

Birch Grove Community School
School Board Meeting Minutes
July 15, 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, lifelong learners.

- 1.0 Call the Meeting to Order, Roll Call of Members, Quorum Declaration: 5:35pm
Members Present: Sara Knottski, Sarena Nelson, Kathy Lawrence, Skip Lamb, Judy Motschenbacher, ex-officio Diane Blanchette
Members Absent: Krystal Singleton
- 2.0 Reading of the Mission Statement: Judy Motschenbacher
- 3.0 Review and Approve the Agenda: **Motion to approve the agenda made by Skip Lamb, seconded by Kathy Lawrence. Motion carried unanimously.**
- 4.0 Review and Approve Meeting Minutes from June 17, 2019: **Motion to approve minutes made by Sarena Nelson, seconded by Sara Knottski. 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
- 8.0 Financial Reports
 - 8.1 Cash Flow Projection: **Motion to approve cash flow projection made by Sara Knottski, seconded by Sarena Nelson. Motion carried unanimously.**
 - 8.2 Monthly Register: **Motion to approve monthly register made by Sarena Nelson, seconded by Sara Knottski. Motion carried unanimously.**
 - 8.3 Revenue Report: **Motion to approve revenue report made by Sarena Nelson, seconded by Kathy Lawrence. Motion carried unanimously.**
 - 8.4 Expenditure Report: **Motion to approve made expenditure report by Sara Knottski, seconded by Kathy Lawrence. Motion carried unanimously.**
 - 8.5 Bank Statement: **Motion to approve bank statement made by Sarena Nelson, seconded by Kathy Lawrence. Motion carried unanimously.**
 - 8.6 Balance Sheet Report: not available due to EOY
- 9.0 Enrollment Update: between 26 and 30
- 10.0 Old Business
 - 10.1 School Van Sale Update: no interest. Will advertise on Craigslist and Skip will contact Tim or Randy or Pam next door to get the lettering removed from van prior to sale.
- 11.0 New Business
 - 11.1 Accept Donations: **Motion to approve donations made by Sarena Nelson, seconded by Kathy Lawrence. Motion carried unanimously.**
 - 11.2 Insurance Presentation: Musty Barnhart rep Bob is here. **Motion to decline increasing the Umbrella limit from \$1,000,000 to \$2,000,000 made by Kathy Lawrence, seconded by Sarena Nelson. Motion carried unanimously.**
 - 11.3 Teacher Survey Results: reviewed
 - 11.4 Hiring New Staff/Offer Letters: Offer letter was extended to Heidi Milner and accepted
 - 11.5 Community Service Program Review: reviewed
 - 11.6 Fee Structure for 2019-2020: mileage had the only change. **Motion to approve fee structure made by Kathy Lawrence, seconded by Skip Lamb. Motioned carried unanimously.**
- 12.0 Reports and Information
 - 12.1 Administrative Report: written report included
 - 12.2 Teachers Report: Summertime 😊
 - 12.3 Board Member Report: no update
- 13.0 Committee Up-dates
 - 13.1 Finance Committee: no update
 - 13.2 District Advisory & Academic Excellence Committee: no update

13.3 Fund Raising Committee: June 6th for Gala for the Grove

13.4 Community Service Advisory Council: no update

14.0 Approve Purchase Orders: **Motion to approve the purchases orders made by Kathy Lawrence, seconded by Sara Knottski. Motion carried unanimously.**

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, August 19, 2019 at 5:30pm

17.0 Adjourn: **Motion to adjourn made by Sarena Nelson, seconded by Kathy Lawrence. Motioned carried unanimously.**