

# **Birch Grove Community School**

School Board Meeting Minutes

Tuesday, July 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: 4:03pm  
Members Present: Sara Knottski, Judy Motschenbacher, Skip Lamb, and ex-officio Diane Blanchette  
Members Absent: Mary VanDoren, Sarena Crowley
- 2.0 Reading of the Mission Statement: Read by Judy Motschenbacher
- 3.0 Review and Approve the Agenda: **Motion to approve the agenda with the addition of Purchasing, Procurement and Contracting Policy made by Sara Knottski, seconded by Skip Lamb. Motion carried unanimously.**
- 4.0 Review and Approve Meeting Minutes from June 18, 2024: **Motion to approve meeting minutes made by Sara Knottski, seconded by Skip Lamb. Motion carried unanimously.**
- 5.0 Declaration of Conflict of Interest: N/A
- 6.0 Community Comment: None
- 7.0 Financial Reports
  - 7.1 Cash Flow Projection. **Motion to approve made by Skip Lamb, seconded by Sara Knottski. Motion carried unanimously.**
  - 7.2 Monthly Register: **Motion to approve made by Sara Knottski, seconded by Skip Lamb. Motion carried unanimously.**
  - 7.3 Revenue Report: **Motion to approve made by Skip Lamb, seconded by Sara Knottski. Motion carried unanimously.**
  - 7.4 Expenditure Report: **Motion to approve made by Skip Lamb, seconded by Sara Knottski. Motion carried unanimously.**
  - 7.5 Bank Statement: **Motion to approve made by Skip Lamb, seconded by Sara Knottski. Motion carried unanimously.**
  - 7.6 Balance Sheet Report: **Motion to approve made by Skip Lamb, seconded by Sara Knottski. Motion carried unanimously.**
- 8.0 Enrollment Updates: 50.5 ADM, Budgeted at 49 for 23-24  
48 ADM projected for 24-25, Budgeted at 47
- 9.0 Policy Review/Approval: **Motion by Skip Lamb, seconded by Sara Knottski to approve 102 Equal Educational Opportunity and Purchasing, Procurement and Contracting Policy with changes. Motion carried unanimously.**
- 10.0 Old Business
- 11.0 New Business
  - 11.1 Accept Resignation: **Motion to approve Gayle Grinnell's resignation made by Sara Knottski, seconded by Skip Lamb. Motion carried unanimously.**
  - 11.2 Offer Letters 24-25: **Motion to increase paraprofessional wage by an additional \$1 per hour made by Sara Knottski, seconded by Skip Lamb. Motion carried unanimously.**
  - 11.3 Review 23-24 Parent and Staff Surveys: Surveys reviewed.
  - 11.4 Review 23-24 Annual School Board Self Evaluation Results: Reviewed and noted that there is room for improvement on attendance and that an additional board member would be
  - 11.5 Building Leases: **Motion to approve leases by Skip Lamb, seconded by Sara Knottski. Motion carried unanimously.**
  - 11.6 Contracts: **Motion to approve contracts by Skip Lamb, seconded by Sara Knottski. Motion carried unanimously.**

11.7 School Director Review: Survey results reviewed with scores in all categories 4-5 (except facilities- received one 3), 23-24 professional development (goals) reviewed and **Motion by Sara Knottski, seconded by Skip Lamb to approve the School Director Professional Development Plan (Goals) 2024-2025. Motion carried unanimously.**

12.0 Academics Review: Wolf Ridge Writings and weekly BGCS newsletters that contain academic updates from the classroom teachers were reviewed

13.0 Reports and Information

14.1 Administrative Report: written report reviewed

14.2 Teachers Report: None- school is out of session

14.3 Board Member Report: None

14.0 Committee Up-dates

14.1 Finance Committee: Met 30 minutes prior to this meeting reviewing financials

14.2 District Advisory & Academic Excellence Committee:

14.3 Fund Raising Committee:

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: Tuesday, July 16, 2024 at BGCS at 4:00.

17.0 Adjourn. **Motion to adjourn at 5:48 pm made by Sara Knottski, seconded by Skip Lamb. Motion carried unanimously.**