

Birch Grove Community School

School Board Meeting Minutes

September 16, 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: 5:39pm
Members Present: Sarena Nelson, Krystal Singleton, Skip Lamb, Sara Knottski and ex-officio Diane Blanchette
Members absent: Judy Motschenbacher and Kathy Lawrence
- 2.0 Reading of the Mission Statement: read by Diane Blanchette
- 3.0 Review and Approve the Agenda: **Motion to approve agenda with the addition of 11.7 Erate Contract. Motion made by Sarena Nelson, seconded by Krystal Singleton. Motion carried unanimously.**
- 4.0 Review and Approve Meeting Minutes from August 19, 2019: **Motion to approve meeting minutes made by Sara Knottski, seconded by Krystal Singleton. Motion carried unanimously.**
- 5.0 Declaration of Conflict of Interest: NA
- 6.0 Community Comment: None Present
- 7.0 Purchase Order Review: In Progress
- 8.0 Financial Reports
 - 8.1 Cash Flow Projection – not available-cmERDC waiting for FY2020 update on State Aid Revenues
 - 8.2 Monthly Register: **Motion to approve monthly register made by Sarena Nelson, seconded by Sara Knottski. Motion passed unanimously.**
 - 8.3 Revenue Report: **Motion to approve revenue report made by Sarena Nelson, seconded by Krystal Singleton. Motion passed unanimously.**
 - 8.4 Expenditure Report: **Motion to approve expenditure report made by Sarena Nelson, seconded by Sara Knottski. Motion passed unanimously.**
 - 8.5 Bank Statement: **Motion to approve bank statement made by Sarena Nelson, seconded by Sara Knottski. Motion passed unanimously.**
 - 8.6 Balance Sheet Report: **Motion to approve Balance Sheet made by Krystal Singleton, seconded by Skip Lamb. Motion passed unanimously.**
- 9.0 Enrollment Update: 24 K-5 Pupils (Approx. 22.8 ADM) and 16 Saplings
- 10.0 Old Business
 - 10.1 School Van Sale Update: continue to advertise
 - 10.2 Community Service Program Review: No Birch Buddies, changes in Saplings hours. Things seem to be going fine.
 - 10.3 Youth Hostel: Work in Progress
- 11.0 New Business
 - 11.1 School and Community Service Newsletter Updates: reviewed
 - 11.2 Accept Donations: **Motion to accept donations made by Sarena Nelson, seconded by Sara Knottski. Motion carried unanimously.**
 - 11.3 OT Service Contract 19-20: **Motion to approve contract made by Krystal Singleton, seconded by Sarena Nelson. Motion carried unanimously.**
 - 11.4 VOA Annual Fall Visit– Stephanie Olsen: not present. To be on site next week.
 - 11.5 School Director Evaluation: discussed
 - 11.6 Budget Discussion for 19-20: discussed
 - 11.7 Contract with Dakota Academic ERate: **Motion to approve contract made by Sarena Nelson, seconded by Krystal Singleton. Motion carried unanimously**
- 12.0 Reports and Information
 - 12.1 Administrative Report: written report reviewed
 - 12.2 Teachers Report: school is underway and awesome
 - 12.3 Board Member Report: None
- 13.0 Committee Up-dates
 - 13.1 Finance Committee: will set a date to meet about budget
 - 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 Sara Knottski, seconded by Krystal Singleton. 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 Annual School Board Meeting: Monday, October 21, 2019 at 5:30pm, to be followed by the regular meeting

17.0 Adjourn: **Motion to adjourn at 6:50 by Sarena Nelson, seconded by Sara Knottski. Motioned passed unanimously.**