

# **Birch Grove Community School**

## School Board Meeting Minutes

May 17, 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: Call to order at 5:34pm

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

Members 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 addition of 12.8 Offer Letters made by Sarena Nelson, seconded by Skip Lamb. Judy Motschenbacher aye, Sarena Nelson aye, Skip Lamb aye, Krystal Singleton aye, Sara Knottski aye. Motion carried unanimously.**

4.0 Review and Approve Meeting Minutes from April 19, 2021: **Motion to approve the minutes made by Sarena Nelson, seconded by Krystal Singleton. Judy Motschenbacher aye, Sarena Nelson aye, Skip Lamb aye, Krystal Singleton aye, Sara Knottski aye. Motion carried unanimously.**

5.0 Declaration of Conflict of Interest: Sara Knottski will abstain from voting on Offer Letters

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 accept made by Skip Lamb, seconded by Sarena Nelson. Judy Motschenbacher aye, Sarena Nelson aye, Skip Lamb aye, Krystal Singleton aye, Sara Knottski aye. Motion carried unanimously.**

8.2 Monthly Register: **Motion to accept made by Sarena Nelson, seconded by Sara Knottski. Judy Motschenbacher aye, Sarena Nelson aye, Skip Lamb aye, Krystal Singleton aye, Sara Knottski aye. Motion carried unanimously.**

8.3 Revenue Report: **Motion to accept made by Skip Lamb seconded by Sarena Nelson. Judy Motschenbacher aye, Sarena Nelson aye, Skip Lamb aye, Krystal Singleton aye, Sara Knottski aye. Motion carried unanimously.**

8.4 Expenditure Report: **Motion to accept made by Sarena Nelson, seconded by Skip Lamb. Judy Motschenbacher aye, Sarena Nelson aye, Skip Lamb aye, Krystal Singleton aye, Sara Knottski aye. Motion carried unanimously.**

8.5 Bank Statement: **Motion to accept made by Krystal Singleton, seconded by Sara Knottski. Judy Motschenbacher aye, Sarena Nelson aye, Skip Lamb aye, Krystal Singleton aye, Sara Knottski aye. Motion carried unanimously.**

8.6 Balance Sheet Report: **Motion to accept made by Sarena Nelson, seconded by Sara Knottski. Judy Motschenbacher aye, Sarena Nelson aye, Skip Lamb aye, Krystal Singleton aye, Sara Knottski aye. Motion carried unanimously.**

9.0 Enrollment Update: K-5 **44** Saplings: **Full** with waiting list

10.0 Policy Review:

10.1 410 Family and Medical Leave: discussion held. Tabled to next meeting.

11.0 Old Business

12.0 New Business

12.1 Monthly School and Community Service Newsletter Review: reviewed

12.2 Accept Donations: **Motion to accept made by Sarena Nelson, seconded by Skip Lamb. Judy Motschenbacher aye, Sarena Nelson aye, Skip Lamb aye, Sara Knottski aye, Krystal Singleton aye. Motion carried unanimously.**

12.3 Approve 21-22 Speech Contract: **Motion to approve made by Sarena Nelson, seconded by Skip Lamb. Judy Motschenbacher aye, Sarena Nelson aye, Skip Lamb aye, Sara Knottski aye, Krystal Singleton aye. Motion carried unanimously.**

12.4 Approve Charter School Contract: **Motion to approve made by Krystal Singleton, seconded by Sarena Nelson. Judy Motschenbacher aye, Sarena Nelson aye, Skip Lamb aye, Krystal Singleton aye, Sara Knottski aye. Motion carried unanimously**

12.5 NWEA MAPS Year End Scores: reviewed

12.7 Board and Director Training: MN Charter Board Training & Development – “*Follow Open Meeting Law*”

12.8 Offer Letters: discussed and tabled.

#### 13.0 Reports and Information

13.1 Administrative Report: written report reviewed. **Motion made to approve expenditure of up to \$6,000 for paved firepit area at the campsite, made by Skip Lamb, seconded by Sara Knottski. Judy Motschenbacher aye, Sarena Nelson aye, Skip Lamb aye, Krystal Singleton aye, Sara Knottski aye. Motion carried unanimously.**

13.2 Teachers Report: Gearing up for end of year.

13.3 Board Member Report:

#### 14.0 Committee Up-dates

14.1 Finance Committee: Met 30 minutes prior to this meeting: Overview or Recommendations

14.2 District Advisory & Academic Excellence Committee:

14.3 Fund Raising Committee: Gala is under way. Auction site live. Working on making phone calls, gathering donations then will start taking pictures and getting up on the site. Ella’s pantry donation

14.4 Community Service Advisory Council:

15.0 Approve Purchase Orders: **Motion to approve made by Sara Knottski, seconded Sarena Nelson. Judy Motschenbacher aye, Sarena Nelson aye, Skip Lamb aye, Krystal Singleton aye, 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, June 14,** 2021 at 5:30.

18.0 Adjourn: 7:14pm **Motion to adjourn made by Sarena Nelson, seconded by Skip Lamb. Judy Motschenbacher aye, Sarena Nelson aye, Skip Lamb aye, Krystal Singleton aye, Sara Knottski aye. Motion carried unanimously.**