

Birch Grove Community School
School Board Meeting Minutes
June 17, 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: 5:33pm
Members present: Judy Motschenbacher, Krystal Singleton, Skip Lamb, Kathy Lawrence, Sara Knottski and ex-officio Diane Blanchette. Members Absent: Sarena Nelson Quorum present.
- 2.0 Reading of the Mission Statement: Skip Lamb
- 3.0 Review and Approve the Agenda: **Motion to approve agenda with addition, Hostel 11.10, made by Skip Lamb, seconded by Kathy Lawrence. Motion passed unanimously.**
- 4.0 Review and Approve Meeting Minutes from May 20, 2019: **Motion to approve meeting minutes with changes by Skip Lamb, seconded by Sara Knottski. Motion passed 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: in progress
- 8.0 Financial Reports
 - 8.1 Cash Flow Projection: **Motion to approve Cash Flow Projection made by Skip Lamb, seconded by Sara Knottski. Motion passed unanimously.**
 - 8.2 Monthly Register: **Motion to approve the monthly register made by Skip Lamb, seconded by Sara Knottski. Motion passed unanimously.**
 - 8.3 Revenue Report: **Motion to approve the revenue report made by Sara Knottski, seconded by Skip Lamb. Motion passed unanimously.**
 - 8.4 Expenditure Report: **Motion to approve the expenditure report by Sara Knottski, seconded by Skip Lamb. Motion passed unanimously.**
 - 8.5 Bank Statement: **Motion to approve the bank statement made by Sara Knottski, seconded by Krystal Singleton. Motion passed unanimously.**
 - 8.6 Balance Sheet Report: **Motion to approve the balance sheet report made by Skip Lamb, seconded by Sara Knottski. Motion passed unanimously.**
- 9.0 Enrollment Update: 32 K-5 Pupils (Approx. 30.5 ADM) and 16 Saplings
- 10.0 Old Business
 - 10.1 School Van Sale Update: no update
 - 10.2 2019-2020 Offer Letters: Discussion held on Teacher Offer Letters that were extended (Sara Knottski excused herself at 5:58 and returned at 6:15). Discussion held for Offer Letters for other school staff and Community Service staff. **Motion to approve Offer Letters for other school staff and Community Service staff by Skip Lamb, seconded by Kathy Lawrence. Motion passed unanimously.**
 - 10.3 **Motion to approve the 2019-2020 budget by Skip Lamb, seconded by Kathy Lawrence. Motion passed unanimously.**
- 11.0 New Business
 - 11.1 School and Community Service News Update: Reviewed
 - 11.2 Accept Donations: **Motion to approve donations made by Kathy Lawrence, seconded by Skip Lamb. Motion passed unanimously.**
 - 11.3 NWEA MAP Test Scores: Reviewed
 - 11.4 Transfer of Funds: **Motion to transfer no more than \$4,000 from the General Fund (Fund 1) to the Hot Lunch Fund (Fund 2) by Kathy Lawrence, seconded by Sara Knottski. Motion passed unanimously.**
 - 11.5 Community Service Summer Programs: reviewed
 - 11.6 Insurance Renewal: Discussed. Renewal app submitted. Insurance rep will be at the July meeting.
 - 11.7 Q-Comp 2018-2019 Annual Report: **Motion to approve the 2018-2019 Q-Comp Annual Report by Kathy Lawrence, seconded by Skip Lamb. Motion passed unanimously.**
 - 11.8. Leases: **Motion by Skip Lamb, seconded by Kathy Lawrence, to approve the 2019-2020 K-5 building lease and the 2019-2020 Community Service building lease. Motion passed unanimously.**

11.9 A Chance To Grow Speech Contract: **Motion by Kathy Lawrence, seconded by Krystal Singleton, to approve the 2019-2020 speech contract with A Chance To Grow and Indigo Education. Motion passed unanimously.**

11.10 Hostel: Skip to reach out to Tofte Township, Craig Horak, to inquire about future hostel

12.0 Reports and Information

12.1 Administrative Report: written report included and reviewed

12.2 Teachers Report: Teachers went to a training on 6/12

12.3 Board Member Report: none

13.0 Committee Up-dates

13.1 Finance Committee:

13.2 District Advisory & Academic Excellence Committee:

13.3 Fund Raising Committee: Tofte 4th celebration coming up. Need volunteers

13.4 Community Service Advisory Council:

14.0 Approve Purchase Orders: **Motion to approve purchase orders made by Kathy Lawrence, seconded by Skip Lamb. Motion passed 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, July 15, 2019 at 5:30pm

17.0 Adjourn: **Motion to adjourn at 7:36pm by Skip Lamb, seconded by Sara Knottski. Motion passed unanimously.**