

Birch Grove Community School

Charter School District #4145

Annual and World's Best Workforce Report

2023-2024



"Where Roots Grow Deep and Branches Reach High!"

Charter #4145
Post Office Box 2383
9 Goodneighbor Hill Road
Tofte, MN 55615
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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.

Verification of Statutory Compliance

Statutory or Contract Required Annual Report Element	Page(s)
Introduction	3-4
Authorizer	4-7
School Enrollment	7-9
Student Attrition/Retention	10
Governance	11-16
Management	17-21
Staffing	22-26
Academic Performance	27-32
School Annual Plan for Assessments	33-34
Finances	35-41
Service Learning Plan and Outcomes	42-43
Innovative Practices and Implementation	44-46
Future Plans	47
World's Best Workforce	48-49
Nonprofit Status Legal Status	50

I. Introduction


Annual Report Purpose complying with Minnesota State Statues, section 124E.16 subd. 2:

Annual Public Reports. (a) A charter school must publish an annual report approved by the board of directors. The annual report must at least include information on school enrollment, student attrition, governance and management, staffing, finances, academic performance, innovative practices and implementation, and future plans. A charter school may combine this report with the reporting required under section 120B.11 governing the world's best workforce. A charter school must post the annual report on the school's official Web site. A charter school also must distribute the annual report by publication, mail, or electronic means to its authorizer, school employees, and parents and legal guardians of students enrolled in the charter school. The reports are public data under chapter 13.


Birch Grove Community School's Mission Statement:

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.

Birch Grove Community School (BGCS) has been a tuition-free public charter school since 2005. The school is located in a small, rural community and was created by the local community. BGCS has multi-grade classrooms with an emphasis on outdoor learning and experience. We enroll students from both Lake and Cook County.



Birch Grove Community School received "High Quality-Charter School" status from the Minnesota Department of Education in 2024! Only 17 of Minnesota's 181 public charter schools met or exceeded the High-Quality Charter School criteria. Birch Grove Community School also received the Award of Excellence in School Board Governance and the Award of Excellence in School Academics at the VOA Charter School Leadership Conference in Bemidji in 2024.



SCHOOL STATUTORY PURPOSES:

- **PRIMARY PURPOSE** (M.S. 124E.01): The primary purpose of the charter school is to improve all pupil learning and all student achievement.
MEASURE: MCA exams PERFORMANCE STANDARDS / EXPECTATIONS: Academic Performance Standards below.

REPORTING: Progress meeting these expectations is a required element of the Annual Report and "World's Best Workforce" Plan.

- **STATUTORY PURPOSE II** (MS 124E.01): Increase learning opportunities for all pupils.

PERFORMANCE EXPECTATION: The school will integrate outdoor experiential learning and service learning into the school program to further enrich classroom instruction.

REPORTING: Progress meeting these expectations is a required element of the Annual Report and “World’s Best Workforce” Plan.

- **ADDITIONAL PURPOSE** (M.S. 120B.11): The school is to meet the outcomes adopted by the Commissioner for all public school students under Minnesota Statutes, section 120B.11 (“World’s Best Workforce”), applicable to elementary and high schools. Specifically, that 1) all racial and economic achievement gaps between students are closed; 2) all children are ready for school, 3) all third-graders can read at grade level. GOALS: locally determined, board approved annually for each of the outcomes. REPORTING: Element of the Annual Report and “World’s Best Workforce” Plan.

II. Authorizer

School Authorizer Name: Volunteers of America - Minnesota

AUTHORIZER LIAISON: Volunteers of America of Minnesota designates the following employee as the official authorizer liaison to the school:



Stephanie Olsen, Manager
VOAMN Charter School Authorizing Program
9220 Bass Lake Rd Ste 255
New Hope, MN 55428
Phone: 612-270-1998
Email: solsen@voamn.org

As a leading authorizer, Volunteers of America–Minnesota builds its portfolio of high-performing charter schools by only selecting proposals with a strong potential for success. It then ensures that such potential is realized through a unique system of accountability that begins even before a school opens its doors.

VOA-MN is committed to fulfilling its role as a charter school authorizer by holding its schools accountable for a range of results. The accountability system presented in this document ensures that VOA-MN will uphold its legal obligation to make sure the schools it authorizes are reaching (or making adequate progress toward) the goals and benchmarks outlined in its charter contract and Minnesota statute.

VOA-MN uses a standard charter contract with unique school-specific terms that capture different approaches to achieving student success. The individuality of each school will be preserved in the “Academic Program Description” addendum of the charter contract.

Three essential questions guide our VOA-MN authorizer oversight and charter school accountability plan.

- ACADEMIC PROGRAM PERFORMANCE - Is the school’s Learning Program a Success?

- FINANCIAL SUSTAINABILITY – Does the School Exhibit Strong Financial Health?
- SCHOOL BOARD GOVERNANCE & OPERATIONS - Is the organization effective and well run?

Volunteers of America of Minnesota Accountability Plan

According to Minnesota Statute 124E.01, subd.1, *The primary purpose of charter schools is to improve all pupil learning and all student achievement.* VOA-MN holds the schools it authorizes accountable in five major areas: academic performance, fiscal management, board governance, management and operations, and legal compliance. Each area may have multiple indicators of success and the charter school’s performance on each indicator will be rated.

Rating Scale: For each standard, a school earns points for contract renewal as follows:

- 2 = Meets Standard
- 1 = Partially Meets Standard
- 0 = Does Not Meet Standard

Weighting of Performance Measures used during the contract renewal process is as follows:

- 50% weighting: Academic Program (statutory purposes, including primary purpose)
- 20% weighting: Financial Sustainability
- 30% weighting: Organization
- 15% governance
- 15% management & compliance

Combining Data Over the Contract Term

Annual school performance results will be combined each successive year of the contract term wherever possible so that fluctuation due to small group size will be minimized and overall performance is accurately reflected. Each school receives an annual “Scorecard” from authorizer that evaluates the school’s performance on the authorizer standards for Academic, Finance, Board Governance, and Management and Operations.

Contract Renewal Eligibility

VOA-MN schools must achieve at least a Satisfactory Rating (70% of points possible) in the Performance Framework overall and meet the majority of standards in each performance area (Academic, Financial, Organizational Performance) to be eligible for a three-year contract renewal and at least and an Exemplary Rating (80% of points possible) in the Performance Framework overall and meet the majority of standards in each performance area to be eligible for a five-year contract renewal. All contract renewals will be for either three or five years. Fewer than three years does not provide enough information on which to make a renewal decision.

If a school is performing below standard to receive a three-year renewal contract but has agreed to the authorizer terms and conditions set forth in the School Improvement Plan to correct areas of deficiency, VOA-MN may agree to extend a school's contract (not to exceed five years) to provide additional time for a school to improve performance as an alternative to termination. If sufficient school improvement is not being made by the end of the 1st year of the extension, termination proceedings will commence.

Intervention and Corrective Action

VOA-MN schools that, prior to their year of contract renewal, fall below a Satisfactory Rating in the Performance Framework overall and/or in any performance area (Academic, Finance, Governance, Management/Operations) must enter into a School Improvement Plan that addresses the specific standards in the Performance Framework where the school performance is below Satisfactory.

ONGOING AUTHORIZER SCHOOL MONITORING

SITE VISITS - One of the most important ways VOA-MN gathers information about the schools it authorizes is through on-site visits. Site visits allow the authorizer to observe the school and engage in discussions with school management. VOA-MN conducts two different types of site visits: Formal and Informal.

- **Formal Site Visit-** Formal Site Visits are typically conducted once per year by a member of the VOA-MN Authorizing Program Leadership Team who interviews key stakeholders and conducts observations. Written feedback is provided to the Board of Directors and school leadership guided by the Site Visit Rubric. VOA-MN staff will provide formal written feedback summarizing observations. The feedback will identify areas of strength and areas that require improvement. If a more serious issue arises from a site visit, VOA-MN may implement an intervention based upon the "Range of Interventions" table.
- **Informal Site Visit-** VOA-MN may conduct informal site visits at any time to fulfill its duties as an authorizer. Reasons for informal site visits may include investigation of a complaint, determination of readiness to open, follow-up on implementation of improvement plans, or documentation of best practices. These visits are typically less formal and may be without notice.

BOARD MEETINGS - Another important component of VOA-MN authorizer oversight is board meeting observations conducted at least twice per year and more often for schools within their first two years after initial charter approval. Authorizer VOA-MN uses the Board Meeting Observation Rubric and provides timely feedback to the school boards. VOA-MN also closely monitors the monthly board meeting minutes and financials of each authorized school and provides feedback to the school as needed.

SCHOOL PUBLISHED ANNUAL REPORTS - The Charter School Law (Minn. Stat. 124E.16) includes requirements for a charter school annually. Additionally, VOA-MN requires that annual reports include specific elements defined by VOA-MN annually.

VOA-MN required elements include how the school is performing based on the three essential questions: Is the student learning program a success? Does the school exhibit strong financial health? Is the organization effective and well-run? The final draft is board approved and posted to the school’s official website. The VOA-MN Annual Report criteria may contain the World’s Best Workforce Report.

AUTHORIZER PUBLISHED SCHOOL PERFORMANCE REPORTS - In addition to the Formal Site Visit Report that each school is provided, VOA-MN will also annually publish three VOA-MN Charter School Network Reports: Academic Performance, Board Governance, and Financial Management. The cumulative purpose of these reports is to assess the ongoing performance of VOA-MN authorized schools regarding academic success, financial sustainability, and organizational effectiveness.

