

# Birch Grove Community School

## Charter School Annual Report & World's Best Workforce Report 2014-2015



*"Where Roots Grow Deep and Branches Reach High!"*

.....  
Charter #4145  
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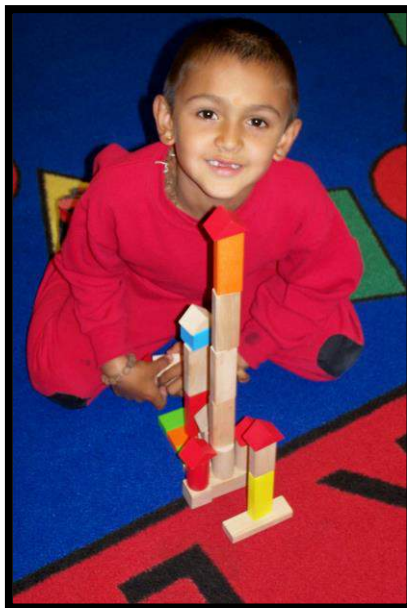
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### Mission Statement

Birch Grove Community School will promote academic excellence utilizing our unique natural setting allowing students to reach their potential, preparing them to become socially and environmentally responsible, self-directed, life-long learners.

### Vision Statement

Birch Grove Community School envisions *quality* curriculum, *excellent* staff, and *committed* families and community members.

Our vision also includes:

- A K-5 educational program in multi-grade classrooms
- Low student/teacher ratios
- A focus on: reading, writing and mathematics
- Preparing students to be active and responsible citizens in their community
- Encouraging student/parent/community ownership in *their* community school

Birch Grove Community School will provide a nurturing and safe environment where:

- Parents and community members are actively engaged in student learning
- High expectations for students and staff are modeled and clearly defined
- Quality programs are developed, evaluated and continuously improved
- All students' needs are met
- Student-teacher ratios in the classroom are low
- Students' lives are further enriched through active partnership with local citizens



The first day of school: The Bell Ringing Ceremony!

## Statement of Purposes

Annual Report Purpose complying with Minnesota State Statues, section 124D.10 subd. 14:

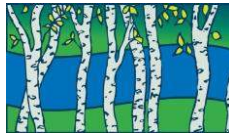
“A charter school must publish an annual report approved by the board of directors. The annual report must at least include information on school enrollment, student attrition, governance and management, staffing, finances, academic performance, innovative practices and implementation, and future plans. A charter school must post the annual on the school’s official web site. A charter school must also distribute the annual report by publication, mail, or electronic means to its authorizer, school employees, and parents and legal guardians of students enrolled in the charter school. The reports are public data under chapter 13.”

Statement of School Purpose complying with Minnesota State Statues, section 124D.10:

The primary purpose of Birch Grove Community School is to improve all pupil learning and all student achievement.

Additional purpose: Birch Grove Community School is to meet the outcomes adopted by the Commissioner for all public school students under Minnesota Statutes, section 120B. 11 (World’s Best Work Force), applicable to elementary schools. Specifically that 1.) all racial and economic achievement gaps between students are closed; 2) all children are ready for school; 3) all third-graders can read at grade level.





## AWARDS & ACHIEVEMENTS

### 2005-2006 (Opening Year)

Minnesota Department of Education Finance Award  
Opening of the “Saplings” Program  
AYP Proficient School Scores in Math and Reading

### 2006-2007

Minnesota Department of Education Finance Award  
NWEA Student Growth Achievement Award  
AYP Proficient School Scores in Math and Reading

### 2007-2008

Minnesota Department of Education Finance Award  
Introduction into the Quality Compensation Program  
Completion of the Outdoor Classroom  
AYP Proficient School Scores in Math and Reading

### 2008-2009

Minnesota Department of Education Finance Award  
Completion of the Nature Trail System  
AYP Proficient School Scores in Math and Reading

### 2009-2010

Minnesota Department of Education School Finance Award  
AYP Proficient School Scores in Math and Reading  
“Excellence in Finance Management and Oversight Award”  
(“Charter School Network Excellence Awards” VOA)

### 2010-2011

Minnesota Department of Education School Finance Award  
AYP Proficient School Scores in Math and Reading

### 2011-2012

AYP Proficient School Scores in Math and Reading

### 2012-2013

Minnesota Department of Education Finance Award  
Opening of “Summer Saplings” Program  
Opening of “Campsite Kids” K-5 Summer Programming  
AYP Proficient School Scores in Math and Reading

### 2013-2014

Minnesota Department of Education Finance Award  
Opening of Birch Buddies ~ Before/After School Program  
AYP Proficient Scores in Math and Reading

### 2014-2015

Minnesota Department of Education Finance Award  
Award of Excellence in School Board Governance~ VOA of Minnesota  
“High Quality Charter School ~ 2015” ~ Minnesota Department of Education~ BGCS  
ranked 13 of 157 schools.  
AYP Proficient School Scores in Math and Reading



**BGCS: HIGHEST MCA SCORES:**  
Reading: 92.9% Proficient in 2012  
Math: 100% Proficient in 2014



## **AUTHORIZER**

School Authorizer Name: Volunteers of America of Minnesota

Authorizer Contact: Stephanie Olsen, Senior Manager of the Charter School Authorizing Program

**AUTHORIZER LIAISON:** Volunteers of America of Minnesota designates the following employee as the official authorizer liaison to the School:

Stephanie Olsen, Senior Manager  
VOA-MN Charter School Authorizing Program  
612-270-1998  
solsen@voamn.org



Volunteers of America of Minnesota (VOA-MN) was established in 1896, making it one of the oldest non-profits in the state. Throughout its history, the organization has responded to some of the most pressing societal needs. VOA-MN became the first non-profit charter school sponsor in the nation in 2000 because they recognized it as a new and effective way of carrying out their mission. VOA-MN has developed and practices a model of charter school sponsorship based on rigorous continuous improvement processes that add value to the school with which it works, while holding them accountable for their own success or failure. VOA-MN has created selection criteria and a process to ensure it only works with top-quality charter schools whose mission and purpose are in alignment with that of the organization.

Birch Grove Community School was recently awarded a renewed 3 year contract with VOA. We look forward to working with VOA to continually improve student achievement, maintain responsible fiscal management, and continue to comply with all state and federal laws.



**School Accountability and Authorizer Oversight System**

I. School Accountability System & Authorizer Oversight

II. Authorizer Intervention Tool

III. Contract Renewal Rubric

**STATUTORY PURPOSES:**

**PRIMARY PURPOSE (M.S. 124D.10):** The primary purpose of BGCS is to improve all pupil learning and all student achievement.

**MEASURE:** MCA exams

**GOALS:** See Addendum B.I

**REPORTING:** Element of the Annual Report and “World’s Best Workforce” Plan.

**ADDITIONAL PURPOSE (M.S. 124D. 10):**

Increase Learning Opportunities for All Pupils. This will be achieved through the offering of 1) Enrichment Learning 2) Outdoor Learning and 3) Service Learning

**GOALS:** Minimum of three locally determined, board approved goals annually.

**REPORTING:** A description of school progress meeting this purpose will be reported in the school Annual Report.

**ADDITIONAL PURPOSE (M.S. 120B.11):** The school is to meet the outcomes adopted by the Commissioner for all public school students under Minnesota Statutes, section 120B.11 (“World’s Best Workforce”), applicable to elementary schools. Specifically, that 1) all racial and economic achievement gaps between students are closed; 2) all children are ready for school, 3) all third-graders can read at grade level.

**GOALS:** locally determined, board approved annually for each of the three outcomes.

**REPORTING:** Element of the Annual Report and “World’s Best Workforce” Plan.

**Introduction**

Volunteers of America of Minnesota (VOA-MN) is committed to fulfilling its role as a charter school authorizer by holding its schools accountable for a range of results. The accountability system presented in this document ensures that VOA-MN will uphold its legal obligation to make sure the schools it authorizes are reaching (or making adequate

progress toward) the goals and benchmarks outlined in its charter contract and Minnesota statute.

VOA-MN uses a standard charter contract with unique school-specific terms that capture different approaches to achieving student success. The individuality of each school will be preserved in the “Academic Program Description” addendum to the charter contract.

One of the most important ways VOA-MN gathers information about the schools it authorizes is through on-site visits. Site visits allow the authorizer to observe the school in action firsthand, hear directly from all key stakeholders, and corroborate school-reported information and data. VOA-MN conducts two different types of site visits: Formal and Informal - Monitoring. The Formal site visits will follow a more structured protocol, and will produce written and oral feedback to the school staff and board. VOA-MN will also make informal monitoring visits to schools for follow-up oversight, special events, and check-ins.

Volunteers of America of Minnesota has developed an assessment system that will be used to determine the extent to which the school is meeting expectations under the VOAMN School Performance and Accountability Framework, as well as guide charter contract renewal decisions. The assessment system uses the same standards scale as the Authorizer Accountability and Oversight System:

- Meets standard
- Partially Meets / Approaching standard
- Not meeting standard

A school may also earn an additional star if the school meets standard in an area of examination and demonstrates an exemplary practice (e.g., academic growth, model policy or procedure). In the Academic Performance section, the star is also synonymous with Exceeding Standards on the tables.

The primary purpose of a charter school is to improve all pupil learning and all student achievement. VOA-MN holds the schools it authorizes accountable in five major areas: academic performance, fiscal management, board governance, management and operations and legal compliance. Each area has multiple indicators of success and the charter school’s performance on each indicator will be rated as indicated in the aforementioned paragraph. Four essential questions drive VOA-MN’s accountability of charter schools.

## **BOARD GOVERNANCE PERFORMANCE**

### **Does the school have a compliant board engaged in proper oversight?**

Effective board governance is essential to the successful start-up and operation of a public charter school. The diversity of charter school board memberships – teachers, parents, community leaders, and volunteers – heightens the importance of consistent expectations and development activities.



The authorizer regularly monitors the performance quality of the school board based on authorizer observations; interviews with the director, board and faculty; and the review of school policies, reports and board meeting minutes. A school must have a governance model that provides quality oversight by ensuring that there are checks and balances between the board and the school administrators.

A school board is responsible for developing, implementing, and assessing policy; defining sound employee relations; conducting open meetings; recognizing and conforming to the legal mandates imposed by state and federal laws; and governing within the limits of a delegation of state authority – as a nonprofit and public school board. Additionally, the board has an obligation to assess its successes and failures; inform the public of all deliberations and decisions; promote accountability; enhance public understanding of its mission; conform to standards of ethical behavior; provide a framework for setting goals; and develop strategic plans for the accomplishment of those goals.

