

# **Birch Grove Community School**

## School Board Meeting Minutes

November 18, 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 Present: 5:29pm  
Members Present: Krystal Singleton, Skip Lamb, Sara Knottski, Kathy Lawrence, and ex-officio Diane Blanchette  
Members Absent: Judy Motschenbacher and Sarena Nelson  
Others Present: Rod Haenke (VOA)  
Quorum Declared
- 2.0 Reading of the Mission Statement: read by Skip Lamb
- 3.0 Review and Approve the Agenda: **Motion by Skip Lamb, seconded by Kathy Lawrence, to approve the agenda. Motion passed unanimously.**
- 4.0 Review and Approve Meeting Minutes from August 19, 2019: **Motion by Kathy Lawrence, seconded by Skip Lamb to approve the meeting minutes. Motion passed unanimously.**
- 5.0 Declaration of Conflict of Interest: No Declarations Made
- 6.0 Community Comment: Rod Haenke from VOA greeted the board
- 7.0 Purchase Order Review: In Progress
- 8.0 Financial Reports
  - 8.1 Cash Flow Projection – **Motion by Skip Lamb, seconded by Krystal Singleton, to approve. Motion passed unanimously.**
  - 8.2 Monthly Register: **Motion by Krystal Singleton, seconded by Skip Lamb, to approve. Motion passed unanimously.**
  - 8.3 Revenue Report: **Motion by Skip Lamb, seconded by Krystal Singleton, to approve. Motion passed unanimously.**
  - 8.4 Expenditure Report: **Motion by Kathy Lawrence, seconded by Skip Lamb, to approve. Motion passed unanimously.**
  - 8.5 Bank Statement: **Motion by Kathy Lawrence, seconded by Krystal Singleton, to approve. Motion passed unanimously.**
  - 8.6 Balance Sheet Report: **Motion by Kathy Lawrence, seconded by Skip Lamb, to approve. Motion passed unanimously.**
- 9.0 Enrollment Update: 25 K-5 Pupils (Approx. 23.8 ADM) and 18 Saplings
- 10.0 Old Business
  - 10.1 School Van Sale Update: Sold to a private party for \$2,500
  - 10.2 Youth Hostel Update: Diane gave an update of progress – work continues.
- 11.0 New Business
  - 11.1 School and Community Service Newsletter Updates: reviewed
  - 11.2 Accept Donations: **Motion by Kathy Lawrence, seconded by Krystal Singleton, to accept donations. Motion passed unanimously.**
  - 11.3 School Director Goals: **Motion by Skip Lamb, seconded by Kathy Lawrence, to approve school director goals. Motion passed unanimously.**
  - 11.4 Arrowhead Transit Contract: **Motion by Kathy Lawrence, seconded by Skip Lamb, to approve the contract with Arrowhead Transit. Motion passed unanimously.**
  - 11.5 Hiring: **Motion by Skip Lamb, seconded by Kathy Lawrence, to hire Alayna Carrier as PT Saplings Teacher and PT Special Education Paraprofessional. Motion passed unanimously.**
- 12.0 Reports and Information
  - 12.1 Administrative Report: written report reviewed and discussed.
  - 12.2 Teachers Report: Conferences took place almost at 100%. Winter musical has started.
  - 12.3 Board Member Report: None
- 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: Reviewed Carnival and Papa Charlie's

13.4 Community Service Advisory Council: No update

14.0 Approve Purchase Orders: **Motion by Kathy Lawrence, seconded by Skip Lamb, to approve purchase orders. Motion passed unanimously.**

15.0 School Board Reflection: *Present, On Time, Progress Made, Open & Honest, End on Time*: Reflected

16.0 Set Date for the Next School Board Meeting: Monday, December 16, 2019 at 5:30pm

17.0 Adjourn: **Motion by Kathy Lawrence, seconded by Skip Lamb to adjourn at 6:10pm. Motioned passed unanimously.**