



Birch Grove Community School
School Board Meeting Minutes
October 21, 2019 after the Annual Meeting

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: 6:40pm
Members Present: Sarena Nelson, Sara Knottski, Kathy Lawrence, Krystal Singleton, Skip Lamb, Judy Motchenbacher and ex-officio Diane Blanchette
- 2.0 Reading of the Mission Statement: read by Judy Motschenbacher
- 3.0 Review and Approve the Agenda: **Motion to approve agenda made by Sarena Nelson, seconded by Krystal Singleton. Motion carried unanimously.**
- 4.0 Review and Approve Meeting Minutes from September 16, 2019: **Motion to approve meeting minutes made by Sarena Nelson, second by Skip Lamb. 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: in review
- 8.0 Financial Reports
 - 8.1 Cash Flow Projection: **Motion to approve cash flow projections 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 by Krystal Singleton. Motion carried unanimously.**
 - 8.3 Revenue Report: **Motion to approve revenue report made by Sarena Nelson, seconded by Skip Lamb. Motion carried unanimously.**
 - 8.4 Expenditure Report: **Motion to approve expenditure report made by Skip Lamb, seconded by Sarena Nelson. 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 made by Sarena Nelson, seconded by Sara Knottski. Motion carried unanimously.**
- 9.0 Enrollment Update: 25 K-5 Pupils (Approx. 23.8 ADM) and 16 Saplings
- 10.0 Old Business
 - 10.1 School Van Sale Update: update given
 - 10.2 Youth Hostel: update given
- 11.0 New Business
 - 11.1 School and Community Service Newsletter Updates
 - 11.2 Accept Donations: **Motion to approve donations by Skip Lamb, seconded by Sarena Nelson. Motion carried unanimously.**
 - 11.3 School Psychologist Contract: **Motion to approve contract by Skip Lamb, seconded by Krystal Singleton. Motion carried unanimously.**
 - 11.4 VOA Annual Fall Site Visit Rubric Review: reviewed
 - 11.5 School Director Evaluation Results: Results from evaluation were reviewed. Director received an average score of 4.5 of 5.
 - 11.6 School Director Goals: reviewed. To be presented at next meeting.
 - 11.7 NEWA-MAPS K-5 Fall Test Results – Reviewed and returned (grade cell size too small for public)
- 12.0 Reports and Information
 - 12.1 Administrative Report: written report reviewed
 - 12.2 Teachers Report: Forest Service coming this week. Bat stuff 😊
 - 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: PTO Halloween Carnival Sunday, Oct 27 and Papa Charlie's Friday, November 8

13.4 Community Service Advisory Council:

14.0 Approve Purchase Orders: **Motion to approve purchase orders made by Skip Lamb, seconded by Kathy Lawrence. 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, November 18, 2019 at 5:30pm

17.0 Adjourn: **Motion to adjourn at 7:49pm made by Skip Lamb, seconded by Kathy Lawrence. Motion carried unanimously.**