**VOA-MN’s governance expectations / performance indicators include the following:** The Board of Directors complies with Minnesota law regarding board training requirements and board governance structure.

- The board regularly reviews, updates, and approves its bylaws. The bylaws are consistent with state law.
- The Board conducts a comprehensive evaluation (including all aspects of the position description) of the performance of the school leader through a defined annual evaluation process.
- The Board has a board-approved professional development plan for the school director (if applicable as required by Minnesota Statutes 2009, 124D.10, subd. 11(b)).
- The Board of Directors will maintain a quorum for all board meetings.
- A board packet, containing the agenda, related documents, and monthly financials is distributed to all members of the Board of Directors, the school leadership and the Authorizer at least three days prior to each board meeting. The Board of Directors complies with the Minnesota Data Practices Act (Minn. Stat. Chapter 13).
- The Board of Directors institutes / follows an orientation process for bringing on new members.
- The Board of Directors completes a self-evaluation each year.
- The school board periodically engages in strategic planning, and the school exemplifies the strategic direction set by the board.
- The school board meets its governance model requirements laid out in its bylaws and as required by Minnesota Statute and will maintain a balance of skills and expertise among members at all times (i.e. business, marketing, legal, accounting, fundraising, human resources, education, etc.).

- The Board of Directors maintains a “Board Documents Binder” at all times which includes meetings minutes, board documents (bylaws, articles of incorporation, etc.), and financial statements.
- The Board maintains a “School Board Policy Binder.” The board reviews, updates, and approve its policies as needed or required by state law.

## **SCHOOL MANAGEMENT AND OPERATIONS**

### **Is the organization effective and well run?**

Effective day to day operations of a charter school support the Learning Program. A well-run school provides an environment in which staff and students can perform at the highest possible level and more effectively reach the school’s goals. Management and operations of the school will be monitored by the authorizer on an ongoing basis.

### **VOAMN’s school management and operations expectations / performance indicators include:**

- The school will maintain a high level of parent, teacher and student satisfaction rates based on interviews, surveys and retention rates.
- Mission and Vision are central to the school’s identity and inform all decision making processes.
- The school’s learning program exemplifies the mission and vision of the school.
- The school exhibits strong academic and organizational leadership.
- The school employs highly qualified, appropriately licensed teachers.
- School has an employee retention rate exceeding 75 percent (excluding retirements).
- All school staff and volunteers have completed criminal background checks per state law and school policy.
- The school meets / maintains its enrollment goals and experiences stable to growing enrollment (waitlists).
- The school maintains a safe facility that is conducive to learning.
- The school institutes a fair and open student admission process that complies with Minnesota law.
- The school is fulfilling its purposes as defined in the Charter School Law (Minnesota Statutes (2009), 124D.10, subd. 1) and charter contract.
- The learning program exemplifies VOA Hallmarks.
- The school institutes a fair and open employment process that complies with state and federal law.

The school has defined job descriptions and evaluation process for all faculty members.

- Teacher evaluations are designed and conducted consistent with state statutory requirements.

- The school maintains a complete and well-organized VOA-MN “Compliance Binder” on site that includes VOA-MN defined evidence of compliance with state and federal statutes organized in the manner prescribed by VOA-MN.
- The school shall submit information to the authorizer in accordance with the VOA-MN prescribed “Annual Submission Calendar.”

## **SCHOOL ACADEMIC PERFORMANCE**

### **Is the school’s learning program a success as evidenced by high academic performance annually?**

All public schools, including charters, must fully participate in the state assessments - Minnesota Comprehensive Assessments. Additionally, the school shall annually complete a VOA-MN (authorizer)/School jointly approved interim assessment in reading and math. Data from state assessments will be compiled and evaluated in the Annual VOA-MN Authorized Charter Schools Academic Performance Report by the authorizer. Charter schools are also required to set specific and measurable goals in academic and nonacademic areas for which they agree to be held accountable in their charter contract. These goals provide the central focus for the charter school leadership, staff, and families.

Each of the following expectations and performance indicators pertain to the individual school specific VOA-MN performance goals. The indicators provide the ability for the school to achieve their goal over the course of the entire term as well as providing benchmarks for each individual year of the contract term. Each VOA-MN authorized school will have a different term length. The SMART goals will accommodate those terms and variables such as past performance & demographics of the school. School specific academic SMART Goals are negotiated in every new or renewal charter contract. VOA authorized schools will be judged on whether they meet their goals for the entire contract term, for half of the term or part of the term. If only half or part of the contract term goal is reached, the length of the renewal contract term will be reduced accordingly. The authorizer also reserves the right to terminate the charter based on poor academic performance.

### **VOAMN’s academic performance expectations / performance indicators for all schools include:**

- Students are performing as well or better than students at schools in their local district on state examinations in reading, math, and science based on VOA SMART goals unique to individual schools.
- Individual school individual SMART goals are achieved during contract term.
- Students are performing as well or better than the State on state examinations in reading, math, and science based on VOA SMART goals unique to individual schools.
- Students are showing positive growth based on the growth z-score average from year to year in math and reading according to VOA SMART goals unique to individual schools.

- Schools progress meeting their charter contract goals, including 1) school specific SMART goals, 2) WBWF goals and 3) annually determined goals for increasing learning opportunities for all pupils.
- School has adopted a formal teacher evaluation process and adheres to the requirements set forth in state statute (Minn. Stat. 122A.40).
- All teachers (but especially new teachers) are supported through a school-wide professional development plan.
- Professional development is job-embedded and directly linked to instructional practice in order to improve student achievement.

### **UNIFORM GOALS FOR ALL VOA-MN SCHOOLS**

Students are performing as well or better than students at schools in their local district on state examinations in reading, math, and science.

Students are performing as well or better than the State on state examinations in reading, math, and science.

School individual SMART goals are achieved during contract term according to VOA-MN SMART goals unique to individual schools.

Students are showing positive growth based on the growth z-score average from year to year in math and reading according to VOA-MN SMART goals unique to individual schools.

### **SCHOOL SPECIFIC ACADEMIC PERFORMANCE GOALS:**

*(SMART GOALS ARE MUTUALLY AGREED UPON BY THE AUTHORIZER AND THE SCHOOL. THEY ARE BASED ON THE PAST THREE YEARS OF PERFORMANCE TREND DATA. GOALS ARE WRITTEN TO SHOW THE FOLLOWING FOR CONTRACT RENEWAL (three years))"*

*DUE TO HISTORICALLY SMALL SCHOOL SAMPLE SIZE (nonpublic data), BGCS ACADEMIC GOALS MUST BE BASED ON THE NWEA ASSESSMENTS VS. THE MINNESOTA COMPREHENSIVE ASSESSMENTS.*

#### **Goal increase: Term 3 year contract**

- ***Reading Proficiency 9 percentage points***
- ***Math Proficiency 4.5 percentage points***

#### **2014-2015 (existing contract renewal year)**

##### **Proficiency**

**READING.** The percentage of all students enrolled October 1 in grades K-5 at Birch Grove Community School who take the NWEA, Measure of Academic Progress (MAP)

in reading in the spring will increase their RIT growth from 65.5% in 2014 to 68.5% in 2015. *(Increase of 3 percentage points)*

**MATH** - The percentage of all students enrolled October 1 in grades K-5 at Birch Grove Community School who take the NWEA, Measure of Academic Progress (MAP) in math in the spring will increase their RIT growth from 82.8% in 2014 to 84.3% in 2015. *(Increase of 1.5 percentage points)*

### **2015-2016 (Year 1)**

#### **Proficiency**

**READING** The percentage of all students enrolled October 1 in grades K-5 at Birch Grove Community School who take the NWEA, Measure of Academic Progress (MAP) in reading in the spring will increase their RIT growth from 68.5% in 2015 to 71.5% in 2016. *(Increase of 3 percentage points)*

**MATH** - The percentage of all students enrolled October 1 in grades K-5 at Birch Grove Community School who take the NWEA, Measure of Academic Progress (MAP) in math in the spring will increase their RIT growth from 84.3% in 2015 to 85.8% in 2016. *(Increase of 1.5 percentage points)*

### **2016-2017 (Year 2)**

#### **Proficiency**

**READING** The percentage of all students enrolled October 1 in grades K-5 at Birch Grove Community School who take the NWEA, Measure of Academic Progress (MAP) in reading in the spring will increase their RIT growth from 71.5% in 2016 to 74.5% in 2017. *(Increase of 3 percentage points)*

**MATH** - The percentage of all students enrolled October 1 in grades K-5 at Birch Grove Community School who take the NWEA, Measure of Academic Progress (MAP) in math in the spring will increase their RIT growth from 85.8% in 2016 to 87.3% in 2017. *(Increase of 1.5 percentage points)*

### **2017-2018 (Contract Renewal Year)**

**READING** The percentage of all students enrolled October 1 in grades K-5 at Birch Grove Community School who take the NWEA, Measure of Academic Progress (MAP) in reading in the spring will increase their RIT growth from 74.5% in 2017 to 77.5% in 2018. *(Increase of 3 percentage points)*

**MATH** - The percentage of all students enrolled October 1 in grades K-5 at Birch Grove Community School who take the NWEA, Measure of Academic Progress (MAP) in math in the spring will increase their RIT growth from 87.3% in 2017 to 88.8% in 2018. *(Increase of 1.5 percentage points)*

**WORLDS BEST WORKFORCE SPECIFIC GOALS** (Minnesota Statutes, section 120B.11):

**All racial and economic achievement gaps between students is closed.**

School will increase the percent of all students who “meet standard” on the MCA exams and NWEA exams each year as evidence of closing the racial and economic achievement gap. (Note BGCS does not have a very diverse population and small has cell size too small to report)

Measure: MCA exams (internal use) and NWEA exams (public reporting limited to small sample size). Reporting: School Annual Report (MS. 124d.10)

**All children are ready for school.**

School will increase the percent of children who are ready for school each year.

**Measure:** Summer learning packets will be mailed to all incoming kindergarteners in June annually to help them be school ready by fall. BGCS will measure school readiness with fall NWEA assessments.

**Reporting:** School Annual Report (MS. 124d.10)

**All third-graders can read at grade level.**

School will increase the percent of all third graders that can read at grade level each year based on state standards and NWEA exams.