The combination of school performance based on the three VOA-MN Annual School Performance Reports, annual Formal Site Visit Reports, informal site visit observations, authorizer observations of board meetings, and ongoing monitoring of school reporting and compliance provides an accountable oversight mechanism for the authorizer, schools, and other organizations. This collective body of evidence will also form the basis for contract renewal decisions.

Birch Grove Community School received a 5-year contract that was executed on July 1, 2021 and expires on June 30, 2026.

III. School Enrollment

Average Daily Membership (ADM)

School Year	K	1	2	3	4	5	Total #	Enrollment ADM
20-21	8.93	8.20	7.0	7.80	5.0	5.90	42.83	73.83%
21-22	10.21	5.0	8.5	3.0	5.0	3.48	35.19	-17.83%
22-23	11.04	12	7	6.47	5.60	1	43.11	22.5%
23-24	11	10.64	12	8	6	3	50.64	17.47%
24-25 Estimate	4	12	8	9	8	4	45	-11.14%



Admissions Policies and Procedures

Birch Grove Community School welcomes all students. No child will be refused admission to the school on the basis of race, gender, religion, ethnicity, and intellectual ability, measures of achievement or aptitude, or athletic ability. All students must make application for admission. Priority for admission will be given to students currently enrolled at Birch Grove Community School and siblings of students currently enrolled at Birch Grove Community School.

Birch Grove Community School board will provide for a lottery when program, class, grade level or building that is compliant with Minnesota Statute 124D.1

*Birch Grove Community School Policy 102/2
Orig. 2011*

102/2 Admissions Policy

I. PURPOSE

The purpose of this policy is to explain how Birch Grove Community School will decide whom to enroll as students in the school.

II. GENERAL STATEMENT OF POLICY

- A. Birch Grove Community School has historically had low student population due to many external factors. In all probability, the lottery process will not be needed due to our typical enrollment numbers and the large size of the facility in which we are housed.
- B. Birch Grove Community School will follow Minnesota Statute 124.D in its enrollment practices. The text of the law is as follows:

A charter school shall enroll an eligible pupil who submits a timely application, unless the number of applications exceeds the capacity of a program, class, grade level, or building. In this case, pupils must be accepted by lot. The charter school must develop and publish a lottery policy and process that it must use when accepting pupils by lot. A charter school shall give preference for enrollment to a sibling of an enrolled pupil and to a foster child of that pupil's parents and may give preference for enrolling children of the school's teachers before accepting other pupils by lot. A charter school may not limit admission to pupils on the basis of intellectual ability, measures of achievement or aptitude, or athletic ability and may not establish any criteria or requirements for admission that are inconsistent with this subdivision. The charter school shall not distribute any services or goods of value to students, parents, or guardians as an inducement, term, or condition of enrolling a student in a charter school.

III. Procedures

- A. Families interested in attending Birch Grove Community School need only fill out an Application Form to become enrolled. (The Application Form consists of student name, grade entering, and parent/guardian contact information.)
- B. In the unlikely event that Birch Grove Community School will need to hold a lottery, all statutes regarding this procedure will be followed.

*Legal References: Minn. Stat. 124.D Charter Schools
Adopted: 6/28/11*



Birch Grove Community School
Student Application Form

Date: _____

Student Legal Name:

First: _____ Middle: _____ Last: _____

Grade Entering: _____

Physical Address: _____ City: _____ Zip: _____

Mailing Address: _____

Email Address: _____

Home Phone #: _____

Parent/Guardian Name 1: _____

Parent/Guardian Name 2:

I verify that the information contained on this form is correct and my child is eligible for the grade applying for.

Parent/Guardian Signature: _____

Demographics Based on October 1, 2023 Enrollment

2023-2024 School Year	Number	Percentage
American Indian	0	0%
Asian	0	0%
Black or African American	0	0%
Hispanic or Latino	5	9.8%
Native Hawaiian or Pacific Islander	0	0%
Other Indigenous Peoples	0	0%
White	40	78.4%
Two or More Races	6	11.8%
English Learner	0	0%
Special Education	12	23.5%
Free & Reduced-Price Meals	23	45.1%
Homeless	0	0%



School Year	Student Retention
2020-2021	76%
2021-2022	80%
2022-2023	78%
2023-2024	88%
2024-2025	74%

School Year	Total # of students Enrolled on October 1	Total # of students Enrolled at the end of the year	Attrition Rate
2022-2023	42	41	97.6%
2023-2024	51	50	98.0%

IV. Governance

School Board Composition:

Judy Motschenbacher – Founder, Community Member

Board President

Re-elected: October 17, 2022

Seat A - Election date: October, 2025

motsch@boreal.org

532 Caribou Trail

Lutsen, MN 55612

218-663-0017

Initial Training: Completed school board training in Governance, Financial Management and Employee Matters as required by the Minnesota Department of Education. Renewed: June 18 & 19, 2010, *School Business Solutions, Inc.*

2023-2024 Ongoing Training:

July 18, 2023: *Safeguard Personnel Data:* MN Charter School Training and Development

September 19, 2023: *Conduct a Board Election:* MN Charter School Training and Development

January 16, 2024: School audit presentation by *Miller McDonald, LLC* and *Abide by the Bylaws:* MN Charter School Training and Development

June 10-12, 2024: VOA-MN Charter School Leadership Conference

Skip Lamb – Community Member

Treasurer Re-elected: October, 2021

Seat B - Election date: October, 2024

lamb@boreal.org

Post Office Box 415

Schroeder, MN 55613

218-663-7922

Initial Training: Completed school board training in Governance, Financial Management and Employee Matters as required by the Minnesota Department of Education. Renewed: June 18 & 19, 2010, *School Business Solutions, Inc.*



2023-2024 Ongoing Training:

July 18, 2023: *Safeguard Personnel Data*: MN Charter School Training and Development

September 19, 2023: *Conduct a Board Election*: MN Charter School Training and Development

January 16, 2024: School audit presentation by *Miller McDonald, LLC* and *Abide by the Bylaws*: MN Charter School Training and Development

Sara Knottski – BGCS Teacher File#487820

Vice President

Seated September 29, 2015

Seat C – Teacher Seat – Rotating Term

sara.knottskibgcs@gmail.com

40 Quincy Drive

Silver Bay, 55614

651-214-9762

Initial Training:

Completed school board training in Governance, Financial Management and Employee Matters as required by the Minnesota Department of Education.

October 17, 2015 by *Ship’s Wheel Consulting, LLC*.



2023-2024 Ongoing Training:

July 18, 2023: *Safeguard Personnel Data*: MN Charter School Training and Development

September 19, 2023: *Conduct a Board Election*: MN Charter School Training and Development

January 16, 2024: School audit presentation by *Miller McDonald, LLC* and *Abide by the Bylaws*: MN Charter School Training and Development

Sarena Crowley – BGCS Parent

Secretary

Re-elected: October, 2021

Seat B - Election Date: October, 2024

sarenanelson@yahoo.com

6849 W. Hwy. 61

Tofte, MN 55615

218-370-0726

Initial Training: Completed school board training in Governance, Financial Management and Employee Matters as required by the Minnesota Department of Education. October 17, 2015, *Ship's Wheel Consulting, LLC*.

2023-2024 Ongoing Training:

July 18, 2023: *Safeguard Personnel Data:* MN Charter School Training and Development

January 16, 2024: School audit presentation by *Miller McDonald, LLC* and *Abide by the Bylaws:* MN Charter School Training and Development

Mary VanDoren – Community Member

Elected October 17, 2022

Seat A - Election Date: October, 2025

msbb@boreal.org

20 Schroeder Tote Road

Schroeder, MN 55613

218-663-7386



Initial Training: Completed school board training in Governance, Financial Management and Employee Matters as required by the Minnesota Department of Education. June 16, 2022 with the *Minnesota School Board Association (MSBA)*.

2023-2024 Ongoing Training:

September 19, 2023: *Conduct a Board Election:* MN Charter School Training and Development

January 16, 2024: School audit presentation by *Miller McDonald, LLC* and *Abide by the Bylaws:* MN Charter School Training and Development

February 21, 2024: *Conduct Financial Oversight of Cash Flow:* MN Charter School Training and Development and *Adopt a Budget:* MN Charter School Training and Development

The BGCS board meets the third Tuesday of the month at 4:00 at Birch Grove Community School.

The school board calendar and school board meetings are posted at BGCS as well as on the school website at www.birchgroveschool.com

Meeting dates are subject to change. Rescheduled board meetings are posted at Birch Grove Community School, the school website, and in weekly school newsletters that can also be found on the website.

The board consists of no less than 5 members and no more than 7, with the school Director as an advisory, non-voting position on the board. One licensed teacher serves on the board with an optional rotating term.

New board members start training within 6 months and training is complete within one year. Note: New legislation now requires board members to complete initial training prior to sitting on the board.

The school board completes a self-evaluation annually and discusses results at a board meeting or retreat. The 23-24 board self-evaluation results were discussed at a board meeting on July 16, 2024. The board discussed how there is room for improvement on attendance and that an additional board members would be advantageous. The board is doing well overall, and received the VOA-MN award for Board Governance at the annual VOA Charter School Leadership Conference in June of 2024.

The school board also has a line item on monthly agendas for reflection: School Board Reflection: *Present, On Time, Progress Made, Open & Honest, End on Time*

Board elections take place during the October school board meeting if applicable that year. Board elections are advertised in the weekly newsletters. There was no school board election in the 23-24 school year.



