

Birch Grove Community School  
School Board Meeting Minutes  
May 20, 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: 5:28pm  
Members present: Judy Motschenbacher, Sarena Nelson, Krystal Singleton, Skip Lamb, and ex officio Diane Blanchette. Members absent: Sara Knottski and Kathy Lawrence Quorum present.
- 2.0 Reading of the Mission Statement: Sarena Nelson
- 3.0 Review and Approve the Agenda: **Motion to approve agenda made by Sarena Nelson, seconded by Skip Lamb. Motion passed unanimously.**
- 4.0 Review and Approve Meeting Minutes from April 16, 2019: **Motion to approve meeting by Skip Lamb, seconded by Krystal Singleton. 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 Sarena Nelson, seconded by Skip Lamb. Motion passed unanimously.**
  - 8.2 Monthly Register: **Motion to approve the monthly register made by Sarena Nelson, seconded by Krystal Singleton. Motion passed unanimously.**
  - 8.3 Revenue Report: **Motion to approve the revenue report made by Sarena Nelson, seconded by Skip Lamb. Motion passed unanimously.**
  - 8.4 Expenditure Report: **Motion to approve the expenditure report by Sarena Nelson, seconded by Krystal Singleton. Motion passed unanimously.**
  - 8.5 Bank Statement: **Motion to approve the bank statement made by Sarena Nelson, seconded by Skip Lamb. Motion passed unanimously.**
  - 8.6 Balance Sheet Report: **Motion to approve the balance sheet report made by Sarena Nelson, seconded by Krystal Singleton. 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 at this time. Skip will be taking the phone calls
- 11.0 New Business
  - 11.1 School and Community Service News Update: Reviewed
  - 11.2 Accept Donations: **Motion to approve donations made by Sarena Nelson, seconded by Krystal Singleton. Motion passed unanimously.**
  - 11.3 VOA Site Visit Rubric and School Board Observation: **Motion to approve the rubric made by Sarena Nelson, seconded by Krystal Singleton. Motion passed unanimously.**
  - 11.4 18-19 Parent Survey Results: Reviewed
  - 11.5 18-19 MCA Test Score Overview (to be handed out and collected at meeting): Reviewed
  - 11.6 Wolf Ridge Environmental Learning Center Trip Report: multiple MN standards are covered during the trip
  - 11.7 2019-2020 Offer Letters: **Motion to approve the Offer Letters (Sara Knottski, Sara Silence, Michaela Dougherty and Michele Blanck) made by Sarena Nelson, seconded by Krystal Singleton. Motion passed unanimously.**
  - 11.8 2019-2020 Budget: reviewed
  - 11.9 Approve Auditor Contract for FYE 2019: **Motion to approve auditor contract made by Skip Lamb, seconded by Sarena Nelson. Motion passed unanimously.**
  - 11.10 School Board Reflection Creation: draft created at meeting and sent to the board
  - 11.11 Building leases: Reviewed and tabled
  - 11.12 Special Ed Director Contract: **Motion to approve Special Education Director contract with Indigo Education made by Sarena Nelson, seconded by Skip Lamb. Motion passed unanimously.**

12.0 Reports and Information

12.1 Administrative Report: written report included

12.2 Teachers Report: NA

12.3 Board Member Report: 2%. Education seemed to come out ahead

13.0 Committee Up-dates

13.1 Finance Committee:

13.2 District Advisory & Academic Excellence Committee:

13.3 Fund Raising Committee: Gala update. Money counted by 3 people. Successful night even with low guests.

13.4 Community Service Advisory Council:

14.0 Approve Purchase Orders: **Motion to approve purchase orders made by Skip Lamb, seconded by Sarena Nelson. Motion passed unanimously.**

15.0 School Board Reflection:

16.0 Set Date for the Next School Board Meeting: Monday, June 17, 2019 at 5:30pm

17.0 Adjourn: **Motion to adjourn at 7:52pm by Sarena Nelson, seconded by Krystal Singleton. Motion passed unanimously.**