**Measure:** MCA exams (internal use) and NWEA exams (public reporting limited due to low sample size). **Reporting:** School Annual Report (MS. 124d.10)

*All students are ready for career and college. (Not applicable to an elementary school.) All students will graduate from high school. (Not applicable to an elementary school.)*

**SCHOOL FINANCIAL PERFORMANCE**

**Does the school exhibit strong fiscal health?**

Charter schools receive public funds and must meet generally accepted standards of fiscal management. It is VOA-MN’s duty to ensure that the schools are responsible stewards of public funds. The charter school shall provide VOA with a copy of its draft and final annual budgets and monthly cash flow projections for each fiscal year by July 1 of each fiscal year. VOA-MN shall use submitted budget and cash flow statements, along with any other relevant information, to determine if the charter school has a realistic balanced budget plan each year. VOA shall use the financial statements presented in the charter school’s annual financial audit, along with any other relevant information, to determine if the charter school maintained a balanced budget during the prior-year. In general, schools are expected to have “clean” annual financial audits.

The VOA-MN Charter School Authorizing Program publishes annually a School Financial Oversight Report on their network of authorized charter schools. The parties

acknowledge that the Minnesota Charter Schools Law requires a charter school to meet generally accepted standards of fiscal management. This requirement has two underlying purposes: to ensure the successful operation of the school into the future and to ensure the proper use of public funds.

**VOA-MN's school financial expectations / performance indicators for all schools include:**

- The school maintains a balanced budget.
- The school is compliant with state and federal financial reporting compliance.
- The school's financial audit will be submitted to the state by December 31. The school will have a clean financial audit (i.e. no major findings).
- The school is current on all financial obligations, including, but not limited to: pension payments, payroll taxes, insurance coverage, loan payments and terms.
- The school provides VOA-MN and school board members with monthly financials at least three days prior to board meetings. Packets include at least the following: 1) detailed income/expense report, 2) cash flow sheet, and 3) check register.
- The school develops and maintains a targeted fund balance determined by the school board for a projected period of years.
- The school board has a finance committee that meets monthly to review financials.
- All board members exhibit working knowledge of financial oversight.

**LEGAL AND CONTRACTUAL COMPLIANCE** - Charter schools are required to follow many state and federal laws pertaining to all public schools and are expected to uphold all provisions of the charter school contract. As such, VOA-MN expects rigorous compliance with legal and contractual obligations. Each VOA-MN authorized charter school shall maintain a "Compliance Binder" on site that includes VOA-MN defined evidence of compliance with state and federal statutes organized in the manner prescribed by VOA-MN. Additionally, VOA-MN authorized charter schools shall submit information to the authorizer in accordance with the VOA-MN prescribed "Annual Submission Calendar." Management and operations of the school will be monitored by the authorizer on an ongoing basis and reported on annual in the Formal Site Visit Report and additionally as needed. One of the most important ways VOA-MN gathers information about the schools it authorizes is through on-site visits. Site visits allow the authorizer to observe the school in action firsthand, hear directly from all key stakeholders, and corroborate school-reported information and data. VOA-MN conducts three different types of site visits: Formal and Informal/Monitoring.

**SITE VISITS**

**Formal Site Visit-** Formal Site Visits are typically conducted once per year by a member of the VOA-MN Authorizing Program Leadership Team who interviews key

stakeholders, and conducts classroom observations. Written feedback is provided to the Board of Directors and School leadership guided by the Site Visit Rubric. VOA-MN staff will provide formal written feedback summarizing our observations. The feedback will identify areas of strength and areas that require improvement. If a more serious issue arises from a site visit VOA-MN may implement an intervention from “Range of Interventions” table. This written feedback will be provided to both the board and school administration.

**Informal or Monitoring Site Visit-** VOA-MN may conduct informal or monitoring site visits at any time to fulfill its duties as an authorizer. Reasons for monitoring visits may include: investigation of a complaint, determination of readiness to open, follow up on implementation of improvement plans, or documentation of best practices. These visits are typically less formal and may be impromptu or without notice. The frequency, duration, and intensity of these visits depend greatly on the school’s standing with VOA-MN.

### **BOARD MEETINGS**

VOA-MN will observe a minimum of one school board meeting per year. The authorizer will use the Board Meeting Observation Rubric for internal use only (authorizer only documentation).

### **SCHOOL PUBLISHED ANNUAL REPORTS**

The charter school law (MN Stat. 124D.10, subd. 14) includes requirements for a charter school annual report. Additionally, VOA requires that annual reports include specific elements defined by VOA-MN annually (generally in June). VOA-MN required elements include how the school is performing based on the three essential questions: Is the student learning program a success? Does the school exhibit strong financial health? Is the organization effective and well-run? VOA-MN requires that schools submit a draft to the authorizer for review and comment (by an annually defined date) and that the final draft be board approved and posted to the school’s official website by October 1st annually.

### **AUTHORIZER PUBLISHED SCHOOL PERFORMANCE REPORTS**

In addition to the Formal Site Visit Report that each school is provided, VOA-MN will also annually publish three VOA-MN Charter School Network Reports: Academic Performance, Board Governance, and Financial Management. The cumulative purpose of these four reports is to assess the ongoing performance of VOA-MN authorized schools regarding academic success, fiscal viability, and organizational effectiveness. The combination of school performance based on the three VOA-MN Annual School Performance Reports, annual Formal Site Visit Reports, informal and monitoring site visit observations, authorizer observations of board meetings, and ongoing monitoring of school reporting and compliance provides an accountable oversight mechanism for the authorizer, schools, and other organizations. This collective body of evidence will also form the basis for contract renewal decisions. VOA-MN has aligned these materials to each other as closely as possible to reduce redundancy, allow for more efficient completion by both the schools and VOA-MN, and to better align to the NACSA authorizing standards.



## **Governance and Management**

### **Board Composition**

Birch Grove Community School  
Post Office Box 2383  
Tofte, MN 55615

**Judy Motschenbacher** – Founder, Community Member  
Board President

Seated: January, 2013

Seat A - Election date: January, 2016

Attendance: 95%

[motsch@boreal.org](mailto:motsch@boreal.org)

Post Office Box 112

Lutsen, MN 55612

Initial Training: Completed school board training in Governance, Financial Management and Employee Matters as required by the Minnesota Department of Education on June 18 & 19, 2010.

2014-2015 Ongoing Training: Vaalar Insurance Presentation May 19, 2015; School Audit Presentation by Miller McDonald December 9, 2014; *Role of the Academic Excellence Committee*, Board On Track May 19, 2015; VOA Charter School Network Conference, “Serving High Need Students with Disabilities in Charter Schools”, June 15, 2015.

**Plamen Dimitrov** – BGCS Parent

Seated: January, 2015

Seat B - Election date: January, 2018

Attendance: 53%

[plamen@bluefinbay.com](mailto:plamen@bluefinbay.com)

Post Office Box 2103

Tofte, MN 55615

Initial Training: Completed school board training in Governance, Financial Management and Employee Matters as required by the Minnesota Department of Education on April 21, 2012.

2014-2015 Ongoing Training: School Audit Presentation by Miller McDonald December 9, 2014

**Skip Lamb** – Founder, Community Member

Treasurer

Seated: January, 2015

Seat B - Election date: January, 2018

Attendance: 89%  
[lambs@boreal.org](mailto:lambs@boreal.org)  
Post Office Box 415  
Schroeder, MN 55613

Initial Training: Completed school board training in Governance, Financial Management and Employee Matters as required by the Minnesota Department of Education on June 18 & 19, 2010.

2014-2015 Ongoing Training: Vaalar Insurance Presentation May 19, 2015; *Role of the Academic Excellence Committee*, Board On Track May 19, 2015.

**Jessica Cameron** – BGCS Parent  
Vice President  
Seated: October 22, 2014  
Seat A - Election date: January, 2016  
Attendance: 89%  
[jessicamariecameron@gmail.com](mailto:jessicamariecameron@gmail.com)  
Post Office Box 2184  
Tofte, MN 55615

Initial Training: Completed school board training in Governance, Financial Management and Employee Matters as required by the Minnesota Department of Education on October, 2014 by Minnesota School Board Association.

2014-2015 Ongoing Training: Vaalar Insurance Presentation May 19, 2015; School Audit Presentation by Miller McDonald December 9, 2014; *Role of the Academic Excellence Committee*, Board On Track May 19, 2015.

**Jackie Robinson** – BGCS Teacher File #211183  
Seated: September 2013  
Seat C – Teacher Seat – Rotating Term  
Attendance: 53%  
[jackie.robinsonbgcs@gmail.com](mailto:jackie.robinsonbgcs@gmail.com)

Initial Training: Completed school board training in Governance, Financial Management and Employee Matters as required by the Minnesota Department of Education on January 15, 2014

2014-2015 Ongoing Training: Vaalar Insurance Presentation May 19, 2015; School Audit Presentation by Miller McDonald December 9, 2014; *Role of the Academic Excellence Committee*, Board On Track May 19, 2015.

**Kathy Lawrence** – BGCS Parent

Secretary

Seated: August, 2013

Seat A - Election date: January, 2016

Attendance: 89%

[kathy8179@yahoo.com](mailto:kathy8179@yahoo.com)

Post Office Box 44

Schroeder, MN 55613

Initial Training: Completed school board training in Governance, Financial Management and Employee Matters as required by the Minnesota Department of Education on January 15, 2014

2014-2015 Ongoing Training: School Audit Presentation by Miller McDonald December 9, 2014.

**Sarah Somnis** – Community Member, Sapling Parent

Seated: April, 2014

Seat B - Election date: January, 2018

Attendance: 95%

[somnis86@hotmail.com](mailto:somnis86@hotmail.com)

Post Office Box 2093

Tofte, MN 55615

Initial Training: Completed school board training in Governance, Financial Management and Employee Matters as required by the Minnesota Department of Education in October, 2014 by Minnesota School Board Association.

2014-2015 Ongoing Training: Vaalar Insurance Presentation May 19, 2015; School Audit Presentation by Miller McDonald December 9, 2014; *Role of the Academic Excellence Committee*, Board On Track May 19, 2015.

**Sarena Nelson** – BGCS Parent

Seated: March 17, 2015

Seat B - Election Date: January, 2018

Attendance: 95%

[sarenanelson@yahoo.com](mailto:sarenanelson@yahoo.com)

6849 W. Hwy. 61

Tote, MN 55615

Initial Training: Began training in August, 2015. Registered for school board training in Governance, Financial Management and Employee

Matters as required by the Minnesota Department of Education in October, 2015 by Ship's Wheel Consulting, LLC.

2014-2015 Ongoing Training: Vaalar Insurance Presentation May 19, 2015; *Role of the Academic Excellence Committee*, Board On Track May 19, 2015.