The VOA Contract Renewal Calculation below includes a section on governance performance for FY23 as well as for FY22 and FY21.

CONTRACT RENEWAL CALCULATION

VOA-MN schools must achieve at least a Satisfactory Rating (70% of points possible) in the Performance Framework overall and meet the majority of standards in each performance area (Academic, Financial, Organizational Performance) to be eligible for a three-year contract renewal and at least an Exemplary Rating (80% of points possible) in the Performance Framework overall and meet the majority of standards in each performance area to be eligible for a five-year contract renewal. All contract renewals will be for either three or five years. Fewer than three years does not provide enough information on which to make a renewal decision.

2022 - 2023 SCHOOL YEAR PERFORMANCE (FY23)						
	Meets Standard Points 2	Partially Meets Standard Points 1	Does Not Meet Standard Points 0	Total Points 9/10	Weight .50	Percent 45%
Academic	8	1	0	9/10	.50	45%
Finance	18	1	0	19/20	.20	19%
Governance	34	0	0	34/34	.15	15%
Mgmt/Operations	28	1	0	29/30	.15	15%
Grand Total	88	3	0	91/94	1.00	94%

CONTRACT RENEWAL CALCULATIONS
CHARTER CONTRACT TERM: July 1, 21 - June 30, 26

	Renewal YR Rating FY21	YR 2 Rating FY22	YR 3 Rating FY23	YR 4 Rating FY24	YR 5 Rating FY25	Average Rating
ACADEMIC (50%)	50%	45%	45%	%	%	46%
FINANCE (20%)	16%	18%	19%	%	%	18%
ORGANIZATION (30%)						
BOARD GOVERNANCE (15%)	15%	15%	15%	%	%	15%
MANAGEMENT OPERATIONS (15%)	15%	15%	15%	%	%	15%
TOTAL	96%	93%	94%	%	%	94%
CUMULATIVE AVERAGE 94%						

CONTACT INFORMATION:

Stephanie Olsen, Program Manager
 Phillip Morris, Academic Performance Analyst
 Rochel Perna, Financial Analyst
 Roderick Haenke, Board Governance Analyst / Constituent Services
 Dawn Maslowski, Program Administrative Assistant

solsen@voamn.org
phillip.morris@voamn.org
rochel.perna@voamn.org
roderick.haenke@voamn.org
dawn.maslowski@voamn.org

Parent surveys are conducted annually.

2023-2024 Parent Survey:

The survey had 37 questions. A selection of survey questions and results can be viewed below:

“My child is progressing academically”:

Strongly Agree: 85.71%

Agree: 14.29%

Somewhat Agree: 0%

Neither Agree or Disagree: 0%

Somewhat Disagree: 0%

Strongly Disagree: 0%

“I would recommend Birch Grove Community School to other families”:

Strongly Agree: 92.86%

Agree: 0%

Somewhat Agree: 7.14%

Neither Agree or Disagree: 0%

Somewhat Disagree: 0%

Strongly Disagree: 0%

“My child is happy at Birch Grove Community School.”

Strongly Agree: 92.86%

Agree: 7.14%

Somewhat Agree: 0%

Neither Agree or Disagree: 0%

Somewhat Disagree: 0%

Strongly Disagree: 0%



V. Management

Name	Admin License Yes/No	File Folder Number	Position	Years Employed	Returned in 2023-2024
Diane Blanchette	No	N/A	Director/ Business Manager	20	Yes
Jessica Klemmer	-	-	PT Office Assistant	12	Yes

Diane Blanchette, a founder of the school, has been the school director since the school opened, with the exception of an absence of eight months. Diane worked for the non-profit that created the charter school application, became the school start-up director, and then the school director/business manager.

School Director Review

An administrative review will be conducted by the school board annually.

- A school director evaluation form is emailed to each school board member in June-August
- In June-August of each year, the survey results are presented at a regular school board meeting. The year-end progress on professional goals is discussed and reviewed at this time.
- In June-August of each year, the administration presents a professional development plan for the current year to the board. The plan is to be goal oriented, citing the action and the measurement for success. The plan will be approved by the school board prior to implementation



Birch Grove Community School
Professional Development Plan with Results 2023-2024
School Director, Diane Blanchette

Goal 1: *To increase knowledge and skills to better contribute to the success and well-being of Birch Grove Community School.*

Action: Attend and pursue professional development opportunities, activities, and interactions that will increase knowledge and skills in various areas of school administration.

Measurement: Documentation of professional development opportunities, activities and interactions that increase knowledge, skills and experience will be compiled and presented for school board review.

July 18, 2023: *Safeguard Personnel Data* - MN Charter Board Training & Development

August 8-9, 2023 On-site annual school financial audit with Miller McDonald, LLC.

August 28, 2023: *Special Education, Child Find, Mandatory Reporting:* Noreen Foster, Indigo Education

August 29, 2023: *Bloodborne Pathogens*

September 19, 2023: *Conduct a Board Election* – MN Charter Board Training & Development

January 16, 2024: School Audit Presentation by Miller McDonald, LLC.

January 16, 2024: *Abide by the Bylaws* – MN Charter Board Training & Development

March 1, 2024: Adult and Pediatric First Aid/CPR/AED with Epinephrine Auto-Injector Administration and Asthma and Quick-Relief Medication Administration- Cook County Higher Education

June 10, 11 & 12, 2024: VOA-MN Charter school Leadership Conference
All IEP Meetings for 2023-2024

All weekly Q-Comp Meetings for 2023-2024

Result: **GOAL MET.** Knowledge and skills were increased due to professional development opportunities, activities, and interactions as documented.

Goal 2: *To increase student academic achievement.*

Actions: Attend and pursue professional development opportunities, activities, and interactions that will increase knowledge, skills and experience that relate to academic achievement.

Measurement 1: Documentation of professional development opportunities, activities and interactions that increase knowledge, skills and experience will be compiled and presented for school board review.

July 18, 2023: Safeguard Personnel Data - MN Charter Board Training & Development

August 8 & 9, 2023: On-site annual school financial audit with Miller McDonald, LLC.

August 28, 2023: Special Education, Child Find, Mandatory Reporting: Noreen Foster, Indigo Education

August 29, 2023: Bloodborne Pathogens

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January 16, 2024: School Audit Presentation by Miller McDonald, LLC.

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March 1, 2024: Adult and Pediatric First Aid/CPR/AED with Epinephrine Auto-Injector Administration and Asthma and Quick-Relief Medication Administration- Cook County Higher Education

June 10, 11, 12, 2024: VOA-MN Charter school Leadership Conference
All IEP Meetings for 2023-2024

All weekly Q-Comp Meetings for 2023-2024

Result: **GOAL MET.** Knowledge and skills were increased due to professional development opportunities, activities, and interactions as documented.

Measurement 2: The percentage of all students enrolled October 1 in grades K-5 at Birch Grove Community School who meet or exceed their fall to spring RIT Growth Projection on the NWEA MAPS in Reading will be 75% or higher.

Result: **GOAL NOT MET.** 61% of all students enrolled October 1 in grades K-5 at Birch Grove Community School met or exceeded their fall to spring RIT Growth Projection on the NWEA MAPS in Reading.

The VOA Contract Renewal Calculation below includes a section on management performance for FY23 as well as for FY22 and FY21.

CONTRACT RENEWAL CALCULATION

VOA-MN schools must achieve at least a Satisfactory Rating (70% of points possible) in the Performance Framework overall and meet the majority of standards in each performance area (Academic, Financial, Organizational Performance) to be eligible for a three-year contract renewal and at least an Exemplary Rating (80% of points possible) in the Performance Framework overall and meet the majority of standards in each performance area to be eligible for a five-year contract renewal. All contract renewals will be for either three or five years. Fewer than three years does not provide enough information on which to make a renewal decision.

2022 - 2023 SCHOOL YEAR PERFORMANCE (FY23)						
	Meets Standard Points	Partially Meets Standard Points	Does Not Meet Standard Points	Total Points	Weight	Percent
	2	1	0			
Academic	8	1	0	9/10	.50	45%
Finance	18	1	0	19/20	.20	19%
Governance	34	0	0	34/34	.15	15%
Mgmt/Operations	28	1	0	29/30	.15	15%
Grand Total	88	3	0	91/94	1.00	94%



CONTRACT RENEWAL CALCULATIONS
CHARTER CONTRACT TERM: July 1, 21 - June 30, 26

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ACADEMIC (50%)	50%	45%	45%	%	%	46%
FINANCE (20%)	16%	18%	19%	%	%	18%
ORGANIZATION (30%)						
BOARD GOVERNANCE (15%)	15%	15%	15%	%	%	15%
MANAGEMENT OPERATIONS (15%)	15%	15%	15%	%	%	15%
TOTAL	96%	93%	94%	%	%	94%
CUMULATIVE AVERAGE 94%						

CONTACT INFORMATION:

Stephanie Olsen, Program Manager
Phillip Morris, Academic Performance Analyst
Rochel Perna, Financial Analyst
Roderick Haenke, Board Governance Analyst / Constituent Services
Dawn Maslowski, Program Administrative Assistant

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phillip.morris@voamn.org
rochel.perna@voamn.org
roderick.haenke@voamn.org
dawn.maslowski@voamn.org



VI. Staffing

Licensed Staff Information

Name	Position	Years Employed	File Folder #	Returned Or not Returned In 23/24
Sara Knottski	K/1 Teacher	9	487820	Returned
Sara Silence	From 2/3 Teacher to Special Education Teacher	10	492349	Returned as Special Education Teacher
Jeff Hoffman	4/5 Teacher	1	517938	Did Not Return
Michelle Blanck	Special Education Teacher	8	364355	Did Not Return
Samantha Forster	2/3 Teacher	0	1026100	New in 23-24
Laurie Robertson	4/5 Teacher	0	327596	New in 23-24

In 2008, Birch Grove Community School was the 21st charter school to enter into the Quality Compensation Program (Q Comp). Q- Comp is designed to advance the teaching profession by providing structural professional development and evaluation, as well as an alternative pay schedule that compensates teachers based on performance. The program brings together career advancement, professional development and compensation linked to academic achievement. It includes a locally agreed-upon peer evaluation process for every teacher that is based on skills, responsibilities and student academic growth.

