

## **Birch Grove Community School**

School Board Meeting Minutes

Tuesday, November 19, 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: 4pm

Members Present: Judy Motschenbacher, Sara Knottski, Mary VanDoren, Sarena Crowley, Skip Lamb, and ex-officio Diane Blanchette

2.0 Reading of the Mission Statement: Skip Lamb

3.0 Review and Approve the Agenda: **Motion to approve with addition of 11.4 Leave of Absence made by Sarena Crowley, seconded by Sara Knottski. Motion carried unanimously.**

4.0 Review and Approve Meeting Minutes from October 15, 2024. **Motion to approve made by Sarena Crowley, seconded by Skip Lamb. Motion carried unanimously.**

5.0 Declaration of Conflict of Interest- N/A

6.0 Community Comment: None present

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 Skip Lamb. Motion carried unanimously.**

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

7.4 Expenditure Report: **Motion to approve made by Mary VanDoren, seconded by Sara Knottski. Motion carried unanimously.**

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

7.6 Balance Sheet Report: **Motion to approve made by Sara Knottski, seconded Mary VanDoren. Motion carried unanimously.**

7.7 **Motion to approve moving \$75,000 from checking to a CD at GMSB made by Skip Lamb, seconded by Sara Knottski. Mary VanDoren abstained. Motion carried. Judy and Skip will work on this.**

8.0 Enrollment Updates: K-5: 43 - Budgeted at 47

9.0 Policy Review/Approval: Library Materials Policy: **Motion to approve made by Sarena Crowley, seconded by Mary VanDoren. 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 Records Retention Schedule: **Motion to accept the Notification of Adoption of School District General Records Retention Schedule made by Sara Knottski, seconded by Skip Lamb. Motion carried unanimously.**

11.3 Board and Director Training: VOA-MN Governance Standards video: watched by all members

11.4 Leave of Absence: **Motion to approve unpaid Leave of Absence for Stacy Coronis made by Skip Lamb, seconded by Sara Knottski. Motion carried unanimously.**

12.0 Academics Review: Fastbridge Fall Results and weekly newsletters from teachers on academics in the classroom were reviewed.

13.0 Reports and Information

14.1 Administrative Report: written report reviewed.

14.2 Teachers Report: Practicing for the musical on December 11, 2024

14.3 Board Member Report: We will continue to recruit community members, parents etc. to get more board members.

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: \$1,500 to PTO and remainder to Fund 4 of Halloween Carnival revenue

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, December 17, 2024 at 4:00 at BGCS.

17.0 Adjourn: **Motion to adjourn at 5:41 made by Sarena Crowley, seconded by Sara Knottski. Motion carried unanimously.**