**Diane Blanchette** – Ex-Officio member, Founder, School Director and (Board Member- March-June, 2015)

Attendance: 100%

[birchgrove@boreal.org](mailto:birchgrove@boreal.org)

Post Office Box 2383

Tofte, MN 55615

Initial Training: Completed school board training in Governance, Financial Management and Employee Matters as required by the Minnesota Department of Education on June 18 & 19, 2010.

2014-2015 Ongoing Training: Vaalar Insurance Presentation May 19, 2015; School Audit Presentation by Miller McDonald December 9, 2014; *Role of the Academic Excellence Committee*, Board On Track May 19, 2015; VOA Charter School Network Conference, “Serving High Need Students with Disabilities in Charter Schools”, June 15, 2015.



Every year local firefighters and EMT's visit our school for fire prevention week. Thank you local volunteers!

**Birch Grove Community School  
2015-2016 School Board Meeting Calendar:**

Birch Grove Community School board meets the third Tuesday of the month at 5:30 at Birch Grove Community School.

- Tuesday, September 15, 2015
- Tuesday, September 28, 2015
- Tuesday, October 20, 2015
- Tuesday, November 17, 2015
- Tuesday, December 15, 2015
- Tuesday, January 19, 2016 (Annual Meeting 5:30, Regular Meeting To Follow)
- Tuesday, February 16, 2016
- Tuesday, March 15, 2016
- Tuesday, April 19, 2016
- Tuesday, May 17, 2016
- Tuesday, June 21, 2016
- Tuesday, July 19, 2016
- Tuesday, August 16, 2016
- Tuesday, September 20, 2016

Meeting dates are subject to change. Rescheduled board meetings are posted at Birch Grove Community School, the school website and on the local Boreal site.

A Finance Committee Meeting is held 30 minutes prior to most school board meetings.

School board election will be held on Tuesday, January 19, 2016.

The board consists of nine members with the school Director as an advisory, non-voting position on the board. One licensed teacher continues to serve of the board with an optional rotating term.



Birch Grove Community School works hard to improve student learning by encouraging the use of different and innovative teaching methods, requiring measurements of learning via goal setting contracts, establishing new forms of accountability and creating new professional opportunities for teachers.

Birch Grove Community School has an open enrollment policy and we have had the opportunity to work with some families of different ethnic and cultural backgrounds in the past. We will continue to work hard at providing a high quality education, strengthening perseverance, facilitating cross-cultural understanding, and doing our part to help the achievement gap for all of our students.

Birch Grove works together with local entities that provide services for low income families. BGCS is a tuition free, open enrollment charter school which does not discriminate regardless of economic status.

Birch Grove Community promotes multi-grade classrooms which enhances peer mentoring, small group instruction, and the use of paraprofessionals in the classrooms to allow for more one on one time between the teacher and students. Our small school environment allows flexibility to meet unique needs of all students and encourages parental involvement in making decisions based on those unique needs.



**Diane Blanchette ~ School Director**

Status: Returning Director, hired in 2004.

“I grew up in Eden Valley, Minnesota and attended Concordia College in Moorhead. I have worked with youth from infants to teenagers, in a variety of positions over many years.

Prior to moving to Tofte in 2000, I worked for two years as a counselor at a residential facility for teenage boys, and then worked for multiple years with the Columbia Heights School District as a program supervisor for Community Education child programming.



After moving to Tofte, I worked for Cook County School District as a preschool teacher, a paraprofessional and as a program supervisor for Community Education programming. I became a board member of the Birch Grove Foundation, a non-profit organization, and eventually became its Co-Director. It was while working for the Foundation that I ventured into charter school territory. The Birch Grove Foundation completed the charter school application and process to start Birch Grove Community School. Eventually, I was hired by the school as a start-up coordinator in the implementation process and was then hired as one of its school directors. In 2012, BGCS went from a Co-Directorship model to a singular School Director. This role has been mine since that time.

Birch Grove has been a part of my life for many years. I have seen many children graduate from Birch Grove Community School, including my own daughter. I will continue to do my very best for Birch Grove Community School and its students.” *Diane Blanchette*

## Position Description

Position Title: School Director/Business Manager

Supervisor's Position Title: Board of Directors

Primary Objective of this position:

The school director/business manager is responsible to embrace the school mission, implement the goals of the school board, and provide leadership and strategic vision in the areas of academics, finance and operations.

Skills, knowledge and abilities required:

- Demonstrate commitment to mission and vision of the school
- Ensure academic and financial accountability, communication to stakeholders, and to serve as a liaison with school authorizer
- Incorporate an entrepreneurial spirit to the school
  - Recruitment
  - Marketing
  - Fundraising
- Create a positive school climate that enhances student learning and leadership
- Ability to function in an ever-changing environment
- Understand current learning research and theory
  - Demonstrate use of effective practices
- Oversee curriculum and extra programming
- Support the staff, both professionally and personally
- Coordinate professional development
- Have a comprehensive vision of the future of Birch Grove Community School and provide clear direction to stakeholders
- Be knowledgeable about school law and current legislation
- Write grants and required reports
- Assist students who demonstrate inappropriate behaviors and implement discipline procedures
- Attend Birch Grove Community School Board of Directors' meetings
- Maintain a positive school-family partnership through open communication and opportunities to participate at Birch Grove Community School.
- Oversee Special Education services and direction
- Work closely with the school board on all aspects of the financial budget of the school



- Be responsible for the financial accounting, UFARS, special education finance, EDRS, ESEA (Title Programs), accounts payable/receivables, SMART finance system, budgeting, any financial recording and reporting required for the annual financial audit, and uniform tuition billing and provide oversight of contracted service providers.
- Serve as a liaison for payroll/bookkeeping services
- Assure work is done in a manner and timeframe consistent with the needs of the school
- Attend necessary training sessions, workshops and conferences as needed.

Position Content: Major responsibilities, essential functions and regular activities

- Contribute to a healthy learning environment by modeling behavior expectations for social interactions in school and community.
- Willingness to take ownership in the development and long-term stability of the school
- Open to work with volunteers
- Teach and motivate students to achieve success by maintaining an atmosphere with active learning opportunities and appropriate assessment tools
- Develop professionally and be involved by planning and participating in workshops, in-services and staff development opportunities, staff meetings, serving on committees and attending special events
- Facilitate appropriate student supervision and guidance as assigned or needed in the classroom as well as in the school
- Maintain appropriate communication with all stake holders / constituencies, i.e. staff members, board of directors, students, parents, authorizer, community members who have rights and responsibilities to know about the school program and maintain a sense of trust and security
- Understand and fulfill all aspects of school policies and procedures as outlined in the Birch Grove Community School Handbook
- Avail oneself of technology opportunities for skill advancement

Additional responsibilities include but are not limited to:

Board relations and governance

- Monthly board meetings – posting, agendas, packets, and resulting board directed duties

#### Policies and procedures

- MSBA
- Internal policies
- Program/family/employee handbooks
- Compliance

#### Program accountability

- Student records
- Oversight and refinement of educational program
- Quality Compensation Program
- Testing results and reporting to MDE and Authorizer

#### Mandatory training as decided by MDE and school board

#### Personnel

- Oversee teachers, paraprofessionals, preschool teacher, paraprofessionals, transportation staff, lunch staff, computer tech, and maintenance staff
- Staff meetings
- Staff files
- Background checks
- Reviews
- Other, as needed

#### State reporting and compliance

- MARSS
- STARR
- DIRS
- ADM
- Transportation
- Mid-year Report
- Annual Report
- World's Best Workforce
- VOA Annual Submission Calendar
- Other, as needed

#### Grant writing and implementation

- Secure, implement, compliance, reporting, budget/finance for school and Community Education programming

#### Budget and finance

- Payroll
- Budget creation and review
- Billing/reporting

- UFARS
- Audit-prep
- Audit
- E-rate

#### External Relations

- MDE-Compliance, reporting, communication
- Authorizer-Compliance, reporting, communication, contract renewals, site visits
- Landlord and Building Manager
- Community

#### Enrollment

- Recruitment – Open houses, events, advertising, tours, communication

#### Fundraising

- Annual Holiday Book Fair
- PTO Halloween Carnival
- Papa Charlie’s annual event
- Annual Donation Drives
- The Gala for the Grove
- 4<sup>th</sup> of July
- Schroeder Rib Feast
- Other special events or activities

#### Transportation

- Staffing, routes, compliance, student issues, logs, communication, bus maintenance

#### Family relations

- Meetings, communication, weekly newsletter, website, Community Lunch, conferences

#### Legal and regulatory compliance

#### Special Education

- Communication with Special Education Director and teacher
- EDRS
- Budget/finance
- IEP’s
- Compliance
- Contracting

#### Crisis Management

- Compliance and review
- Mandatory drills and record keeping

#### Community Education

- Saplings preschool – program, staffing, budget/finance, enrollment, billing and communication
- Summer Saplings and Campsite Kids – program, staffing, budget/finance. Enrollment, billing and communication

#### Lunch Program

- Staffing, budget/finance, free/reduced, monthly calendar and logs

#### Facilities

- Annual Lease for K-5 and Community Education Fund 4
- Birch Grove Community Center communication
- Interpretive Nature Trail

#### **School Leader Review**

An administrative review will be conducted by the school board annually.

- Each summer an evaluation form is sent to each board member to complete. School board members fill out the evaluation form and turn it into the board chair.
- In August/September of each year, the school board chair compiles the reviews and presents the information to the board and administration at a closed session during a regular school board meeting. The compilation is signed by the school board chair and the administrator and is placed in the Directors file. The year end progress on professional goals is discussed and reviewed at this time.
- In October of each year, the administration presents a professional development plan for the current year to the school board. The plan is to be goal oriented, citing the action and the measurement for success. The plan will be approved by the school board prior to implementation.

Birch Grove Community School  
Professional Development Plan 2014-2015  
School Director, Diane Blanchette

**Goal 1: To increase knowledge and skills to better contribute to the success and well being of Birch Grove Community School. Birch Grove Community School will have a clean audit and will receive the Minnesota Department of Education Finance Award.**

Action: Attend and pursue professional development opportunities, activities, and interactions that will increase knowledge and skills in various areas of school administration, particularly in the area of finance.

Measurement: The annual audit will have no findings and the Minnesota Department of Education Finance Award will be received. Documentation of professional development opportunities, activities and interactions that increase knowledge, skills and experience will be documented.

Result: The 2014 audit was found to be “clean”, with no findings. The MDE Finance Award was received. A presentation of the 2015 audit from Miller McDonald, Inc. will take place at the December 2015 school board meeting.