There are three components to the Q-Comp program:

- School-wide academic goal: set in reading or math
- Classroom goals for each teacher: Goals can vary from reading to math and the measurement is different for each. Goals, approved by school administration, must be challenging, specific and measurable
- Teacher observation/evaluation: Teachers are observed in the classroom and evaluated by each other, and a teacher liaison,

three times per school year. Observation/evaluations are reviewed with this team along with the school director. A written self-reflection accompanies each observation upon completion. Teachers must receive a score of proficient or higher on all three observations to consider the goal achieved

Teachers also formally evaluated annually by the school director. This evaluation includes a teacher self-review document that is reviewed with the school director.

Teacher Professional Development 2023-2024

Staff	Date	Training
Knottski, Sara	07/17/23	SUID Sudden Unexpected Infant Death- Eager To Learn- 1 Hour
K/1 Teacher	07/17/23	AHT Abusive Head Trauma- Eager to Learn – 1 Hour
	07/17/23	Basics of Licensed Family Child Care for Substitutes – Eager to Learn – 4 Hours
	07/18/23	Active Supervision: School-age Children- Eager to Learn – 2 Hours
	08/28/23	Special Education, Child Find, Mandatory Reporting: Noreen Foster, Indigo Education 2 hours
	08/29/23	Bloodborne Pathogens: BGCS – 1 hours
	03/01/24	Adult and Pediatric First Aid/CPR/AED with Epinephrine Auto-Injector Administration and Asthma and Quick-Relief Medication Administration- Cook County Higher Education
	05/06/24	Addressing Challenging Behaviors (part 1, Elementary): Understanding the Acting-Out Cycle- Iris Center- 2.5 Hours
	05/06/24	Addressing Challenging Behaviors (part 2, Elementary): Behavioral Strategies- Iris Center- 2 Hours
	2023-2024	Q-Comp Professional Development - Birch Grove Community School - 30 hours
	2023-2024	3 Q-Comp Observations/Evaluations

Forster, Samantha 2/3 Teacher	08/28/23	Special Education, Child Find, Mandatory Reporting: Noreen Foster, Indigo Education 2 hours
	08/29/23	Bloodborne Pathogens: BGCS – 1 hours
	09/04/23	Project Learning Tree – 2 Hours
	02/09/24	Addressing Challenging Behaviors (Understanding the Acting-Out Cycle)- 2.5 Hours
	03/01/24	Adult and Pediatric First Aid/CPR/AED with Epinephrine Auto-Injector Administration and Asthma and Quick-Relief Medication Administration- Cook County Higher Education
	03/15/24	CSR A Reading Comprehension Strategy- 2 Hours
	05/15/24	Ojibwe Heritage- Wolf Ridge ELC 3 Hours
	05/15/24	Block Printing- Wolf Ridge ELC 1.25 Hours
	05/16/24	Ropes Course – Wolf Ridge ELC 3 Hours
	05/16/24	Weather – Wolf Ridge ELC 3 Hours
	05/16/24	Night Hike – Wolf Ridge ELC 1.25 Hours
	05/17/24	Forest Ecology – Wolf Ridge ELC 3 Hours
	2023-2024	Q-Comp Professional Development - Birch Grove Community School - 30 hours
	2023-2024	3 Q-Comp Observations/Evaluations
Roberts, Laurie 4/5 Teacher	08/28/23	Special Education, Child Find, Mandatory Reporting: Noreen Foster, Indigo Education 2 hours
	08/29/23	Bloodborne Pathogens: BGCS – 1 hours
	2023-2024	Q-Comp Professional Development - Birch Grove Community School - 30 hours
	2023-2024	3 Q-Comp Observations/Evaluations

Silence, Sara	08/14/23- 08/15/23	Indigo Education Back to School Conference, Indigo Education – 11 hours
Special Education Teacher	08/28/23	Special Education, Child Find, Mandatory Reporting: Noreen Foster, Indigo Education 2 hours
	08/29/23	Bloodborne Pathogens: BGCS – 1 hours
	12/14/23	SPED 580 Procedural Safeguards, Southwest Minnesota State University (SMSU) - 3 College Credits
	12/14/23	SPED 550 Curriculum and Instruction in Special Education, Southwest Minnesota State University (SMSU) - 3 College Credits
	01/17/24- 01/18/24	Woodcock Johnson Workshop for Administrator of the test, Michelle Mogen – 12 hours
	01/27/24	Addressing Challenging Behaviors: Understanding the Acting out Cycle, IRIS Center – 2.5 hours
	02/03/24	Addressing Challenging Behaviors (Elementary), IRIS Center – 2 hours
	03/01/24	Adult and Pediatric First Aid/CPR/AED with Epinephrine Auto-Injector Administration and Asthma and Quick-Relief Medication Administration- Cook County Higher Education
	04/09/24	Classroom Behavior Management: Part 1, IRIS Center – 2 hours
	04/09/24	Classroom Behavior Management: Part 2, IRIS Center – 2 hours
	04/09/24	Functional Behavioral Assessment: Identifying Reasons for Problem Behaviors, IRIS Center – 2.5 hours
	05/21/24	SPED 540 Assess, & Ed Planning/Lab, Southwest Minnesota State University (SMSU) - 4 College Credits
	05/21/24	SPED 560 01 Positive Behavior Support, Southwest Minnesota State University (SMSU) - 3 College Credits
	05/21/24	SPED 530 Foundations in Mild to Moderate Disabilities, Southwest Minnesota State University (SMSU)

	2023-2024	- 3 College Credits Q-Comp Professional Development - Birch Grove Community School - 30 hours
	2023-2024	3 Q-Comp Observations/Evaluations

Non-Licensed Staff Information 2023-2024

Staff	Years Employed	Position(s)	Returned or Not Returned in 22-23
Jessica Klemmer	12	Paraprofessional Technology Para Office Assistant BG Community Services	Returned
Rista Sharma-Connor	4	Paraprofessional	Returned and moved to BG Community Services in September
Jenny Buckman	3	Paraprofessional	Returned
Emily VanDoren	1	Paraprofessional	Returned
Gayle Grinnell	1	1:1 Paraprofessional	Returned

Birch Grove Community School contracts with Indigo Education for a Special Education Director and special education support services. Physical therapy, occupational therapy, and school psychologist contracts are secured by Indigo Education. BGCS's satisfaction with Indigo Education is high.



VII. Academic Performance

BGCS utilizes Northwest Evaluation Association's (NWEA) Measures of Academic Progress System (MAPS) as the schools standardized assessment tool, and has since opening in 2005.

Northwest Evaluation Association (NWEA) is the creator of Measures of Academic Progress System (MAPS), our chosen method to test our students. This computer-based testing system is built on decades of research and refinement and adapts to the child in real-time as the test progresses for a pinpoint picture of learning achievement and readiness.

Testing is conducted three times yearly, in the fall, mid-year, and in the spring, for all students in kindergarten through fifth grade. MAPS testing supplies us with instant and complete data on student growth. This data is used to guide instruction, helps to determine appropriate action for the academic growth of each student, and is the basis for our Academic Goal Contracts.

School Academic Goals:

It is important to note that setting academic goals for BGCS is incredibly challenging. There has been much dialog between the Minnesota Department of Education, our school authorizer VOA, and BGCS. Goals that work for other schools (typically using MCA scores) do not always work for a school of Birch Grove's size. Due to data privacy, MCA scores cannot be made public if the cell size is too small. Because of the likelihood of having an annual MCA cell size too small to report, the school academic goals are sometimes based on NWEA scores. Goals

include the entire school, K-5, where most elementary school goals only use data from 3rd – 5th grade (those grades that take the annual MCA's).

It is also important to note that low numbers of students tested can greatly vary scores from year to year, MCA's or NWEA. BGCS is probably one of the few schools in Minnesota that could potentially score a 0% or 100% due to lower student numbers.

The information below concerning academic program performance has been taken directly out of BGCS's charter school contract with VOA-MN:

Three essential questions guide our VOA-MN authorizer oversight and charter school accountability plan.

- **Academic Program Performance - Is the school's Learning Program a Success?**

Academic Performance- All public schools, including charters, must fully participate in the state assessments - Minnesota Comprehensive Assessments. Data from state assessments as well as Title 1 Designation consistent with the state North Star system will be compiled and evaluated in the Annual VOA-MN Authorized Charter Schools Academic Performance Report by the authorizer. Charter schools are required to meet the academic performance standards for which they agree to be held accountable in their charter contract. The extent to which a school is meeting their World's Best Workforce requirements and additional statutory purposes are also measured in the Learning program section.

