

Birch Grove Community School

School Board Meeting Minutes

Tuesday, April 16, 2024

At Birch Grove Community School at 4:00pm

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: 4:08pm
Members Present: Skip Lamb, Sarena Crowley, Judy Motschenbacher, Sara Knottski, ex-officio Diane Blanchette and Mary VanDoren arrived at 4:15pm
- 2.0 Reading of the Mission Statement: Sarena Crowley
- 3.0 Review and Approve the Agenda: **Motion to approve agenda made by Sarena Crowley, seconded by Sara Knottski, with the addition of 12.5 Line of Credit. Motion carried unanimously.**
- 4.0 Review and Approve Meeting Minutes from February 20, 2024. There was no meeting in March. **Motion to approve by Skip Lamb, seconded by Mary VanDoren. Motion carried unanimously.**
- 5.0 Declaration of Conflict of Interest: Mary VanDoren will abstain from Line of Credit motion.
- 6.0 Community Comment: N/A
- 7.0 Purchase Order Review: In Progress
- 8.0 Financial Reports
 - 8.1 Cash Flow Projection: February and March: **Motion to approve cash flow projections made by Sara Knottski, seconded by Skip Lamb. Motion carried unanimously.**
 - 8.2 Monthly Register: February and March: **Motion to approve registers made by Sarena Crowley, seconded by Mary VanDoren Motion carried unanimously.**
 - 8.3 Revenue Report: February and March: **Motion to approve revenue reports made by Sarena Crowley, seconded by Sara Knottski. Motion carried unanimously.**
 - 8.4 Expenditure Report: February and March: **Motion to approve expenditure reports made by Mary VanDoren, seconded by Sara Knottski. Motion carried unanimously.**
 - 8.5 Bank Statement: February and March: **Motion to approve bank statements made by Sarena Crowley, seconded by Sara Knottski. Motion carried unanimously.**
 - 8.6 Balance Sheet Report: February and March: **Motion to approve balance sheet reports made by Sarena Crowley, seconded by Mary VanDoren. Motion carried unanimously.**
- 9.0 Enrollment Updates: 50.5, Budgeted at 49
- 10.0 Policy Review/Approval: Policy 410 Family and Medical Leave Policy: **Motion to approve made by Mary VanDoren, seconded by Skip Lamb. Motion carried unanimously.**
- 11.0 Old Business
- 12.0 New Business
 - 12.1 Accept Donations: **Motion to accept donations made by Mary VanDoren, seconded by Skip Lamb. Motion carried unanimously.**
 - 12.2 Approve DCD (Developmental Cognitive Disability) Contract 23-24: **Motion to approve DCD contract made by Sarena Crowley, seconded by Mary VanDoren. Motion carried unanimously.**
 - 12.3 VOA Scorecard for 2024- reviewed: scorecard contained academics, finance, governance & operations, management & operations, and contract renewal calculations.
 - 12.4 Board and Director Training: MN Charter Board Training & Development – *Look Out for Conflict of Interest* – Tabled
 - 12.5 Renew Line of Credit: **Motion to renew Line of Credit with Grand Marais State Bank by Skip Lamb, seconded by Sarena Crowley. Mary VanDoren abstained. Motion passed.**
- 13.0 Academics Review: Review weekly newsletters from teachers on academics in the classroom
- 14.0 Reports and Information
 - 14.1 Administrative Report: reviewed written reports February and March

14.2 Teachers Report: Kindergarten Round-Up went well, MCA's next week with MAP testing scheduled two weeks after that.

14.3 Board Member Report: PTO Scholarship ceremony will be May 22nd at 6:30pm at the ACA in Grand Marais. 2 applicants, Arlo Christianson and Kalina Dimitrova.

15.0 Committee Up-Dates

15.1 Finance Committee: Met 30 minutes prior to this meeting

15.2 District Advisory & Academic Excellence Committee:

15.3 Fund Raising Committee: Prepping for Gala. Things are in place. Gathering donations for live auction and raffle.

15.4 Hostel Committee: **Motion to dissolve committee made by Judy Motschenbacher, seconded by Mary VanDoren. Motion carried unanimously.**

16.0 Approve Purchase Orders: **Motion to approve purchase orders made by Sarena Crowley, seconded by Mary VanDoren. 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, May 21, 2024 at BGCS at 4:00.

19.0 Adjourn: **Motion to adjourn at 5:29pm made by Sara Knottski, seconded by Mary VanDoren. Motion carried unanimously.**