**Goal 2: To increase student academic achievement: Q-Comp Goal ~ The percentage of all students in grades Kindergarten-5<sup>th</sup> grade who achieve or exceed their Fall to Spring individual RIT score growth target on the NWEA MAP in reading will increase from 62.5% in the Spring of 2014 to 65.5% in the Spring of 2015.**

Action: Ensure that all school plans and programs are implemented including: Q-Comp programming, the school Literacy Plan, the World’s Best Workforce Plan and any and all other academic plans designed for Birch Grove Community School

Attend and pursue professional development opportunities, activities and interactions that will increase knowledge and skill pertaining to increasing academic achievement.

Measurement: NWEA MAP RIT scores will show that 65.5% of students will achieve or exceed their growth targets in the Spring of 2015. Documentation of professional development opportunities, activities and interactions that increase knowledge, skills and experience will be recorded.

Results: 64.3% of all students reached their academic goal in reading. The goal was missed by 1.2%. While this goal was not achieved, 72.2% of all students were at the median or grade level in reading at the end of the year.



Computers are found in each classroom as well as in the All Purpose Room.

Plans for 2015-2016 include i-Pads in the classrooms as well as a new i-Pad "Take Home" program.



## **STAFFING/TEACHING FACULTY INFORMATION AND PROFESSIONAL DEVELOPMENT**

### **Staff Information**

Nolan Chenevert and Stephanie Lindstrom, elementary teachers, left Birch Grove for new adventures and were replaced with new staff members Heather Gates, K/1 teacher, and Kelly Griffith, 2/5 teacher.

Long-time staff members Marcia Beachem and Jackie Robinson filled in as the K/1 teacher until Heather Gates arrived at the end of October.

Celeste Sigmund was hired in January 2015 and worked in various positions in community education and as a paraprofessional. She was then hired as the school Director in March. Diane Blanchette resigned as the school Director and was appointed to the school board. Celeste Sigmund resigned at the end of the school year in June and Diane Blanchette was re-hired and resumed her former position.

"Once children learn how to learn, nothing is going to narrow their mind. The essence of teaching is to make learning contagious, to have one idea spark another." -- *Marva Collins*

### **Heather Gates ~ K/1 Grade Teacher**

File # 483719

Status: Heather Gates, new hire in 2014.



### **Kelly Griffith ~ 2/5<sup>th</sup> Grade Teacher**

File # 427664

Status: Kelly Griffith, new hire in 2014.



**Jackie Robinson ~  
Special Education Teacher  
& Enhancement/Reading  
Teacher**

File #211183

Status: Mrs. Robinson is a  
returning teacher, hired in  
2006.



**Marcia Beachem ~  
Special Education Teacher  
& Enhancement/Reading  
Teacher**

File #344328

Status: Mrs. Beachem is a  
returning teacher hired in  
2006.



**Jessica Klemmer ~  
Paraprofessional and Office Assistant.**

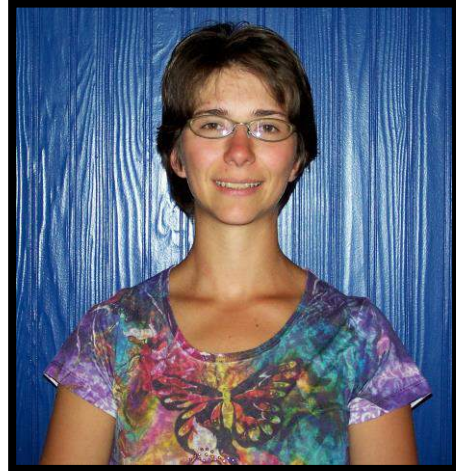
Status: Jessica Klemmer is a returning staff  
member hired in 2012.





**Sara Silence ~  
Paraprofessional**

Status: Sara Silence is a returning staff member hired in 2014.



In 2008, Birch Grove Community School was the 21<sup>st</sup> charter school to enter into the Quality Compensation Program (Q Comp). Q- Comp is designed to advance the teaching profession by providing structural professional development and evaluation, as well as an alternative pay schedule that compensates teachers based on performance. The program brings together career advancement, professional development and compensation linked to academic achievement. It includes a locally agreed-upon peer evaluation process for every teacher that is based on skills, responsibilities and student academic growth

There are three components to the Q-Comp program: an all-school academic goal, classroom goals for each teacher, and teacher observation/evaluation. Compensation is given to each teacher annually for success in the three areas

Q-Comp All-School Goal

The school wide Q-Comp goal:

*The percentage of all students in grades Kindergarten-5<sup>th</sup> grade who achieve or exceed their Fall to Spring individual RIT score growth target on the NWEA MAP in reading will increase from 62.5% in the Spring of 2014 to 65.5% in the Spring of 2015.*

The above goal was not reached, with only 64.3% of all students reaching their academic goal in reading. While this goal was missed, 72.2% of all students were at the median or grade level in reading at the end of the year.

Q-Comp Classroom Goals

Each teacher at Birch Grove also sets an academic classroom goal. The goals can vary from reading to math and the measurement is different for each. Goals, approved by school administration, must

be challenging, specific and measurable. All classroom goals were achieved for the 2014-2015 school year.

### Q-Comp Teacher Observations and Evaluations

Teachers are observed and evaluated by each other and a teacher liaison three times yearly. Teachers must receive a score of proficient or higher on evaluations to achieve their goal. All teachers were rated proficient or above, making their goals for the 2014-2015 year.

Professional development activities for 14-15 included:

- Responsive Classroom training during August in-service
- Sensory integration awareness and techniques for classroom management
- “Locating and Correcting Reading Difficulties” : games with movement
- Sensory learning activities for optimal learning
- “Locating and Correcting Reading Difficulties” :Phonemic awareness
- “6 Traits of Writing” PowerPoint
- Everyday Math: Math games
- 1 Teacher attended the Minnesota Association for Children’s Mental Health Conference (4/29/15). Shared information and handouts with other staff
- CPR training for all staff
- District Coordinator Training (webinar, Dec. 5) 2 Staff attended

11 days have been added to the 2015-2016 calendar for professional development. Professional development focus varies annually and is usually determined in October once student assessments have been completed. Professional development activities can be determined from student, staff, or school needs.



Students learned about bike safety in 2014.

All students that participated got a free bike helmet. There were lots of smiles!



## **Community Education**

Birch Grove Community School offers the following through Fund 4:

- Saplings Program, ages 3-4, M-F, 7:00-5:00 Sept-June
- Summer Saplings, ages 3-4, M-F, 7:00 – 5:00 July – August
- Campsite Kids, K-5<sup>th</sup>, M-F, 7:00-5:00, July-August
- Birch Buddies, Before and After School Program

The Saplings program was created along with the charter school in 2005-2006. Last year, BGCS chose not to have this program recognized as a preschool by the Minnesota Department of Education. Instead, the program is now a licensed daycare and has oversight by the school board, the Community Education Director, and by Cook County (daycare license). There is no oversight by MDE or VOA for this program.

Special note: 100% of children entering Kindergarten were at or above grade level in both reading and math at the beginning of the school year. \* 4 of the 5 Kindergarteners attended the Saplings program. (\*NWEA - North West Evaluation Association testing was used for assessments. Parent permission was given to publicly release these testing scores.)

## **Community Education Staff**

**Sheryl Martinson ~  
Saplings Lead Teacher and Summer  
Saplings Teacher**

Status: Sheryl Martinson is a returning staff member hired in 2005.



**Sara Silence ~  
Community Education Director,  
Saplings, Summer Saplings, Campsite  
Kids and Birch Buddies Staff**

Status: Sara Silence is a returning staff member hired in 2014.



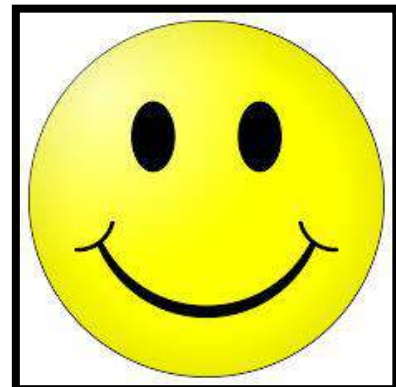
**Jessica Klemmer ~  
Saplings, Summer Saplings, Campsite Kids,  
and Birch Buddies Staff**

Status: Jessica Klemmer is a returning staff member hired in 2012.



**Elis Walch ~  
Saplings program**

Status: Elis Walch, new hire in 2014.



Picture not available.

## SCHOOL ADMISSIONS AND ENROLLMENT

### Average Daily Membership (ADM)

School Year	K	1	2	3	4	5
2008-2009	6.42	4.0	8.61	8.0	6.59	5.60
2009-2010	4.14	7.39	4.0	8.0	9.0	4.0
2010-2011	6.27	2.0	5.0	3.0	9.0	6.75
2011-2012	6.92	5.0	3.0	4.42	5.0	5.0
2013-2014	6.94	5.61	4.0	.98	2.0	0
2014-2015	4.73	5.0	3.13	3.33	.58	2.21
2015-2016 Estimate	6	4	6	4	2	1

### Race/Ethnicity

	14-15	13-14	12-13	11-12	10-11
American Indian or Alaskan Native	4.5%	4.5%	3%	3%	3%
Asian or Pacific Islander	4.5%	0%	0%	0%	0%
Hispanic	0%	0%	6%	0%	0%
Black, not of Hispanic Origin	4.5%	22.7%	20.6%	0%	0%
White, not of Hispanic Origin	86.4%	72.7%	68.9%	97%	97%

Free and Reduced for 2014-2015  
54.5%

### **Admissions Policies and Procedures**

Birch Grove Community School welcomes all students. No child will be refused admission to the school on the basis of race, gender, religion, ethnicity, and intellectual ability, measures of achievement or aptitude, or athletic ability. All students must make application for admission. Priority for admission will be given to students currently enrolled at Birch Grove Community School and siblings of students currently enrolled at Birch Grove Community School.

Birch Grove Community School board will provide for a lottery when program, class, grade level or building that is compliant with Minnesota Statute 124D.10 subd 9.

**102/2 Admissions Policy**

**I. PURPOSE**

The purpose of this policy is to explain how Birch Grove Community School will decide whom to enroll as students in the school.

**II. GENERAL STATEMENT OF POLICY**

A. Birch Grove Community School has historically had low student population due to many external factors. In all probability, the lottery process will not be needed due to our typical enrollment numbers and the large size of the facility in which we are housed.