The VOA-MN Charter School Authorizing Program publishes annually an Academic Performance Report on their network of authorized charter schools. The report serves as a single annual source of academic program and performance information for all of our VOA-MN operational charter schools. The report contains an analysis of annual and cumulative academic program, performance, and professional development data for each school.

Content from the annual Academic Performance Report also serves as the basis for the school academic performance analysis contained in the statutorily required Contract Renewal Evaluation Reports, including evaluation of the extent to which the school has met their primary purpose, "to improve all pupil learning and all student achievement" during the contract term.

The VOA-MN determined academic performance standards contained below are uniform for all VOA-MN charter schools. The standards are contained in VOA-MN Charter Contract Addendum B (School Accountability and Authorizer Oversight System) and serve as the basis for both annual authorizer monitoring of school academic performance and contract renewal determinations. *The authorizer reserves the right to have flexibility to reasonably amend these standards /expectations as needed (example: based on cell size being to small). One sample rating scale is imbedded below to provide the reader with context.*

VOA-MN's academic performance standards/expectations include the following:

Academic Performance Standard 1 - Students are performing well on state examinations in comparison to students at schools they might otherwise attend (with similar demographics) as evidence of meeting their primary statutory purpose of improving all pupil learning and all student achievement.

Imbedded WBWF. (Data Source: Evidence / Source: Minnesota Department of Education).

Scale:

- 0 = School's average proficiency rate is less than the average performance of students in schools they might otherwise attend.
- 1 = Partially meets standard - School's average proficiency rate meets or exceeds the average performance of students in schools they might otherwise attend in one or two subjects (math, reading and science) but not all three.
- 2 = Meets standard - School's average proficiency rate exceeds the average performance of students in schools they might otherwise attend.

Academic Performance Standard 2 - Over the term of the contract, the school will maintain an average state-determined minimum achievement level of 70% (Increased + Maintained) as evidence of meeting their primary statutory purpose of improving all pupil learning and all student achievement. (Evidence / Source: North Star Academic Progress) Scale:

- 0 = Does not meet standard - School's achievement level of "increased and maintained" is below 50%
- 1 = Partially meets standard - School's achievement level of "increased and maintained" is between 70% and 50%
- 2 = Meets standard - School's achievement level of "increased and maintained" is 70% or higher

Academic Performance Standard 3 - The difference between the "all-students" proficiency rate in the School and any reportable student group proficiency rate will be reduced over the term of the contract in both reading and math using state examination data as evidence of the School meeting their primary statutory purpose of improving all pupil learning and all student achievement. Imbedded WBWF Standard: all racial and economic achievement gaps between students are closed. (Evidence / Source: Minnesota Department of Education). Scale:

- 0 = The difference between the "all-students" proficiency rate and all reportable student group proficiency rates has increased.
- 1 = The difference between the "all-students" proficiency rate and at least one student group proficiency rate has been reduced.
- 2 = The difference between the "all-students" proficiency rate and all student group proficiency rates has been reduced.

Academic Standard 4: The school has adopted a formal teacher evaluation process and adheres to the requirements set forth in Minnesota Statute 122A.40. (Data/Source: AASC Annual Report) Scale:

- 0 = School has not adopted a teacher evaluation process.
- 1 = Meets some of the criteria, but no evidence that process is followed.
- 2 = Meets all criteria and is adhered to.

Academic Standard 5: All teachers are supported through a school-wide professional development plan that is based on analysis of assessment data and directly linked to improving all pupil learning and all student achievement. (Data / Source: School Annual Report) Scale:

- 0 = The school has not adopted a school-wide professional development plan.
- 1 = The school has a school-wide professional development plan, but the reviewer could not conclude that the plan was tied to data-driven decision-making.
- 2 = The school has adopted and followed a school-wide, data-driven professional development plan.

Academic Standard 6: The school is meeting their additional purposes (MS 124E.01,Subd 1; Charter

Contract Addendum B). (Data Source: School Annual Report) Scale:

- 0 = The school does not have a plan for meeting their additional statutory purposes and measuring progress.
- 1 = The school has a plan for meeting their additional statutory purposes and is partially meeting them.
- 2 = The school has a plan and is meeting their additional statutory purposes.

Academic Standard 7: The school is meeting the World’s Best Workforce goals (MS 120B.11; Charter Contract Addendum B). (Data Source: School Annual Report) Scale:

- 0 = The school does not have a plan for meeting their WBWF goals and measuring progress.
- 1 = The school has a plan for meeting their WBWF goals and is partially meeting them.
- 2 = The school has a plan and is meeting their WBWF goals.

NWEA-MAP Testing Data 2023-2024

Reading

% Of All School, K-5th Grade, Meeting or Exceeding their RIT Growth
(Goal) in READING

NWEA Reading Scores	% Met or Exceeded Reading Goal
K-5 Birch Grove Community School	61%

% Of All School, K-5th Grade, Meeting or Exceeding the
National Achievement Norm
(Grade Level) in READING

NWEA Reading Scores	% Met or Exceeded Reading Grade Level
K-5 Birch Grove Community School	69%

NWEA-MAP Testing Data 2023-2024 **Math**

% Of All School, K-5th Grade, Meeting or Exceeding
Their RIT Growth
(Goal) In MATH

NWEA Math Scores	% Met or Exceeded Math Goal
K-5 Birch Grove Community School	80%

% Of All School, K-5th Grade, Meeting or Exceeding The
National Achievement Norm
(Grade Level) In MATH

NWEA Math Scores	% Met or Exceeded Math Grade Level
K-5 Birch Grove Community School	78%



Minnesota Comprehensive Assessment (MCA) Results 2023-2024

17 students in grades 3-5 participated in the MCA Reading test.
41% of testers were in Special Education.

MCA READING 23-24	% Proficient
BIRCH GROVE COMMUNITY SCHOOL	56.3%
State of Minnesota	49.9%
Sawtooth Mountain Elementary, Grand Marais, Resident District #166	42.3%
William Kelly Elementary, Silver Bay #381	46.4%

MCA MATH 23-24	% Proficient
BIRCH GROVE COMMUNITY SCHOOL	47.1%
State of Minnesota	45.5%
Sawtooth Mountain Elementary, Grand Marais, Resident District #166	24.7%
William Kelly Elementary, Silver Bay #381	40.4%

VIII. School Annual Plan for Assessments

School/Local Assessments 2023-2024

Assessment	Grades	Testing Window
Northwest Evaluation Association (NWEA) MAPS (Measures of Academic Progress System) <ul style="list-style-type: none"> • Reading • Math 	Kindergarten- 5 th Grade	<u>2023-2024 School Year</u> Fall: September 2023 Winter: January 2024 Spring: April 2024

State Assessments 2023-2024

Assessment	Grades	Testing Window
Minnesota Comprehensive Assessments (MCA) <ul style="list-style-type: none"> • Reading 	3-5 th Grade	<u>2023-2024 School Year</u> April, 2024
Minnesota Comprehensive Assessments (MCA) <ul style="list-style-type: none"> • Math 	3-5 th Grade	<u>2023-2024 School Year</u> April, 2024
Minnesota Comprehensive Assessments (MCA) <ul style="list-style-type: none"> • Science 	5 th Grade	<u>2023-2024 School Year</u> April, 2024

School/Local Assessments 2024-2025

Assessment	Grades	Testing Window
Fastbridge <ul style="list-style-type: none"> • Reading • Math 	Kindergarten- 5 th Grade	<u>2024-2025 School Year</u> Fall: September 2024 Winter: January 2025 Spring: April 2025

State Assessments 2024-2025

Assessment	Grades	Testing Window
Minnesota Comprehensive Assessments (MCA) <ul style="list-style-type: none"> • Reading 	3-5 th Grade	<u>2024-2025 School Year</u> April, 2025
Minnesota Comprehensive Assessments (MCA) <ul style="list-style-type: none"> • Math 	3-5 th Grade	<u>2024-2025 School Year</u> April, 2025
Minnesota Comprehensive Assessments (MCA) <ul style="list-style-type: none"> • Science 	5 th Grade	<u>2024-2025 School Year</u> April, 2025

IX. Finances

School Auditors: Miller McDonald, Inc.
 513 Beltrami Avenue NW ~Post Office Box 486 Bemidji, MN 56619
 (218) 751-6300 ~ Fax (218) 751-0782

BIRCH GROVE COMMUNITY SCHOOL
MINNESOTA CHARTER SCHOOL NO. 4145
TOFTE, MINNESOTA
STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCES - GOVERNMENTAL FUNDS
YEAR ENDED JUNE 30, 2023

	General Fund	Community Service Fund	Other Governmental Fund	Totals
<u>Revenues</u>				
Revenues from Local Sources	\$ 55,263	\$ 113,223	\$ 12,646	\$ 181,132
Revenues from State Sources	559,919	10,152	-	570,071
Revenues from Federal Sources	38,389	-	-	38,389
Sales and Other Conversions of Assets	14,118	(542)	6,880	20,456
Investment Earnings	780	-	-	780
Total Revenues	<u>668,469</u>	<u>122,833</u>	<u>19,526</u>	<u>810,828</u>
<u>Expenditures</u>				
Current:				
Administration	66,615	-	-	66,615
District Support Services	53,469	-	-	53,469
Regular Instruction	254,070	-	-	254,070
Special Education Instruction	166,892	-	-	166,892
Community Education and Services	-	129,128	-	129,128
Instructional Support Services	12,431	-	-	12,431
Pupil Support Services	33,746	-	19,259	53,005
Sites and Buildings	43,608	-	-	43,608
Fiscal and Other Fixed Costs	11,453	-	-	11,453
Capital Outlay	3,403	7,579	-	10,982
Total Expenditures	<u>645,687</u>	<u>136,707</u>	<u>19,259</u>	<u>801,653</u>
<u>Excess of Revenues Over (Under) Expenditures</u>	22,782	(13,874)	267	9,175
<u>Fund Balances, Beginning of Year</u>	127,527	16,203	6,899	150,629
<u>Fund Balances, End of Year</u>	\$ 150,309	\$ 2,329	\$ 7,166	\$ 159,804

