

# **Birch Grove Community School**

## School Board Meeting Minutes

May 18, 2020 at 5:30

Meeting to be held 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: 5:31pm  
Members present: Judy Motschenbacher (on-site), Kathy Lawrence (video), Sarena Nelson (video), Skip Lamb (phone), Sara Knottski (video), Krystal Singleton (video) and ex-officio Diane Blanchette (on-site)
- 2.0 Reading of the Mission Statement: read by Judy Motschenbacher
- 3.0 Review and Approve the Agenda: **Motion made by Sarena Nelson, seconded by Sara Knottski. Motion carried unanimously.**
- 4.0 Review and Approve Meeting Minutes from April 20, 2020: **Motion made by Sarena Nelson, seconded by Sara Knottski. Motion carried unanimously.**
- 5.0 Declaration of Conflict of Interest: Sara Knottski conflict of interest concerning Offer Letters
- 6.0 Community Comment: N/A
- 7.0 Purchase Order Review: in progress
- 8.0 Financial Reports
  - 8.1 Cash Flow Projection: **Motion made by Sarena Nelson, seconded by Krystal Singleton. Motion carried unanimously.**
  - 8.2 Monthly Register: **Motion made by Sarena Nelson, seconded by Kathy Lawrence. Motion carried unanimously.**
  - 8.3 Revenue Report: **Motion made by Sarena Nelson, seconded by Sara Knottski. Motion carried unanimously.**
  - 8.4 Expenditure Report: **Motion made by Sarena Nelson, seconded by Kathy Lawrence. Motion carried unanimously.**
  - 8.5 Bank Statement: **Motion made by Sarena Nelson, seconded by Kathy Lawrence. Motion carried unanimously.**
  - 8.6 Balance Sheet Report: **Motion made by Sarena Nelson, seconded by Sara Knottski. Motion carried unanimously.**
- 9.0 Enrollment Update: 25 K-5 Pupils (Approx. 24.5 ADM) Saplings Closed March 30 to Present
- 10.0 Old Business
  - 10.1 Board and Director Training: MN Charter Board Training & Development Grant Project – *Conduct Financial Oversight #3 Cashflow*: members are to take this training individually-Sara K, Krystal S, and Sarena N have completed.
- 11.0 New Business
  - 11.1 School and Community Service Newsletter Updates: presented in board packet and reviewed
  - 11.2 Accept Donations: **Motion made to accept donations made by Sarena Nelson, seconded by Kathy Lawrence. Motion carried unanimously.**
  - 11.3 COVID-19 School Closure/Distance Learning Update: update given
  - 11.4 Review Community Service Programming: **Motion to change absence/fee policy (all absences will be charged) by Sara Knottski, seconded by Krystal Singleton. Motion carried unanimously.**
  - 11.5 2020-2021 Offer Letters: **Motion for a 2020-2021 pay freeze for all staff, and an increase of FTE for the special education teacher position made by Sarena Nelson, seconded by Krystal Singleton. Sara Knottski abstain. Motion carried.**
- 12.0 Reports and Information
  - 12.1 Administrative Report: written report included: MDE Finance Award received!!
  - 12.2 Teachers Report: working through finishing distance learning. Seeing a decline in attention from students and parents.
  - 12.3 Board Member Report: NA
- 13.0 Committee Up-dates
  - 13.1 Finance Committee: 2020-2021 budget meeting to be scheduled prior to the next board meeting

13.2 District Advisory & Academic Excellence Committee: N/A

13.3 Fund Raising Committee: Gala canceled

13.4 Community Service Advisory Council: N/A

14.0 Approve Purchase Orders: **Motion to approve purchase orders made by Judy Motschenbacher, seconded by Sarena Nelson**

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, June 15, 2020 at 5:30pm

17.0 Adjourn: **Motion to adjourn at 6:43pm made by Sarena Nelson, seconded by Krystal Singleton. Motion carried unanimously.**