

Birch Grove Community School
School Board Meeting Minutes
April 16, 2019 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, life long learners.

- 1.0 Called the Meeting to Order at 5:31, Roll Call of Members
Members Present: Krystal Singleton, Kathy Lawrence, Judy Motschenbacher, Skip Lamb and Ex-officio Diane Blanchette
Members Absent: Sara Knottski
Others Present: Stephanie Olsen from VOA
Quorum Declaration: Quorum Present
- 2.0 Reading of the Mission Statement: Kathy Lawrence
- 3.0 Review and Approve the Agenda: **Motion to approve agenda made by Sarena Nelson, seconded by Kathy Lawrence. Motion carried unanimously.**
- 4.0 Review and Approve Meeting Minutes from March 18, 2019: **Motion to approve the March 18th meeting minutes made by Sarena, seconded by Skip Lamb. Motion carried unanimously.**
- 5.0 Declaration of Conflict of Interest: None
- 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 Cash Flow projection made by Sarena Nelson, seconded by Krystal Singleton. Motion carried unanimously.**
 - 8.2 Monthly Register: **Motion to approve monthly register made by Sarena Nelson, seconded Skip Lamb. Motion carried unanimously.**
 - 8.3 Revenue Report: **Motion to approve revenue report made by Skip Lamb, seconded by Sarena Nelson. Motion carried unanimously.**
 - 8.4 Expenditure Report: **Motion to approve expenditure report made by Sarena Nelson, seconded by Skip Lamb. Motion carried unanimously.**
 - 8.5 Bank Statement: **Motion to approve bank statement made by Sarena Nelson, seconded by Krystal Singleton. Motion carried unanimously.**
 - 8.6 Balance Sheet Report: **Motion to approve balance sheet report made by Sarena Nelson, seconded by Skip Lamb. Motion carried unanimously.**
- 9.0 Enrollment Update: 33 K-5 Pupils (Approx. 30.5 ADM) and 16 Saplings
- 10.0 Old Business
- 11.0 New Business
 - 11.1 School and Community Service News Update: **Motion to approve news updates from School and Community Service made by Skip Lamb, seconded by Sarena Nelson. Motion carried unanimously.** Newsletters will now be attached to every agenda and included in board packet.
 - 11.2 Accept Donations: **Motion to accept donations made by Sarena Nelson, seconded Krystal Singleton. Motioned carried unanimously.**
 - 11.3 School Van Update: Inspection complete. Over 12 years old so van can't be used to transport students. **Motion to put the Van up for sale made by Sarena Nelson, seconded by Skip Lamb. Motion carried unanimously.**

- 11.4 Accept Resignation: **Motion to accept Lori Arnett's resignation made by Sarena Nelson, seconded by Skip Lamb. Motion carried unanimously. Motion to accept Lynsey Nelson's resignation made by Skip Lamb, seconded by Krystal Singleton. Motion carried unanimously.**
- 11.5 VOA - Stephanie Olsen: Stephanie gave an update on MDE and charter school relations. All is good at VOA.
- 12.0 Reports and Information
- 12.1 Administrative Report: written report reviewed
- 12.2 Teachers Report: Sara Knottski, teacher board member absent because of MCA testing today. Diane Blanchette recommended it to her.
- 12.3 Board Member Report:
- 13.0 Committee Up-dates
- 13.1 Finance Committee:
- 13.2 District Advisory & Academic Excellence Committee:
- 13.3 Fund Raising Committee: Sponsor letters went out along with invitations. Facebook event created, posters out, music is in progress.
- 13.4 Community Service Advisory Council:
- 14.0 Approve Purchase Orders: **Motion to approve purchases orders made by Skip Lamb, seconded Kathy Lawrence. Motion carried unanimously.**
- 15.0 Set Date for the Next School Board Meeting: Monday, May 20, 2019 at 5:30pm
- 16.0 Adjourn: **Motion to adjourn at 6:12pm made by Sarena Nelson, seconded by Kathy Lawrence. Motion carried unanimously.**

Birch Grove Community School Guidelines for Community Comments
Approved 5/20/2014

1. Anyone indicating a desire to speak will be acknowledged by the Board Chair. When called upon to speak, please state your name and topic.
2. All remarks shall be addressed to the board as a whole, not to any specific member(s) or to any person who is not a member of the board.
3. If there are a number of individuals present to speak on the same topic, please designate a spokesperson to summarize the issue.
4. Please provide at least 8 copies of any documents that you plan to share.
5. If you need electronic equipment or other assistance setting up, please contact the school and the school will try to accommodate your request(s).
6. Please answer the following questions (if appropriate) within your presentation:
 - a. What agenda item does the proposal relate to?
 - b. How would students benefit from the proposal?
 - c. How does the proposal impact the future educational services and financial responsibility of the school?
 - d. What data or research supports the proposal?
7. Please limit your comments to three minutes. Longer time may be granted at the discretion of the Board Chair.
8. If you have written comments, the board would like to have a copy, which will help them better understand, investigate and respond to your proposal.
9. During *Community Comments* the board and administration listen to comments and respond immediately whenever possible. If additional research is needed, responses will be shared at the next regularly scheduled board meeting. Board members or the administration may ask questions of you in order to gain a thorough understanding of your concern, suggestion or request.
10. Please be aware that disrespectful comments or comments of a personal nature, directed at an individual either by name or inference, will not be allowed. Personnel concerns should be directed first to the administration and then in writing to the board.
11. Please refrain from making comments at other times during the board meeting.
12. If you have a concern which arises after *Community Comments* have been presented, please make note of your concern and share it with the board chair following the meeting.
13. After *Community Comments* have been heard refrain from interrupting the meeting. Personal comments, opinions, grammatical corrections, etc. should not be made during the meeting.