BIRCH GROVE COMMUNITY SCHOOL
MINNESOTA CHARTER SCHOOL NO. 4145
TOFTE, MINNESOTA
BALANCE SHEET - GOVERNMENTAL FUNDS
JUNE 30, 2023

	General Fund	Community Service Fund	Other Governmental Fund	Totals
<u>ASSETS</u>				
Cash and Investments	\$ 93,899	\$ 21,035	\$ 6,944	\$ 121,878
Due from Other Governmental Units	108,316	-	-	108,316
Other Accounts Receivable	10,336	4,466	222	15,024
Prepaid Expenditures	655	218	-	873
Total Assets	\$ 213,206	\$ 25,719	\$ 7,166	\$ 246,091
<u>LIABILITIES AND FUND BALANCE</u>				
<u>Liabilities</u>				
Salaries Payable	\$ 33,855	\$ 5,594	\$ -	\$ 39,449
Accounts Payable	8,330	5,930	-	14,260
Due to Other Governmental Units	675	-	-	675
Payroll Deductions and Employer Contributions	20,037	2,421	-	22,458
Unearned Revenue	-	9,445	-	9,445
Total Liabilities	62,897	23,390	-	86,287
<u>Fund Balance</u>				
Nonspendable for:				
Prepaid Items	655	218	-	873
Restricted for:				
Safe Schools Levy	937	-	-	937
Food Service	-	-	7,166	7,166
Community Education	-	2,111	-	2,111
Unassigned	148,717	-	-	148,717
Total Fund Balance	150,309	2,329	7,166	159,804
Total Liabilities and Fund Balance	\$ 213,206	\$ 25,719	\$ 7,166	\$ 246,091



2023-2024 Budget: Expenditures

Dist#	Type	FD	ORG	PRO	FIN	OBJ	CRS	Account Code Description	FY24 Budget
4145	E	01	005	010	000	185	000	Board Salary -Other	1,200.00
4145	E	01	005	010	000	210	000	Fica/Medicare	92
4145	E	01	005	010	000	218	000	Tra	100
4145	E	01	005	010	000	305	000	Legal & Other Consultants	150
4145	E	01	005	010	000	310	000	Auditors	7,950
4145	E	01	005	010	000	366	000	Board Travel	350
4145	E	01	005	010	000	820	000	Dues & Membership	0
4145	E	01	005	010	000	821	000	Sponsor Assessment	7,500.00
4145	E	01	005	020	000	110	000	Salary	43,000
4145	E	01	005	020	000	210	000	FICA	3289
4145	E	01	005	020	000	218	000	Tra	3676
4145	E	01	005	020	000	305	000	Contracted Services & PR	4,000
4145	E	01	005	108	000	305	000	Computer Tech	1,000.00
4145	E	01	005	110	000	170	000	Acct/Bookkeeper Salary	20,000
4145	E	01	005	110	000	171	000	Office Assistant	6,000
4145	E	01	005	110	000	210	000	FICA	1,989
4145	E	01	005	110	000	214	000	PERA	450
4145	E	01	005	110	000	218	000	Tra	1,668
4145	E	01	005	110	000	270	000	Worker's Comp	0
4145	E	01	005	110	000	280	000	Reemployment Compensation	0
4145	E	01	005	110	000	305	000	Business Management Contract/Fees	15,375
4145	E	01	005	110	000	320	000	Communications Svcs	7,088
4145	E	01	005	110	000	329	000	Postage/Printing	100
4145	E	01	005	110	000	380	000	Short Term Tech Leases-copier and copies	1725
4145	E	01	005	110	000	401	000	General Supplies	1200
4145	E	01	005	110	000	455	000	Non-Instr Tech Supplies	0
4145	E	01	005	110	000	530	000	Equipment Purchased	1000
4145	E	01	005	110	000	740	000	Line of Credit Interest	0
4145	E	01	005	760	720	170	000	Bus Driver	0
4145	E	01	005	760	720	210	000	Fica/Medicare	0
4145	E	01	005	760	720	214	000	Pera	0
4145	E	01	005	760	720	218	000	Tra	0
4145	E	01	005	760	720	360	000	Contracted Transportation - Regular	32,670
4145	E	01	005	760	720	365	000	Interdept Transportation	0
4145	E	01	005	760	720	440	000	Fuels	0
4145	E	01	005	760	733	535	000	Capital Leases	0
4145	E	01	005	760	733	548	000	Pupil Trans Vehicles	0
4145	E	01	005	760	733	580	000	Principal Bus Lease	0
4145	E	01	005	760	733	581	000	Interest Bus Lease	0
4145	E	01	005	760	733	589	000	Lease/Install Trans	0
4145	E	01	005	810	000	330	000	Utility Services	3,000
4145	E	01	005	810	000	350	000	Repairs & Maintenance	500
4145	E	01	005	810	000	401	000	Supplies	500
4145	E	01	005	850	348	570	000	K-5 Building Lease	49,782
4145	E	01	005	940	000	340	000	Insurance	11,250
4145	E	01	005	950	000	910	000	Perm Interfd Transf	15,000

2023-2024 Budget: Expenditures Continued

Dist#	Type	FD	ORG	PRO	FIN	OBJ	CRS	Account Code Description	FY24 Budget
4145	E	01	010	203	000	140	000	Teacher Salary	147,000
4145	E	01	010	203	000	141	000	Teacher Assistant Salary	40,000
4145	E	01	010	203	000	145	000	Substitute Teachers	1,875
4145	E	01	010	203	000	185	000	Sal-Other - DAC	1,200
4145	E	01	010	203	000	210	000	FICA	1,438
4145	E	01	010	203	000	214	000	PERA	3,000
4145	E	01	010	203	000	218	000	TRA	12,831
4145	E	01	010	203	000	305	000	Contracted Services	700
4145	E	01	010	203	000	394	000	Field Trips-Admissions	4,000
4145	E	01	010	203	000	401	000	Non-Instructional Supplies	2000
4145	E	01	010	203	000	430	000	Instructional Supplies	2000
4145	E	01	010	203	000	460	000	Instruct Software & textbooks	2,000
4145	E	01	010	203	000	461	000	Standardized Tests	1500
4145	E	01	010	203	000	466	000	Instr Tech Devices	0
4145	E	01	010	203	000	530	000	Equipment	500
4145	E	01	010	204	414	366	000	Trav/Conv/Conference	2000
4145	E	01	010	204	514	140	000	Lic Classroom Tchr	19,042
4145	E	01	010	204	514	141	000	N-Lic Classroom Pers	0
4145	E	01	010	204	514	210	000	Fica/Medicare	1456
4145	E	01	010	204	514	214	000	Pera	0
4145	E	01	010	204	514	218	000	Tra	1588
4145	E	01	010	290	000	360	000	Tran-Contract/Pub	300
4145	E	01	010	290	000	401	000	Service Learning Supplies	200
4145	E	01	010	291	000	401	000	Music supplies	400
4145	E	01	010	401	740	394	000	To Non-Ed Agency	36,000
4145	E	01	010	407	740	140	000	Lic Classroom Tchr	62,000
4145	E	01	010	407	740	161	000	ParaProf/Personal Care Assist	26,500
4145	E	01	010	407	740	162	000	One-to-One Paraprofessional	26,500
4145	E	01	010	407	740	210	000	Fica/Medicare	8,797
4145	E	01	010	407	740	214	000	Pera	3,975
4145	E	01	010	407	740	218	000	Tra	5,301
4145	E	01	010	407	740	366	000	Professional Development	1,000
4145	E	01	010	407	740	394	000	To Non-Ed Agency	10,000
4145	E	01	010	407	740	433	000	Sup/Mat Indiv Instr	1000
4145	E	01	010	411	740	162	000	One-to-One Paraprofessional	0
4145	E	01	010	411	740	394	000	To Non-Ed Agency	0
4145	E	01	010	420	419	303	000	Special Ed Director Contract	18,900
4145	E	01	010	420	419	366	000	Trav/Conv/Conference	600
4145	E	01	010	420	419	366	640	Trav/Conv/Conference	0
4145	E	01	010	420	419	433	000	Sup/Mat Indiv Instr	0
4145	E	01	010	420	419	465	000	Non-Instr Tech Devices	0
4145	E	01	010	620	000	470	000	Library Materials	300
4145	E	01	010	630	000	141	000	Technology Para	2500
4145	E	01	010	630	000	210	000	Fica/Medicare	191
4145	E	01	010	630	000	214	000	Pera	187
4145	E	01	010	630	000	305	000	Instructional Related/Tech Svc	300