B. Birch Grove Community School will follow Minnesota Statute 124.D in its enrollment practices. The text of the law is as follows:

*A charter school shall enroll an eligible pupil who submits a timely application, unless the number of applications exceeds the capacity of a program, class, grade level, or building. In this case, pupils must be accepted by lot. The charter school must develop and publish a lottery policy and process that it must use when accepting pupils by lot. A charter school shall give preference for enrollment to a sibling of an enrolled pupil and to a foster child of that pupil's parents and may give preference for enrolling children of the school's teachers before accepting other pupils by lot. A charter school may not limit admission to pupils on the basis of intellectual ability, measures of achievement or aptitude, or athletic ability and may not establish any criteria or requirements for admission that are inconsistent with this subdivision. The charter school shall not distribute any services or goods of value to students, parents, or guardians as an inducement, term, or condition of enrolling a student in a charter school.*

**III. Procedures**

A. Families interested in attending Birch Grove Community School need only fill out an Enrollment Form to become enrolled. (The Enrollment Form consists of student name, date of birth and parent/guardian contact information.)

B. In the unlikely event that Birch Grove Community School will need to hold a lottery, all statutes regarding this procedure will be followed.

*Legal References: Minn. Stat. 124.D Charter Schools  
Adopted: 6/28/11*



## Birch Grove Community School Application Form

*Birch Grove Community School will promote academic excellence utilizing our unique natural setting allowing students to reach their potential, preparing them to become socially and environmentally responsible, self-directed, life-long learners.*

Birch Grove Community School is tuition-free, equal opportunity, public school. Birch Grove Community School does not discriminate on the basis of race, religion, gender, disability, social or economic background.

Student name: \_\_\_\_\_

Grade entering: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Home phone: \_\_\_\_\_

Physical address: \_\_\_\_\_

Mailing address: \_\_\_\_\_

I verify that the information contained on this form is correct and my child is eligible for the grade applying for.

---

Parent/Guardian Signature

## ACADEMIC PROGRAM AND SCHOOL PERFORMANCE

### School Program

#### *1. School Culture*

Birch Grove Community School works hard to ensure a productive academic environment where students feel safe, comfortable, respected, and challenged. The start of each year requires much attention directed to new students who aren't accustomed to Birch Grove. Birch Grove integrates respect and responsibility into everyday life of the school. We start every morning the same – all staff and students are gathered to listen to daily announcements, recite the Pledge of Allegiance and set a positive, “let's get to learning” tone.

At Birch Grove, we come to know our students very well. Our low student to teacher ratio, multi-grade classrooms (students have the same teacher for at least two consecutive years) and the staff concern and care for our students contributes to a family atmosphere that we are proud of. Because we know our students well, we are better able to gauge what their specific abilities and needs are, allowing us to serve our students better.





## 2. Goal Setting Contracts

Every student at Birch Grove has an Academic Goal Contract. At the beginning of each school year, students partake in the NWEA Measurement of Academic Progress System (MAPS) testing for both math and reading and receive an initial RIT score. Utilizing data provided from NWEA, a year end RIT score (the goal) is determined based on the students beginning RIT. The initial RIT score and the year end RIT goal are recorded in a contract for each student. Contracts are presented at the first conference of the year. The classroom teacher discusses the contract with both the student and the parents, discusses the initial score, and what the end goal is. Contracts are signed by all three parties. The overall goal is student academic growth.

## 3. Curriculum

*Everyday Mathematics* is the chosen math curriculum for Birch Grove Community School. *Everyday Mathematics* was developed through the University of Chicago School Mathematics Project (UCSMP) in order to enable children in elementary grades to learn more mathematical content and become life-long mathematical thinkers.

*Everyday Mathematics* begins with the premise that students can, and must, learn more mathematics than has been expected from them in the past. This premise is based on the research the UCSMP author team undertook prior to writing the curriculum. Here are some of the major findings of this research:

- The typical U.S. mathematics curriculum is arithmetic-driven, slow-paced with isolated instruction, and broad without depth of content.
- International studies show how that U.S. students learn much less mathematics than students in other countries.
- Children are capable of learning more mathematics in a richer curriculum.



- All children can be successful mathematical thinkers.
- Mathematics is meaningful to children when it is varied, rich, and rooted in real world problems and applications.

*Everyday Mathematics* instructional design was carefully crafted to capitalize on student interest and maximize student learning.

- High expectations for all students
- Concepts and skills developed over time and in a wide variety of contexts
- Balance among mathematical strands
- Dynamic applications
- Multiple methods and strategies for problem solving
- Concrete modeling as a pathway to abstract understanding
- Collaborative learning in partner and small group activities
- Cross-curricular applications

Within the content of *Everyday Mathematics*, emphasis is placed on:

- Establishing links from past experiences
- Discussing and sharing ideas
- Using and comparing equivalent expressions
- Expressing numbers in context by including units
- Learning about the reversibility of most things

*Houghton-Mifflin* is the chosen reading curriculum for Birch Grove Community School. *Houghton Mifflin* is based on scientific research to deliver effective instruction in five key areas of reading.

Phonemic Awareness

- Skills sequence by difficulty
- Short, engaging activities
- Linked to phonics

Phonics

- Systematic, explicit instruction
- Immediate application of new skills
- Phonics/Decoding strand continues through grade 6

Fluency

- Fluent reading modeled in teacher read-alouds, audio CDs and more
- Lots of books for the students to read and reread at their own level
- Support for checking oral reading rates

## Vocabulary

- Direct instruction of key vocabulary
- Development of vocabulary skills and strategies
- Wide reading in text with rich vocabulary

## Comprehension

- Comprehension strategies taught explicitly and consistently to develop monitoring, questioning, previewing, summarizing and evaluating
- Graphic Organizers that support comprehension with every selection



## *Multi-grade Classrooms*

Some of the benefits of multi-grade classes are:

- a. **Instructional Flexibility** – In a multi-grade classroom the teacher has the possibility of allowing a child to read with students in higher grades while, for example, the same child does math with the lower grades. One can more easily gear the work to individual needs.
- b. **Social Skills** – A classroom with children of several ages enables students to gain a perspective on what is happening in the lives and education of children both younger and older. It helps them gain a more accurate sense of the past and future in terms of experiences and interest and stimulates the entire learning environment.
- c. **Peer Tutoring** – In multi-age classrooms, the children generally have more opportunity to help one another than

in a single grade classroom. Such peer teaching aids the slower and younger children in ways often beyond the communicative ability of adults, since adults have generally forgotten the problems they had in learning a particular concept or skills in the remote past.

#### *4. Enhancement Program*

Each school year we change the enhancement program to best fit the needs of our students. Typically, the program consists of pulling out small groups or single students for focused instruction and support in reading. Some groups are formed to target areas where the student achievement is low, while other groups may be formed to challenge high performing students. This programming is taught by a licensed teacher and can vary greatly from year to year depending on student needs.

#### *6. Community Lunch*

Community Lunch is held at Birch Grove the second Tuesday of the month. This is a chance for parents, grandparents and community members to interact with our students and staff and to enjoy a great meal and conversation! The 2/5 students set up and tear down for this event. Everyone seems to enjoy these monthly events!

#### *7. The Great Outdoors*

Our school is located in one of the most beautiful natural environments in the state, and we are taking advantage of it! Included in our program is the opportunity to go cross-country skiing, snowshoeing, hiking, and ice skating. Not only do these activities create bonds between student, staff and volunteers, but it promotes physical activity!

The nature trail was completed in September 2009 and runs throughout the land behind the building. The trail



has 10 interpretive signs focusing on: owls, wetlands, deer rubs, tree

identification, fungus, tree rings, ants and anthills, woodpeckers, a deer enclosure, and one sign that introduce the trail system. All of the signs can be changed and moved to create different focal points from year to year, or season to season.

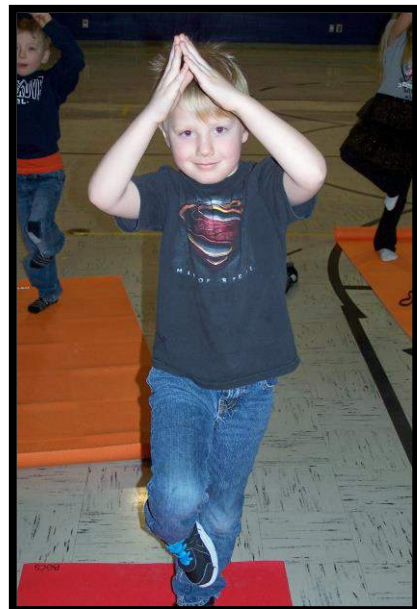
### 8. *Testing*

Northwest Evaluation Association (NWEA) is the creator of Measures of Academic Progress System (MAPS), our chosen method to test our students. This computer-based testing system is built on 30 years of research and refinement and adapts to the child in real-time as the test progresses for a pinpoint picture of learning achievement and readiness.

Testing is conducted on computers three times yearly for all of our students in Kindergarten through fifth grade. MAPS testing supplies us with instant and complete data on student growth. This data is used to guide instruction, helps to determine appropriate action for the academic growth of each student, and is the basis for our Goal Setting Contracts.

### 9. *Tanzen (German for "Dance")*

Tanzen was a new program created in the 14-15 school year. Twice weekly, half of each classroom, K/1 and 2/5, go to the gym and take part in Tanzen for 30 minutes. Tanzen starts with stretching and breathing and escalates to high energy movement to music. Tanzen ends with stretching, breathing and relaxing. When the 30 minutes is up, the other half of the classrooms then partakes in Tanzen. Not only do students benefit from the Tanzen program itself, but students that are in the classroom benefit from more focused academic time with the teacher with lower student numbers.



### *10. Parent and Community Involvement*

Parents and community are involved at Birch Grove in many different ways. Volunteers read aloud to students, help to serve Community Lunch, run the library, accompany classes on field trips, arrange and accompany students on skiing and snowshoeing trips, sit on the school board and committees, as well as many other services. Hundreds of volunteer hours are contributed to our fund raising events alone. It was through this community's commitment and determination that Birch Grove Community School came to exist. The commitment and determination continues.



The Annual Gala for the Grove.

Local businesses and individuals contribute annually to make this a successful fund raising event.



Academic Performance



## Birch Grove Accountability and Results

**It is important to note that setting academic goals for Birch Grove Community School is incredibly challenging. There has been much dialog between the Minnesota Department of Education, our school authorizer VOA, and the school. Goals that work for other schools (usually using MCA scores) do not work for a school of this size. MCA scores cannot be used publicly unless there are 10 or more students tested. Low numbers of students tested can greatly vary scores (MCA's or NWEA) from year to year.**

Academic Goal:

*The percentage of all students in grades Kindergarten-5<sup>th</sup> grade who achieve or exceed their Fall to Spring individual RIT score growth target on the NWEA MAP in reading will increase from 62.5% in the Spring of 2014 to 65.5% in the Spring of 2015.*

Birch Grove Community School missed this goal by 1.2%, scoring 64.3% of students reaching their NWEA growth goal in Reading. However, 72.2% of students were at grade level in reading at the end of the year, according to NWEA.

