

Birch Grove Community School

School Board Meeting Minutes

March 16, 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: Judy Motschenbacher, Sarena Nelson, Skip Lamb (left at 6:15), Krystal Singleton (by speaker phone), Sara Knottski, and ex-officio Diane Blanchette

Member absent: Kathy Lawrence

2.0 Reading of the Mission Statement: Sarena Nelson

3.0 Review and Approve the Agenda: **Motion to approve the agenda with the addition of 11.5 Distance Learning Plan Policy by Skip Lamb, seconded by Sarena Nelson. Krystal Singleton abstained. Motion carried.**

4.0 Review and Approve Meeting Minutes from February 24, 2020. **Motion to approve the minutes by Sarena Nelson, seconded by Skip Lamb. Krystal Singleton abstained. Motion carried.**

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 Skip Lamb, seconded by Sarena Nelson. Krystal Singleton abstained. Motion carried.**

8.2 Monthly Register: **Motion to approve made by Skip Lamb, seconded by Sarena Nelson. Krystal Singleton abstained. Motion carried.**

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

8.4 Expenditure Report: **Motion to approve made by Sara Knottski, seconded by Skip Lamb. Krystal Singleton abstained. Motion carried.**

8.5 Bank Statement: **Motion to approve made by Sara Knottski, seconded by Skip Lamb. Krystal Singleton abstained. Motion carried.**

8.6 Balance Sheet Report: **Motion to approve made by Sara Knottski, seconded by Skip Lamb. Krystal Singleton abstained. Motion carried.**

9.0 Enrollment Update: 25 K-5 Pupils (Approx. 24.5 ADM) and 20 Saplings

10.0 Old Business

10.1 Review and Approve the 2019-2020 Budget Revision: **Motion to approve by Skip Lamb, seconded by Sara Knottski. Krystal Singleton abstained. Motion carried.**

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 Sara Knottski. Krystal Singleton abstained. Motion carried.**

11.3 Reviewed Community Service Programming: Summer programming to be M-TH

11.4 Board and Director Training: MN Charter Board Training & Development Grant Project - *Conduct Financial Oversight #3 Cash Flow*: Tabled

11.5 Distance Learning Plan Policy: **Motion to approve with changes by Skip Lamb, seconded by Sara Knottski. Krystal Singleton abstained. Motion carried.**

12.0 Reports and Information

12.1 Administrative Report: written report reviewed

12.2 Teachers Report:

12.3 Board Member Report:

13.0 Committee Up-dates

13.1 Finance Committee: Met on March 12, 2020 to review 2019-2020 Budget Revision

13.2 District Advisory & Academic Excellence Committee:

13.3 Fund Raising Committee: Met on March 2 to discuss additional fundraising options

13.4 Community Service Advisory Council:

14.0 Approve Purchase Orders: **Motion to approve made by Sara Knottski, seconded by Sarena Nelson. Krystal Singleton abstained. Motion carried.**

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, April 20, 2020 at 5:30pm

17.0 Adjourn: **Motion to adjourn at 6:45 pm made by Sarena Nelson, seconded by Sara Knottski. Krystal Singleton abstained. Motioned carried.**