2023-2024 Budget: Expenditures Continued

Dist#	Type	FD	ORG	PRO	FIN	OBJ	CRS	Account Code Description	FY24 Budget
4145	E	01	010	630	000	401	000	Sup/Mat Non-Instr.	200
4145	E	01	010	630	000	405	000	Non-Instr Cmptr Sftwr/Lic	500
4145	E	01	010	630	000	460	000	Instruct Software	0
4145	E	01	010	630	000	555	000	Technology Equipment	250
4145	E	01	010	640	335	140	000	Lic Classroom Tchr	5,850
4145	E	01	010	640	335	145	000	Sub Tchr Salary	
4145	E	01	010	640	335	210	000	Fica/Medicare	477
4145	E	01	010	640	335	214	000	Pera	
4145	E	01	010	640	335	218	000	Tra	487
4145	E	01	010	640	335	305	000	Consult/Fees For Svc	500
4145	E	01	010	640	335	366	000	Trav/Conv/Conference	1546
4145	E	01	010	640	335	490	000	Food	500
4145	E	01	010	720	000	305	000	Consult/Fees For Svc	600
4145	E	01	010	720	000	401	000	Sup/Mat Non-Instr.	100
								FUND 01 TOTAL	701,695.00
4145	E	02	005	770	707	170	000	N-Instr Support - cook	14,630
4145	E	02	005	770	707	210	000	Fica/Medicare	1119
4145	E	02	005	770	707	214	000	Pera	1097
4145	E	02	005	770	707	305	000	Change code to Jessica -	2,590
4145	E	02	005	770	707	366	000	Trav/Conv/Conference	1500
4145	E	02	005	770	707	401	000	Sup/Mat Non-Instr.	300
4145	E	02	005	770	707	490	000	Food	13,000
4145	E	02	005	770	707	495	000	Milk	1000
4145	E	02	005	770	707	820	000	Dues & Memberships	100
								FUND 02 TOTAL	35,336.00
4145	E	04	005	505	000	110	000	Lead Community Service Coordinator	6,000
4145	E	04	005	505	000	210	000	Fica/Medicare	612
4145	E	04	005	505	000	218	000	Tra	667
4145	E	04	005	505	000	270	000	Workers Compensation	0
4145	E	04	005	505	000	280	000	Reemployment Insur.	0
4145	E	04	005	505	000	305	000	Business Management	5,125
4145	E	04	005	505	000	310	000	Auditors	2,650
4145	E	04	005	505	000	320	000	Communications Svcs	2,362
4145	E	04	005	505	000	329	000	Postage & Parcel Svc	100
4145	E	04	005	505	000	340	000	Insurance	3,750
4145	E	04	005	505	000	350	000	Repair & Maint Svc	200
4145	E	04	005	505	000	360	000	Tran-Contract/Pub	10,890
4145	E	04	005	505	000	380	000	Short Term Tech Leases copier and copies	575
4145	E	04	005	505	000	401	000	Sup/Mat Non-Instr.	500
4145	E	04	005	505	000	530	000	Equipment Purchased	500
4145	E	04	005	505	000	555	000	Chrome Books	0
4145	E	04	005	590	000	144	301	School year Saplings Non-Licensed	48,091
4145	E	04	005	590	000	144	302	Campsite Kids Non-licensed	10,580
4145	E	04	005	590	000	144	304	Birch Buddies N-Lic Instr Sup Pers	4,000
4145	E	04	005	590	000	144	305	Summer Saplings Non-Lic	12,420
4145	E	04	005	590	000	170	000	Community Service Coordinator	6,000

2023-2024 Budget: Expenditures Continued

Dist#	Type	FD	ORG	PRO	FIN	OBJ	CRS	Account Code Description	FY24 Budget
4145	E	04	005	590	000	210	000	Fica/Medicare	459
4145	E	04	005	590	000	210	301	Fica/Medicare	3,678
4145	E	04	005	590	000	210	302	Fica/Medicare	809
4145	E	04	005	590	000	210	304	Birch Buddies Fica/Medicare	306
4145	E	04	005	590	000	210	305	Fica/Medicare	950
4145	E	04	005	590	000	214	000	Pera	450
4145	E	04	005	590	000	214	301	Pera	3606
4145	E	04	005	590	000	214	302	Pera	0
4145	E	04	005	590	000	214	304	Birch Buddies Pera	300
4145	E	04	005	590	000	214	305	Pera	931
4145	E	04	005	590	000	218	302	Tra	882
4145	E	04	005	590	000	218	305	Tra	250
4145	E	04	005	590	000	305	301	School Year Saplings Advertising	300
4145	E	04	005	590	000	305	302	Campsite Kids Advertising	200
4145	E	04	005	590	000	305	304	Birch Buddies Advertising	100
4145	E	04	005	590	000	305	305	Summer Saplings Advertising	200
4145	E	04	005	590	000	305	309	CE Bright Wheel deposit/processing fees	2000
4145	E	04	005	590	000	366	301	Saplings Training	500
4145	E	04	005	590	000	380	000	Saplings Building Lease	1024
4145	E	04	005	590	000	401	301	School Year Saplings supplies	700
4145	E	04	005	590	000	401	302	Campsite Kids supplies	500
4145	E	04	005	590	000	401	304	Birch Buddies Supplies	0
4145	E	04	005	590	000	401	305	Summer Saplings Supplies	400
								FUND 04 TOTALS	133,567.00
4145	E	14	005	506	000	305	000	Consult/Fees For Svc	0
4145	E	14	005	506	000	401	000	Cots- Other supplies	0
4145	E	14	005	506	000	490	000	Food	0
								FUND 14 HOSTEL TOTALS	0.00
								Total Expenditure Budget	870,598.00



2023-2024 Budget: Revenues

Dist#	Type	FD	ORG	PRO	FIN	SRC	CRS	Account Code Description	FY24 Budget
4145	R	01	005	000	000	092	000	Interest from Earnings	1,200
4145	R	01	005	000	000	096	777	General Donations	40,000
4145	R	01	005	000	000	097	000	Erate Reimbursement	1,300
4145	R	01	005	000	000	099	000	Misc. Local Revenue	1,300
4145	R	01	005	000	000	201	000	Endow Fund Apportion	1,605
4145	R	01	005	000	000	211	000	General Education Aid-Entitlements	436,225
4145	R	01	005	000	000	212	000	Literacy Incentive Aid	0
4145	R	01	005	000	000	317	000	LTFM State Aid	6,468
4145	R	01	005	000	000	619	000	Fundraising Expense	-500
4145	R	01	005	000	000	619	200	Gala Fundraising Expense	-3,500
4145	R	01	005	000	000	620	000	Fundraising Rev	0
4145	R	01	005	000	000	620	200	Gala Fundraising Revenue	18,000
4145	R	01	005	000	000	624	000	Sale Of Equipment	0
4145	R	01	005	000	335	211	000	Q Comp	9,360
4145	R	01	005	000	342	300	000	Safe Schools	0
4145	R	01	005	000	348	300	000	Lease Aid	44,804
4145	R	01	005	000	414	400	000	Title II	2,000
4145	R	01	005	000	419	400	000	Federal Spec Ed	14,700
4145	R	01	005	000	514	500	000	REAP Grant	19,000
4145	R	01	005	000	740	360	000	State Special Education	162,966
								FUND 01 REVENUE TOTALS	754,928.00
4145	R	02	005	770	707	096	000	Donations	10,000
4145	R	02	005	770	707	601	000	Food Sales To Pupils	10,000
4145	R	02	005	770	707	606	000	Food Sales To Adults	500
4145	R	02	005	950	707	649	000	Perm Interfd Transf	15,000
								FUND 02 REVENUE TOTALS	35,500.00
4145	R	04	005	590	000	050	301	School Year Saplings fees	36,000
4145	R	04	005	590	000	050	302	Campsite Kids Fees	27,047
4145	R	04	005	590	000	050	304	Birch Buddies Fees	4320
4145	R	04	005	590	000	050	305	Summer Sapling fees	17,501
4145	R	04	005	590	000	093	000	Sub Lease Revenue	0
4145	R	04	005	590	000	094	000	County Support	30,000
4145	R	04	005	590	000	096	000	Pre School Donations	1,000
4145	R	04	005	590	000	619	210	Halloween Carnival Expense	-600
4145	R	04	005	590	000	620	210	Halloween Carnival Revenue	1200
4145	R	04	005	590	338	040	000	Pathway I	12000
4145	R	04	005	590	338	040	305	Pathway I - Summer Saplings	6000
								FUND 04 REVENUE TOTALS	134,468.00
4145	R	14	005	506	000	093	000	Bookings	
4145	R	14	005	506	000	099	000	LK Johnson Grant	
								FUND 14 HOSTEL REVENUE TOTALS	0.00
								Total Revenue Budget	924,896.00

X. Service Learning Plan and Outcomes

BIRCH GROVE COMMUNITY SCHOOL

SERVICE LEARNING PLAN

I. PURPOSE: The purpose of this Plan is to provide organizational guidance and articulate expectations for service learning.

II. DEFINITION: Service learning is a method of teaching and learning that combines classroom instruction with meaningful community service. This form of learning emphasizes critical thinking and personal reflection while encouraging a heightened sense of community, civic engagement, and personal responsibility.

III. STATEMENT OF EXPECTATIONS:

- A. Birch Grove Community School will engage in service projects throughout each school year
- B. Each classroom will engage in a minimum of one service-learning project annually.
- C. Each faculty member and student will engage in and promote the value of ongoing service to others; within the school, the family, to friends and community.
- D. The school will designate a bulletin board to exhibit examples of service to others.