Birch Grove Community School uses NWEA (MAP) testing for kindergarten through fifth grade students for Reading and Math. Students were tested in the fall, winter and spring of 2014-2015. The end results are the scores from fall to spring.

Testing results do not always reflect an accurate picture of some students' growth. A student can be 1 RIT score from making the growth target, thus receiving a 0% contribution to the combined percentage of students making the growth targets. Obviously, our low student numbers can greatly impact our collective scores. If there are only one or two students in a grade, and one student misses the RIT target and the other achieves the target, the collective score is only 50%.

While a collective score is important, it is vital for us to look at individual scores to really gain an understanding of student achievement. Each student is obviously different, and we need to take that into consideration when determining growth and an academic plan for the student. We will continue to utilize the MAPS scores as a tool to increase student achievement.

*Note: NWEA changes the Norms every 5 years or so. When the Norms change, ALL previous testing data changes to adhere to the new Norms.*

**The 2014-2015 NWEA ~ MAPS results for K-5:**

In math 78.6% of students achieved their year end goal and 72.2% of the school is at or above grade level. In reading, 64.3% of students achieved their year end goal and 72.2% are at or above grade level. These scores reflect all students including those in Special Education.

**2015-2018 Academic/World’s Best Workforce/Q-Comp Goals:**

(For the All-School Q-Comp Goal, only one goal, reading or math, will be chosen.)

**2015-2016**

READING The percentage of all students enrolled October 1 in grades K-5 at Birch Grove Community School who take the NWEA, Measure of Academic Progress (MAP) in reading in the spring will increase their RIT growth from 68.5% in 2015 to 71.5% in 2016. *(Increase of 3 percentage points)*

MATH: The percentage of all students enrolled October 1 in grades K-5 at Birch Grove Community School who take the NWEA, Measure of Academic Progress (MAP) in math in the spring will increase their RIT growth from 84.3% in 2015 to 85.8% in 2016. *(Increase of 1.5 percentage points)*

**2016-2017**

READING: The percentage of all students enrolled October 1 in grades K-5 at Birch Grove Community School who take the NWEA, Measure of Academic Progress (MAP) in reading in the spring will increase their RIT growth from 71.5% in 2016 to 74.5% in 2017. *(Increase of 3 percentage points)*

MATH: The percentage of all students enrolled October 1 in grades K-5 at Birch Grove Community School who take the NWEA, Measure of Academic Progress (MAP) in math in the spring will increase their RIT growth from 85.8% in 2016 to 87.3% in 2017. *(Increase of 1.5 percentage points)*

**2017-2018**

READING: The percentage of all students enrolled October 1 in grades K-5 at Birch Grove Community School who take the NWEA, Measure of Academic Progress (MAP) in reading in the spring will increase their RIT growth from 74.5% in 2017 to 77.5% in 2018. *(Increase of 3 percentage points)*

MATH: The percentage of all students enrolled October 1 in grades K-5 at Birch Grove Community School who take the NWEA, Measure of Academic Progress (MAP) in math in the spring will increase their RIT growth from 87.3% in 2017 to 88.8% in 2018. *(Increase of 1.5 percentage points)*



**MCA results:**

Because there were less than 10 students tested, the Minnesota Department of Education does not report this data publicly as there could be potentially identifiable information and because the n-size is not high enough for the data to be statistically reliable. For MDE reporting purposes, a school needs to have data on at least 10 students for the data to become public. However, for accountability purposes, that required n-size threshold goes up. For MMR, a school needs to have data on at least 20 students for the data to be included. Therefore, any school without at least 20 tested students that were enrolled for the full academic year would not receive MMR results.

Birch Grove Community School has not been able to use MCA scores for a few years now, thus for academic accountability the school will be using results from NWEA. Please see the school NWEA goals earlier in this report.

Written parent permission was given to release our MCA scores from 2013-2014 school year. Math proficiency was at 100% and reading was at 75%.

In 2015 Birch Grove Community School was recognized as a “High Quality Charter School” by the Minnesota Department of Educations internal calculations of the previous MCA scores.

Historically, BGCS has been stronger in Reading than in Math. It is believed that we are stronger in reading due to early recognition of children that need additional support and referring them to our Enhancement program. This program offers not only additional support to students in need, but can also challenge students that are above the norms. Early Intervention funds from the state have also allowed us to target Kindergarteners in need.

11 Professional Development days have been added to the 2015-2016 calendar. Areas of focus will be determined by the school staff and Director according to needs of not only staff, but of students.

The Annual Holiday Book Fair.

Thank you to the North Shore Federal Credit Union for once again donating a \$5 book to every student, Saplings through 5<sup>th</sup> grade.



## SCHOOL CLIMATE

*Birch Grove Community School will create strong school-student connections.*

<u>Indicator</u>	4	3	2	1
Average number of community members attending "Community Lunch"	Greater than or Equal to 50	40 to 49 <b>X</b>	30 to 39	Less than 30

<u>Indicator</u>	4	3	2	1
Monthly average number of hours community members volunteer in school	Greater than or Equal to 16	10 to 15 <b>X</b>	5 to 9	Less than 5

<u>Indicator</u>	4	3	2	1
Annual average number of hours community members volunteer for fundraising or school events	Greater than 600 hours <b>X</b>	400-600 hours	200-400 hours	Less than 200 hours



The annual Winter Musical is well attended by the community!

*Birch Grove Community School will maintain a high level of parent satisfaction with the school.*

Birch Grove Community School sends out a parent survey each year. 30 questions are asked of parents as well as an area for parent comments. Responses choices are: Strongly Agree, Agree, Neutral, Disagree, Strongly Disagree and Don't Know. Below are some of the questions and responses acquired from the returned surveys:

*"Our school's educational program is of high quality"*

Strongly Agree 80%

Agree 20%

Neutral 0%

Disagree 0%

Strongly Disagree 0%

Don't Know 0%

*"I am happy with the progress my child is making"*

Strongly Agree 80%

Agree 20%

Neutral 0%

Disagree 0%

Strongly Disagree 0%

Don't Know 0%

*"I would recommend Birch Grove Community School to other families"*

Strongly Agree 100%

Agree 0%

Neutral 0%

Disagree 0%

Strongly Disagree 0%

Don't Know 0%

Student and teacher surveys were not distributed this school year. Birch Grove Community School will ensure that these surveys are completed during the 2015-2016 school year.

## FINANCES

School Auditors: Miller McDonald, Inc.  
 513 Beltrami Avenue NW ~Post Office Box 486 Bemidji, MN 56619  
 (218) 751-6300 ~ Fax (218) 751-0782

FY 2014 completed audit can be found at [www.birchgroveschool.com](http://www.birchgroveschool.com)  
 The audit was approved at the December board meeting in 2014. No weaknesses or findings occurred. The Minnesota Department of Education Finance Award was received.

FY 2015 completed audit will be posted at [www.birchgroveschool.com](http://www.birchgroveschool.com)  
 after the school board approves it at the December 2015 board meeting.

<u>BIRCH GROVE COMMUNITY SCHOOL</u>				
<u>MINNESOTA CHARTER SCHOOL NO. 4145</u>				
<u>TOFTE, MINNESOTA</u>				
<u>STATEMENT OF REVENUES, EXPENDITURES, AND</u>				
<u>CHANGES IN FUND BALANCES - GOVERNMENTAL FUNDS</u>				
<u>YEAR ENDED JUNE 30, 2014</u>				
	<u>General</u>	<u>Community</u>	<u>Other</u>	
	<u>Fund</u>	<u>Service</u>	<u>Governmental</u>	<u>Totals</u>
			<u>Fund</u>	
<b><u>Revenues</u></b>				
Revenues from Local Sources	\$ 29,249	\$ 38,486	\$ 2,982	\$ 70,717
Revenues from State Sources	252,394	-	139	252,533
Revenues from Federal Sources	24,105	-	1,972	26,077
Sales and Other Conversions of Assets	17,862	45	3,818	21,725
Investment Earnings	143	-	-	143
Total Revenues	<u>323,753</u>	<u>38,531</u>	<u>8,911</u>	<u>371,195</u>
<b><u>Expenditures</u></b>				
District and School Administration	45,611	-	-	45,611
District Support Services	39,839	-	-	39,839
Regular Instruction	81,133	-	-	81,133
Special Education Instruction	83,662	-	-	83,662
Community Education and Services	-	46,742	-	46,742
Instructional Support Services	7,342	-	-	7,342
Pupil Support Services	30,094	-	12,735	42,829
Site, Buildings, and Equipment	32,093	-	-	32,093
Fiscal and Other Fixed Costs	10,145	-	-	10,145
Total Expenditures	<u>329,919</u>	<u>46,742</u>	<u>12,735</u>	<u>389,396</u>
<b><u>Excess of Revenues Over (Under) Expenditures</u></b>	(6,166)	(8,211)	(3,824)	(18,201)
<b><u>Fund Balances, Beginning of Year</u></b>	<u>23,484</u>	<u>9,474</u>	<u>4,352</u>	<u>37,310</u>
<b><u>Fund Balances, End of Year</u></b>	<u>\$ 17,318</u>	<u>\$ 1,263</u>	<u>\$ 528</u>	<u>\$ 19,109</u>

**2015 Expenditures** for the year totaled \$457,730.87. Expenditures increased 17.55% from the previous year.

Category	Expense	% Difference
District & Administration	\$54,213.56	18.86
District Support Services	\$46,304	16.23
Regular Instruction	\$109,928	36.13
Special Education Instruction	\$81,786.43	2.24-
Instructional Support Services	\$6,055.32	17.52-
Pupil Support Services	\$100.00	69.22-
Operations and Maintenance	\$39,396.29	22.76
Food Service	\$9,985.25	21.59-
Pupil Transportation	\$34,539.69	37.84
Other Operating Programs	\$10,290.18	1.43
Capital Outlay	\$5,200.57	2.13
Community Service Fund	\$59,931.09	28.22

**2015 Revenues** for the year totaled \$380,180.10. Revenue increased 8.79% from the previous year.

Category	Revenue	% Difference
Local Sources	\$94,110.96	32.81
State Sources	\$261,370.88	3.50
Federal Sources	\$24,698.26	5.29-

Expenditures for the year totaled \$457,730.87, an increase of 17.55% from the previous year and revenues were \$380,180.10, also an increase of 8.79% from the previous year.

