

Birch Grove Community School

School Board Meeting Minutes

Tuesday, July 18, 2023

At Birch Grove Community School at 5:30

Birch Grove Community School will promote academic excellence utilizing our unique natural setting to prepare students to become socially and environmentally responsible, self-directed, life-long learners.

1.0 Call the Meeting to Order, Roll Call of Members, Quorum Declaration

Members Present: Sara Knottski, Sarena Crowley, Judy Motschenbacher, Skip Lamb and ex-officio Diane Blanchette. Members Absent: Mary VanDoren. Others Present: None

2.0 Reading of the Mission Statement: read by Judy Motschenbacher

3.0 Review and Approve the Agenda: **Motion to approve made by Skip Lamb, seconded by Sara Knottski. Motion carried unanimously.**

4.0 Review and Approve Meeting Minutes from June 20, 2023: **Motion to approve made by Sara Knottski, seconded by Skip Lamb. Motion passed unanimously.**

5.0 Declaration of Conflict of Interest: None

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 at the end of this agenda.*

7.0 Purchase Order Review

8.0 Financial Reports

8.1 Cash Flow Projection: **Motion to approve made by Skip Lamb, seconded by Sara Knottski. Motion carried unanimously.**

8.2 Monthly Register: **Motion to approve made by Sara Knottski, seconded by Skip Lamb. Motion carried unanimously.**

8.3 Revenue Report: **Motion to approve made by Skip Lamb, seconded by Sara Knottski. Motion carried unanimously.**

8.4 Expenditure Report: **Motion to approve made by Sarena Crowley, seconded by Skip Lamb. Motion carried unanimously.**

8.5 Bank Statement: **Motion to approve made by Sarena Crowley, seconded by Skip Lamb. Motion carried unanimously.**

8.6 Balance Sheet Report: **Motion to approve made by Sarena Crowley, seconded by Skip Lamb. Motion carried unanimously.**

9.0 Enrollment Updates for 2022-2023: ADM report at 43.11, budgeted at 42

2023-2024: 47-56 budgeted at 49

10.0 Policy Review: 516.5 **Motion to approve Overdose Medication policy made by Sara Knottski, seconded by Skip Lamb. Motion carried unanimously.** Naloxone Emergency Response Procedure: Board reviewed

11.0 Old Business

11.1 Youth Hostel – Contract Review: **Motion to approve with changes made by Skip Lamb, seconded by Sara Knottski. Motion carried unanimously.**

12.0 New Business

12.1 Accept Donations: **Motion to approve made by Sarena Crowley, seconded by Skip Lamb. Motion carried unanimously.**

12.2 VOA School Board Observation Rubric 6.20.23: Reviewed

12.3 Approve Contracts for 23-24: Miller McDonald School Auditor Contract: **Motion to approve made by Sara Knottski, seconded by Sarena Crowley. Motion carried unanimously.**

Capernaum Pediatric Therapy Contract: **Motion to approve made by Sara Knottski, seconded by Skip Lamb. Motion carried unanimously.** Pamela Zahn – Sped Contract: **Motion to approve made by Sarena Crowley, seconded by Skip Lamb. Motion carried unanimously.**

12.4 Approve Hire for Erin O'Brien (Saplings/K-5 Para): **Motion to approve made by Sara Knottski, seconded by Sara Knottski. Motion carried unanimously.**

12.5 Childcare for Ages Birth to Age 3 Potential Second Daycare Discussion: Discussion held.

12.6 Board and Director Training: MN Charter Board Training & Development – *Safeguard Personnel Data* - Completed

13.0 Academics Review: N/A

14.0 Reports and Information

13.1 Administrative Report: Report reviewed and discussed proceeding with a school strategic plan.

13.2 Teachers Report: N/A

13.3 Board Member Report: N/A

15.0 Committee Up-dates

14.1 Finance Committee: Met prior to this meeting

14.2 District Advisory & Academic Excellence Committee:

14.3 Fund Raising Committee: Seeking volunteers for Fisherman's Picnic Bingo

14.4 Hostel Committee: met on July 5 to review contract

16.0 Approve Purchase Orders: **Motion to approve made by Sara Knottski, seconded by Sarena Crowley. Motion carried unanimously.**

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

18.0 Set Date for the Next School Board Meeting: Tuesday, August 15, 2023 at BGCS at 5:30.

19.0 Adjourn: **Motion to adjourn by 7:15pm made by Sarena Crowley, seconded Sara Knottski. Motion carried unanimously.**