

## **Birch Grove Community School**

School Board Meeting Minutes

Tuesday, March 18, 2025

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: 4pm  
Members Present: Sara Knottski, Judy Motschenbacher, Mary VanDoren, Skip Lamb, Sarena Crowley and ex-officio Diane Blanchette.
- 2.0 Reading of the Mission Statement: Sara Knottski
- 3.0 Review and Approve the Agenda: **Motion to approve made by Skip Lamb, seconded by Sarena Crowley. Motion carried unanimously.**
- 4.0 Review and Approve Meeting Minutes from February 18, 2025: **Motion to approve made by Sarena Crowley, seconded by Mary VanDoren. Motion carried unanimously.**
- 5.0 Declaration of Conflict of Interest: NA
- 6.0 Community Comment: *This is an opportunity for the public to address the school board on items that are on this agenda in accordance with the guidelines printed at the end of this agenda.*
- 7.0 Financial Reports
  - 7.1 Cash Flow Projection: **Motion to approve made by Mary VanDoren, seconded by Sara Knottski. Motion carried unanimously.**
  - 7.2 Monthly Register: **Motion to approve made by Sarena Crowley, seconded by Sara Knottski. Motion carried unanimously.**
  - 7.3 Revenue Report: **Motion to approve made by Sarena Crowley, seconded by Mary VanDoren. Motion carried unanimously.**
  - 7.4 Expenditure Report: **Motion to approve made by Mary VanDoren, seconded by Sarena Crowley. Motion carried unanimously.**
  - 7.5 Bank Statement: **Motion to approve made by Sarena Crowley, seconded by Mary VanDoren. Motion carried unanimously.**
  - 7.6 Balance Sheet Report: **Motion to approve made by Sara Knottski, seconded by Sarena Crowley. Motion carried unanimously.**
- 8.0 Enrollment Updates: K-5: 41 - Budgeted at 47
- 9.0 Policy Review/Approval: #445 Whistleblower Policy: **Motion to approve made by Mary VanDoren, seconded by Sara Knottski. Motion carried unanimously.**
- 10.0 Old Business
- 11.0 New Business
  - 11.1 Accept Donations: **Motion to approve made by Sarena Crowley, seconded by Skip Lamb. Motion carried unanimously.**
  - 11.2 Approve 990: **Motion to approve made by Skip Lamb, seconded by Sarena Crowley. Motion carried unanimously.**
  - 11.3 Approve Action on Maturing CD's: **Motion to approve CD renewal with NSFCU if they will match rate and timeframe that GMSB can offer, otherwise we will transfer funds to GMSB made by Skip Lamb, seconded by Sara Knottski. Motion carried unanimously.**
  - 11.4 Approve School Calendar 25-26: **Motion to approve made by Sara Knottski, seconded by Skip Lamb. Motion carried unanimously.**
  - 11.5 Review Winter FastBridge Scores: Reviewed
  - 11.6 Approve Contracts: By Word of Mouth – Speech 24-26: **Motion to approve made by Mary VanDoren, seconded by Sara Knottski. Motion carried unanimously.**
  - 11.7 Board and Director Training: *How To Win the VOA Academic Award* video, VOA-MN: Completed
- 12.0 Academics Review: Review weekly newsletters from teachers on academics in the classroom: Reviewed

13.0 Reports and Information

13.1 Administrative Report: Written report reviewed

13.2 Teachers Report:

13.3 Board Member Report: Hostel – discussion around running in-house. Discussion about sending certified letter to the DOT about repairing the road at the bottom of Fly-Ash. **Motion to approve letter to be sent via certified mail to DOT about repairing bottom of Fly-Ash road made by Skip Lamb, seconded by Mary VanDoren. Motion carried unanimously.**

14.0 Committee Up-dates

14.1 Finance Committee: Met 30 minutes prior to this meeting

14.2 District Advisory & Academic Excellence Committee:

14.3 Fund Raising Committee: Gala under way.

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, April 14, 2025 at 4:00 at BGCS.

17.0 Adjourn: **Motion to adjourn at 5:40 made by Mary VanDoren, seconded by Sara Knottski. Motion carried unanimously.**