

## **Birch Grove Community School**

### School Board Meeting Minutes

September 21, 2020 at 5:30

Some members may choose to attend electronically due to health pandemic (statute 13D.021)

*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: 5:30pm

Members present: Kathy Lawrence (on-line), Sara Knottski (on-site), Sarena Nelson(on-line), Judy Motschenbacher (on-site), Krystal Singleton(on-line), and ex-officio Diane Blanchette (on-site). Quorum Declared

Members Absent: Skip Lamb

#### 2.0 Reading of the Mission Statement: Judy Motschenbacher

#### 3.0 Review and Approve the Agenda: **Motion to approve made by Sarena Nelson, seconded by Kathy Lawrence. Judy Motschenbacher Aye, Sarena Nelson Aye, Kathy Lawrence Aye, Krystal Singleton Aye, Sara Knottski Aye. Motion carried unanimously.**

#### 4.0 Review and Approve Meeting Minutes from August 17, 2020: **Motion to approve made by Kathy Lawrence, seconded by Sarena Nelson. Judy Motschenbacher Aye, Sarena Nelson Aye, Kathy Lawrence Aye, Krystal Singleton Aye, Sara Knottski Aye. Motion carried unanimously.**

#### 5.0 Declaration of Conflict of Interest: Sara Knottski will abstain from any voting on Offer Letters. Sarena Nelson will abstain from any voting on lease update.

#### 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: not available – waiting for FY2021update on State Aid Revenue

8.2 Monthly Register: **Motion to approve made by Sarena Nelson, seconded by Kathy Lawrence. Judy Motschenbacher Aye, Sarena Nelson Aye, Kathy Lawrence Aye, Krystal Singleton Aye, Sara Knottski Aye. Motion carried unanimously.**

8.3 Revenue Report: **Motion to approve made by Sarena Nelson, seconded by Kathy Lawrence. Judy Motschenbacher Aye, Sarena Nelson Aye, Kathy Lawrence Aye, Krystal Singleton Aye, Sara Knottski Aye. Motion carried unanimously.**

8.4 Expenditure Report: **Motion to approve made by Kathy Lawrence, seconded by Sara Knottski. Motschenbacher Aye, Sarena Nelson Aye, Kathy Lawrence Aye, Krystal Singleton Aye, Sara Knottski Aye. Motion carried unanimously.**

8.5 Bank Statement: **Motion to approve made by Sarena Nelson, seconded by Krystal Singleton. Judy Motschenbacher Aye, Sarena Nelson Aye, Kathy Lawrence Aye, Krystal Singleton Aye, Sara Knottski Aye. Motion carried unanimously.**

8.6 Balance Sheet Report: **Motion to approve made by Sara Knottski, seconded by Kathy Lawrence. Judy Motschenbacher Aye, Sarena Nelson Aye, Kathy Lawrence Aye, Krystal Singleton Aye, Sara Knottski Aye. Motion carried unanimously.**

#### 9.0 Enrollment Update: K-5 **40** Saplings: **15** with waiting list of 4

#### 10.0 Old Business

10.1 Review Hybrid Plan Implementation: Reviewed. Day 10 of school – things are going well.

#### 11.0 New Business

11.1 School and Community Service Newsletter Review: attached and sent out weekly

11.2 Accept Donations: **Motion to approve made by Sarena Nelson, seconded by Sara Knottski. Judy Motschenbacher Aye, Sarena Nelson Aye, Kathy Lawrence Aye, Krystal Singleton Aye, Sara Knottski Aye. Motion carried unanimously.**

11.3 Accept Resignation: **Motion to approve resignations of Cathy and Mark Penning made by Sarena Nelson, seconded by Kathy Lawrence. Judy Motschenbacher Aye, Sarena Nelson Aye, Kathy Lawrence Aye, Krystal Singleton Aye, Sara Knottski Aye. Motion carried unanimously.**

11.4 Approve Hires: **Motion to approve hires, Luciana Ranelli and Connie Wees, made Sara Knottski, seconded by Krystal Singleton. Judy Motschenbacher Aye, Sarena Nelson Aye, Kathy Lawrence Aye, Krystal Singleton Aye, Sara Knottski Aye. Motion carried unanimously.**

11.5 Review Extended 2020-2021 Offer Letters with Recommendation for Increases in Pay: **Motion to approve retroactive pay increases for 2020-2021 made by Kathy Lawrence, seconded by Sarena Nelson Judy Motschenbacher Aye, Sarena Nelson Aye, Kathy Lawrence Aye, Krystal Singleton Aye, Sara Knottski abstained. Motion carried.**

11.6 Staff Time Off Due To COVID/All Distance Learning: **Motion to approve: teachers will have all COVID time off paid for the 2020-2021 year. PTO days for staff will be utilized first, then any remaining days to be covered by BGCS. 2 additional PTO days will be available for an immediate family emergency only, and will not be paid out at year end if not used. Motion made by Krystal Singleton, seconded by Sara Knottski. Judy Motschenbacher Aye, Sarena Nelson Aye, Kathy Lawrence Aye, Krystal Singleton Aye, Sara Knottski Aye. Motion carried unanimously.**

11.7 Charter School Assurances: Signature Needed: signature received

11.8 School Director Evaluation: tabled to October meeting. Surveys to be completed by board members and available at the October meeting.

11.9 Lease Update: **Motion to approve additional leasing of the Community Room for the 2020-2021 school year made by Kathy Lawrence, seconded Sara Knottski. Judy Motschenbacher Aye, Kathy Lawrence Aye, Krystal Singleton Aye, Sara Knottski Aye, Sarena Nelson abstained. Motion carried.**

#### 12.0 Reports and Information

12.1 Administrative Report: written report included and reviewed

12.2 Teachers Report: report given.

12.3 Board Member Report: report given

#### 13.0 Committee Up-dates

13.1 Finance Committee:

13.2 District Advisory & Academic Excellence Committee:

13.3 Fund Raising Committee: canceling Papa Charlies and the Halloween Carnival

13.4 Community Service Advisory Council:

14.0 Approve Purchase Orders: **Motion to approve made Sara Knottski, seconded by Krystal Singleton. Judy Motschenbacher Aye, Sarena Nelson Aye, Kathy Lawrence Aye, Krystal Singleton Aye, Sara Knottski Aye. 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, October 19, 2020 After the Annual Meeting scheduled for 5:30pm

17.0 Adjourn: **Motion to adjourn at 7:37pm made Sara Knottski, seconded by Kathy Lawrence. Judy Motschenbacher Aye, Sarena Nelson Aye, Kathy Lawrence Aye, Krystal Singleton Aye, Sara Knottski Aye. Motion carried unanimously.**