

# **Birch Grove Community School**

School Board Meeting Minutes

Tuesday, January 21, 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: 4:03pm

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

Members Absent: Sara Knottski (excused for BGCS teacher training) and Sarena Crowley

2.0 Reading of the Mission Statement: Mary VanDoren read the Mission

3.0 Review and Approve the Agenda: **Motion to approve the agenda by Mary VanDoren, seconded by Judy Motschenbacher. Motion carried unanimously.**

4.0 Review and Approve Meeting Minutes from November 19, 2024. **Motion to approve made by Mary VanDoren, 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 November and December cashflow reports made by Mary VanDoren, seconded by Skip Lamb. Motion carried unanimously.**

7.2 Monthly Register: **Motion to approve November and December registers made by Mary VanDoren, seconded by Skip Lamb. Motion carried unanimously.**

7.3 Revenue Report: **Motion to approve November and December revenue reports made by Skip Lamb, seconded by Mary VanDoren. Motion carried unanimously.**

7.4 Expenditure Report: **Motion to approve November and December expenditure reports made by Mary VanDoren, seconded by Skip Lamb. Motion carried unanimously.**

7.5 Bank Statement: **Motion to approve November and December bank statements made by Judy Motschenbacher, seconded by Skip Lamb. Motion carried unanimously.**

7.6 Balance Sheet Report: **Motion to approve November and December balance reports made by Mary VanDoren, seconded Judy Motschenbacher. Motion carried unanimously.**

8.0 Enrollment Updates: K-5: 42 - Budgeted at 47

9.0 Policy Review/Approval: 714 Fund Balance Policy Reviewed

10.0 Old Business

11.0 New Business

11.1 Accept Donations: **Motion to approve made by Mary VanDoren, seconded by Skip Lamb. Motion carried unanimously.**

11.2 Audit Presentation 23-24 by Miller McDonald, LLC. **Motion to approve the 23-24 audit made by Skip Lamb, seconded by Judy Motschenbacher. Motion carried unanimously.**

11.3 Approve New Hires/Offer Letters: **Motion to approve Offer Letters to Sara Silence and Marcy McGleno made by Mary VanDoren, seconded by Skip Lamb. Motion carried unanimously.**

11.4 Amended VOA Charter School Contract: **Motion to approve amended contract made by Skip Lamb, seconded by Mary VanDoren. Motion carried unanimously.**

11.5 Hostel Contract Termination initiated by Wanderlust: **Motion to approve made by Skip Lamb, seconded by Mary VanDoren. Motion carried unanimously.**

11.6 Board and Director Training: *VOA-MN Financial Award Video* – tabled to February due to lengthy meeting

12.0 Academics Review: Weekly newsletters from teachers on academics in the classroom were reviewed.

13.0 Reports and Information

13.1 Administrative Report: written report reviewed

13.2 Teachers Report: N/A with Knottski at teacher training

13.3 Board Member Report: Mary VanDoren talked about the 40 acres on the Cramer Road-Minnesota Power

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:

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, February 18, 2025 at 4:00 at BGCS.

17.0 Adjourn: **Motion to adjourn at 6:16pm made by Mary VanDoren, seconded by Skip Lamb. Motion carried unanimously.**