbacher aye, Sarena Nelson aye, Krystal Singleton aye, Kathy Lawrence aye, Skip Lamb aye and Sara Knottski aye. Motion carried unanimously.**

12.4 Approve Contract: Anton Group (Sped Finance): **Motion to approve by Sarena Nelson, seconded by Krystal singleton. Judy Motschenbacher aye, Sarena Nelson aye, Krystal Singleton aye, Kathy Lawrence aye, Skip Lamb aye and Sara Knottski aye. Motion carried unanimously.**

12.5 Approve Birch Grove Community Services Program Handbook: **Motion to approve by Sarena Nelson, seconded by Sara Knottski. Judy Motschenbacher aye, Sarena Nelson aye, Krystal Singleton aye, Kathy Lawrence aye, Skip Lamb aye and Sara Knottski aye. Motion carried unanimously.**

12.6 Summer and Saplings Hires: **Motion to approved hires made by Krystal Singleton, seconded by Kathy Lawrence. Judy Motschenbacher aye, Sarena Nelson aye, Krystal Singleton aye, Kathy Lawrence aye, Skip Lamb aye and Sara Knottski aye. Motion carried unanimously.**

12.7 Approve Purchase for Campsite Kids: Storage shed: **Motion to approve purchase of a shed up to \$2500 made Skip Lamb, seconded by Kathy Lawrence. Judy Motschenbacher aye, Sarena Nelson aye, Krystal Singleton aye, Kathy Lawrence aye, Skip Lamb aye and Sara Knottski aye. Motion carried unanimously.**

12.7 Board and Director Training: MN Charter Board Training & Development – *Adopt a Budget*. Training conducted.

13.0 Reports and Information

13.1 Administrative Report: written report reviewed

13.2 Teachers Report: report cards. Conferences coming up. Spring Break is around the corner.

13.3 Board Member Report: NA

14.0 Committee Up-dates

14.1 Finance Committee: Met 30 minutes prior to this meeting

14.2 District Advisory & Academic Excellence Committee:

14.3 Fund Raising Committee: Virtual fundraising and Ella's Pantry donation coming soon.

14.4 Community Service Advisory Council:

15.0 Approve Purchase Orders: **Motion to approve purchase for February and current purchase orders made by Skip Lamb, seconded by Kathy Lawrence. Judy Motschenbacher aye, Sarena Nelson aye, Krystal Singleton aye, Kathy Lawrence aye, Skip Lamb aye and Sara Knottski 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, April 19, 2021 at 5:30

18.0 Adjourn: **Motion to adjourn at 7pm made by Sarena Nelson, seconded by Kathy Lawrence. Judy Motschenbacher aye, Sarena Nelson aye, Krystal Singleton aye, Kathy Lawrence aye, Skip Lamb aye and Sara Knottski aye. Motion carried unanimously.**