IV. Guiding Principles in Service Learning

A. Mission: 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.

B. Vision: Birch Grove Community School envisions quality curriculum, excellent staff, and committed families and community members.

Our vision also includes:

- A K-5 educational program in multi-grade classrooms.
- Low student/teacher ratios.
- A focus on: reading, writing, and mathematics.
- Preparing students to be active and responsible citizens in their community.
- Encouraging student/parent/community ownership in their community school.

Birch Grove Community School will provide a nurturing and safe environment where:

- Parents and community members are actively engaged in student learning.
- High expectations for students and staff are modeled and clearly defined.
- Quality programs are developed, evaluated, and continuously improved.
- All students' needs are met.
- Student-teacher ratios in the classroom are low.
- Students' lives are further enriched through active partnership with local citizens.

Grades	Service-Learning Projects 23-24
K/1	<ul style="list-style-type: none"> • Maintained school-wide recycling project • Earth Clean Up Day: Center grounds, bike path, Tofte Park <ul style="list-style-type: none"> • <i>Let's Plant Trees</i> – Presentation and planting of trees • Tofte Community Garden plot preparation and planting vegetables for school lunch program
2/3	<ul style="list-style-type: none"> • Maintained school-wide recycling project • Earth Clean Up Day: Center grounds, bike path, Tofte Park <ul style="list-style-type: none"> • <i>Let's Plant Trees</i> – Presentation and planting of trees • Tofte Community Garden plot preparation and planting vegetables for school lunch program
4/5	<ul style="list-style-type: none"> • Kitchen Patrol at Wolf Ridge • Earth Clean Up Day: Center grounds, bike path, Tofte Park <ul style="list-style-type: none"> • <i>Let's Plant Trees</i> – Presentation and planting of trees • Tofte Community Garden plot preparation and planting vegetables for school lunch program



School Culture

Birch Grove Community School works hard to ensure a productive academic environment where students feel safe, comfortable, respected, and challenged. The start of each year requires much attention directed to new students who aren't accustomed to Birch Grove. Birch Grove integrates respect and responsibility into everyday life of the school, and we start every morning with the Pledge of Allegiance and set a positive, "let's get to learning" tone.

Multi-Grade Classrooms

Benefits of multi-grade classes are:

- A. Instructional Flexibility – In a multi-grade classroom the teacher has the possibility of allowing a child to read with students in higher grades while, for example, the same child does math with the lower grades. One can more easily gear the work to individual needs.
- B. Social Skills – A classroom with children of several ages enables students to gain a perspective on what is happening in the lives and education of children both younger and older. It helps them gain a more accurate sense of the past and future in terms of experiences and interest and stimulates the entire learning environment.
- C. Peer Tutoring – In multi-age classrooms, the children generally have more opportunity to help one another than in a single grade classroom. Such peer teaching aids the slower and younger children in ways often beyond the communicative ability of adults, since adults have generally forgotten the problems they had in learning a particular concept or skills in the remote past.

At BGCS, we come to know our students very well. Our student to teacher ratio, multi-grade classrooms (students have the same teacher for at least two consecutive years) and the staff concern and care for our students contributes to a family atmosphere that we are proud of. Because we know our students well, we are better able to gauge what their specific abilities and needs are, allowing us to serve our students better.

Academic Goal Contracts

Every student at Birch Grove has an Academic Goal Contract. At the beginning of each school year, students partake in the NWEA Measurement of Academic Progress System (MAPS) testing for both math and reading and receive an initial RIT score. Utilizing data provided from NWEA, a year end RIT score (the goal) is determined based on the students beginning RIT. The initial RIT score and the year-end RIT goal

are recorded in a contract for each student. Contracts are presented at the first conference of the year. The classroom teacher discusses the contract with both the student and the parents, discusses the initial score, and what the end goal is. Contracts are signed by all three parties. The overall goal is student academic growth.

The Great Outdoors - Outdoor Learning and Experience

Our school is located in one of the most beautiful natural environments in the state, and we are taking advantage of it! Included in our program is the opportunity to go cross-country skiing, snowshoeing, hiking, and ice skating. Not only do these activities promote physical activity, but it creates bonds between student, staff and volunteers.

The Northwoods is in our backyard. We have nature trails that run throughout the woods behind the building where students can hike and snowshoe, look for scat, tracks, and hear bird song. School activities, such as partner reading, art projects, snow building, and bonfires, happen in the Northwoods. Our school's campsite is also located in the area.

Located over a wooden bridge and up a trail that leads into the woods, you will find The Campsite. This area includes a brick paved bonfire area, picnic tables surrounding another brick paved area, a grill, a large storage shed where we keep camp chairs and outdoor equipment, and lots of space for kids to roam the woods. Many a fort has been built in this area. It is also the site for our K-5 summer program, Campsite Kids.

The students in 2nd-5th grade visit Wolf Ridge Environmental Learning Center each year for a 3 day/2-night stay. Students engage in a variety of activities and learning experiences that cover Minnesota state standards with the guidance of the Wolf Ridge staff.

Responsive Classroom

Responsive Classroom helps to build and reinforce a positive approach in managing student behavior.

ALIGNMENT TO VOAMN AUTHORIZING PROGRAM HALLMARKS

Providing high quality educational opportunities: BGCS works hard to improve student learning by encouraging the use of different and innovative teaching methods, requiring measurements of learning outcomes via goal setting contracts, establishing new forms of accountability and creating new professional opportunities for teachers.

Our Focus on underserved communities, as measured by continued enrollment: BGCS has an open enrollment policy, and we have had the opportunity to work with families of different ethnic and cultural backgrounds in the past. We will continue to work hard at providing a high-quality education, strengthening perseverance, facilitating cross-cultural understanding, and doing our part to help close the achievement gap for all students who attend BGCS.

Socio-economic Diversity: BGCS is a tuition free, open enrollment charter school which does not discriminate regardless of economic status. BGCS participates in a free and reduced lunch program, and works hard at making sure all students are treated equally.

Encouraging Small School Environments: BGCS promotes multi grade classrooms which enhances peer mentoring, small group instruction, and the use of paraprofessionals in classrooms to allow for more one-on-one time between the teacher and students. Our small school environment allows flexibility to meet the unique needs of all students and encourages parental involvement in making decisions based on those unique needs.

Service Learning:

BGCS will promote service learning by coordinating a teaching and learning strategy that integrates meaningful community service with instruction and reflection with the purpose of enriching the students learning experience, teach civic responsibility, and strengthen communities. BGCS will involve students in community service activities combined with facilitated means for applying the experience to their academic and personal development.



XII. Future Plans

As always, Birch Grove Community School will continue to monitor the fund balance carefully, with the intention of increasing it whenever possible. Due to our location and anticipating ups and downs in the local youth population, we need to prepare for future potential declining enrollment. The fund balance needs to be strong enough to see the school through a few low enrollment years. As such, a healthy fund balance is necessary for the school's long-term future. Other options for additional funding will continue to be explored.

BGCS intends to continue to work on integrating outdoor learning and experience throughout the curriculum and programming. In the current 24-25 school year, we have two relatively new classroom teachers to BGCS. It will take time for them to become accustomed to BGCS, especially the multi-grade aspect of the classroom. Integrating outdoor learning will take some time, however, the outdoor experience is built into the programming, with time allotted for outdoor experience such as ice skating and snowshoeing, as well as the newest addition, vegetable gardening. In time, we intend to integrate more of the outdoor learning aspect into the classrooms with each progressing year.



XIII. World's Best Workforce

World's Best Workforce Goals (Minnesota Statutes, section 120B.11)

All racial and economic achievement gaps between students is closed

BGCS does not have a very diverse population and typically has a cell size too small to report. The percentage of Free/Reduced K-5 students meeting or exceeding grade level will increase 3% from the prior year based on the NWEA MAP assessments in reading and math.

Measure: NWEA data

Reporting: School Annual Report (MS. 124d.10)

NWEA READING	% Proficient 22-23	%Proficient 23-24
K-5 Free and Reduced	71%	73%

NWEA MATH	% Proficient 22-23	% Proficient 23-24
K-5 Free and Reduced	76%	86%

All children are ready for school

BGCS will increase the percent of children who are ready for school each year.

Measure: Birch Grove Community School will continue to offer the Saplings Program (licensed daycare) for children ages 3-5.

Reporting: School Annual Report (MS. 124d.10)

The Saplings Program was operational in 2023-2024

All students are ready for career and college
Not applicable to an elementary school

All students graduate from high school
Not applicable to an elementary school



XIV. Non-Profit Status

Minnesota Business Name: Birch Grove Community School

Business Type: Non-Profit Corporation (Domestic)

File Number: 1038437-2

Filing Date: 09/14/2004

Renewal Due Date: 12/31/2025

MN Statute: 317A

Home Jurisdiction: Minnesota

Status: Active/In Good Standing

Business Record Details »		Print	Order Certificate	File Amendment / Renewal	Order Copies	« Back to Search Results
Minnesota Business Name Birch Grove Community School						
Business Type Nonprofit Corporation (Domestic)						MN Statute 317A
File Number 1038437-2						Home Jurisdiction Minnesota
Filing Date 09/14/2004						Status Active / In Good Standing
Renewal Due Date 12/31/2025						Registered Office Address 9 Goodneighbor Hill Rd PO Box 2242 Tofte, MN 55615 USA
Registered Agent(s) (Optional) Currently No Agent						President Diane Blanchette 9 GOOD NEIGHBOR HILL RD TOFTE, MN 55615-2802 USA