A majority of BGCS expenditures were dedicated to the direct support of students: regular instruction, special education instruction, instructional support and instructional supplies. An increase in teacher salaries was needed to secure quality teachers in the classrooms as well as for potential retention. The other large expense is the operation of the building: lease, utilities and upkeep. An unforeseen addition of \$6,000 for leased space for Community Education was added to the budget this year. Previously, use of this space had been donated.

The majority of revenues were received from the state with a slight increase from the previous year. Federal sources decreased by \$1,379.74 from the previous year and local sources increased by 32.81%. Local township support of \$16,000, the sale of the Outdoor Classroom, continued fundraising efforts, and donations make up the majority of increased revenues for the year.

Until this year, school expenditures have decreased annually since 2011 in an attempt to balance the budget and obtain a positive, if not healthy, fund balance. It could be that BGCS has determined what it needs to have a viable elementary school as far as expenses are concerned.

Considering all of the efforts of the board and administration, the fund balance is still dangerously low with a total fund balance of \$11,420.76 at the end of the 2015 fiscal year. However, the following should have a positive impact on the budget and the fund balance.

- Enrollment has increased from the previous year (18.98 ADM in FY15 to 23 at the beginning of F16)
- Enrollment for the Saplings program has increased significantly.
- The township of Tofte has committed to \$20,000 for 15-16. Continued support in the amount of \$20,000 for the following four years will be determined annually
- The township of Schroeder has committed to \$20,000 for 15-16. Continued support in the amount of \$20,000 for the following four years will be determined annually
- The township of Lutsen support is undecided

- Changes in Fund 2 and 4 have been initiated in the 14-15 year and will continue in 15-16
- Additional fund raising will be implemented

The school board recognizes that the remaining fund balance is low and the balance, coupled with low enrollment, is a cause for concern and action. As such, the school board will take the following measures:

1. Expenditures will continue to be examined on a monthly basis and changes will be made as necessary.
2. Additional fundraising efforts have been made and will continue to be initiated in the 15-16 year.
3. Aggressive student recruitment will continue.
4. Positive contact will increase with town supervisors of Tofte, Schroeder and Lutsen

#### Financial Management

Birch Grove Community School contracts for services with cmERDC – Region III. Areas of service include: payroll, issuing payment to vendors, data entry in the Smart Finance program, UFAR reporting, and audit preparation work, among other things. The school director works closely with Region III as the schools business manager.

The Finance Committee, consisting of school board members, meets monthly one half hour prior to most board meeting and reviews reports such as accounts payable, the check register, expenditures and revenues, a cash flow chart, etc. Recommendation can come from the Finance Committee to the school board, but no motions can be made. The school board does much the same as the Finance Committee, but has the ability to make decisions concerning finance. All new school board members are trained according to Minnesota Statutes starting within six months of the election/appointment window to start training in Board Governance, Employment Law and Financial Matters and complete this training within one year.

The following documents include: 14-15 Balance Sheet, Revenue Summary Report and Expenditure Summary Report.

DISTRICT NBR-TYPE: 4145-07 ESVRGN 0		MINNESOTA DEPARTMENT OF EDUCATION			GNL03541450715	
DISTRICT NAME: BIRCH GROVE COMMUNITY SCHOOL		BALANCE SHEET -- AUDITED DATA AS OF 09/01/15			RUN 09/01/15 PAGE 1	
DATA YEAR 14-15		FOOD SERVICE	COMMUNITY	OPERATING	TOTAL	
	GENERAL FUND	FUND	SERVICE FUND	FUNDS TOTAL	ALL FUNDS	
<b>ASSETS</b>						
CASH/PETTY CSH/C.W.F.A.	15,649.16	4,292.20-	12,585.76-	1,228.80-*	1,228.80-	
INVESTMENTS	2,525.85			2,525.85 *	2,525.85	
CUR. PROP. TAX REC'BLE				*		
DELINQ. PROP. TAX. REC.				*		
ACCOUNTS RECEIVABLE	43,844.04	10.99	9,163.20	53,018.23 *	53,018.23	
DUE FROM OTHER FUNDS				*		
DUE FR OTHER MN DIST				*		
DUE FROM MDE	19,723.47			19,723.47 *	19,723.47	
DUE FROM OTHR GOV UNITS	8,000.00		6,000.00	14,000.00 *	14,000.00	
INVENTORIES				*		
PREPAID EXP/OTHR ASSETS	6,661.60		508.00	7,169.60 *	7,169.60	
TOTAL ASSETS	96,404.12	4,281.21-	3,085.44	95,208.35 *	95,208.35	
<b>LIABILITIES</b>						
SALARIES PAYABLE	17,772.25		1,776.48	19,548.73 *	19,548.73	
OUT. CI'S/OR NOT PD/RVRP	52,721.74			52,721.74 *	52,721.74	
DUE TO OTHER FUNDS				*		
CURRENT PAYABLES	4,400.70			4,400.70 *	4,400.70	
DUE TO OTHER MN DIST				*		
DUE TO OTHER GOV'T	3,485.45			3,485.45 *	3,485.45	
PROP TAX SHIFT ADJ				*		
ADV UNEARNED GEN ED				*		
PAYROLL DEDUCTIONS	6,603.22		618.99	7,222.21 *	7,222.21	
CHARTR LEASE PAYABLE				*		
CONST CONTRACT PAY				*		
DEFERRED REVENUE				*		
DEF REV-DELINQ TAXES				*		
PROP TAX FOR SUB YRS				*		
CAPITAL LEASE PAY				*		
SEP&SEVERANCE PAYBLE				*		
CAP LEASE PAYABLE				*		
COMPENSATED ABCS PAY				*		
TOTAL LIABILITIES	84,983.36		2,395.47	87,378.83 *	87,378.83	
<b>FUND BALANCE</b>						
RST/RVD STAFF DEV				*		
RST/RVD DEFER MAINT				*		
RST/RVD HEALTH/SAFE				*		
RST/RVD CAPITAL PROJ				*		
RST/RVD COOP REVENUE				*		
RST/RVD ALTERNAT FAC				*		
RSVD:BUS PURCH/BLDG CON				*		
RST/RVD OPERATE DEBT				*		
NET SOD				*		
RST/RVD LEVY REDUCT				*		
CMTD SEVER INS PREM				*		
RSVD ENCUMBRANCES				*		
UNASSIGN FUND BAL GNL	4,759.16			4,759.16 *	4,759.16	
RST/RVD CERTN TEACHR				*		
RST/RVD FOR OP CAPIT				*		
RST/RVD FOR BOND RFD				*		
RST/RVD \$25 TACONITE				*		
RST/RVD DISABLED ACC				*		
RST/RVD LEARN & DEV				*		
RST/RVD COMMUNITY ED				*		
RST/RVD E.C.F.E.				*		
RST/RVD AREA LEARN C				*		
RST/RVD CONTR ALT PR				*		
RST/RVD ST ALT PROG				*		
RST/RVD GIFTED/TALEN				*		
RST/RVD TEACHR DEVEL				*		
RST/RVD BASIC SKILLS				*		
RST/RVD SCHOOL READI				*		
RST/RVD CAREER/TECH				*		
RST/RVD FIRST GR PRE				*		
RST/RVD ADULT BASIC				*		
RST/RSV ACHEIVE/INTG				*		
RST/RVD SAFE SCHOOLS				*		
RST/RVD FRE KINDERG				*		
RST/RVD QZAB/QSCB PA				*		
RST/RVD OPEB BOND PR				*		
RST/RVD UNFNDED SEVE				*		
NONSPENDABLE FND BAL	6,661.60		508.00	7,169.60 *	7,169.60	
COMMITTED FUND BALAN				*		
ASSIGNED FUND BALANC				*		
UNASSIGNED NON-GENL		4,281.21-		4,281.21-*	4,281.21-	
RESTRICTED FUND BALA			181.97	181.97 *	181.97	
TOTAL FUND BALANCE	11,420.76	4,281.21-	689.97	7,829.52 *	7,829.52	
TOTAL LIABILITIES&FB	96,404.12	4,281.21-	3,085.44	95,208.35 *	95,208.35	



DISTRICT NBR-TYPE: 4145-07 ESVRGN 0 MINNESOTA DEPARTMENT OF EDUCATION GNL03541450715  
 DISTRICT NAME: BIRCH GROVE COMMUNITY SCHOOL BALANCE SHEET -- AUDITED DATA AS OF 09/01/15 RUN 09/01/15 PAGE 2  
 DATA YEAR 14-15 BLDG CONSTR DEBT SERVICE TRUST AGENCY INTERNAL  
 FUND FUND FUND FUND SERVICE FUND

ASSETS  
 CASH/PETTY CSH/C.W.F.A.  
 INVESTMENTS  
 CUR. PROP. TAX REC'BLE  
 DELINQ. PROP. TAX. REC.  
 ACCOUNTS RECEIVABLE  
 DUE FROM OTHER FUNDS  
 DUE FR OTHER MN DIST  
 DUE FROM MDE  
 DUE FROM OTHR GOV UNITS  
 INVENTORIES  
 PREPAID EXP/OTHR ASSETS  
 TOTAL ASSETS  
 LIABILITIES  
 SALARIES PAYABLE  
 OUT. CT'S/OR NOT PD/RVRP  
 DUE TO OTHER FUNDS  
 CURRENT PAYABLES  
 DUE TO OTHER MN DIST  
 DUE TO OTHER GOV'T  
 PROP TAX SHIFT ADJ  
 ADV UNEARNED GEN ED  
 PAYROLL DEDUCTIONS  
 CHARTR LEASE PAYABLE  
 CONST CONTRACT PAY  
 DEFERRED REVENUE  
 DEF REV-DELINQ TAXES  
 PROP TAX FOR SUB YRS  
 CAPITAL LEASE PAY  
 SEP&SEVERANCE PAYBLE  
 CAP LEASE PAYABLE  
 COMPENSATED ABCS PAY  
 TOTAL LIABILITIES  
 FUND BALANCE  
 RST/RVD STAFF DEV  
 RST/RVD DEFER MAINT  
 RST/RVD HEALTH/SAFE  
 RST/RVD CAPITAL PROJ  
 RST/RVD COOP REVENUE  
 RST/RVD ALTERNAT FAC  
 RSTD:BUS PURCH/BLDG CON  
 RST/RVD OPERATE DEBT  
 NET SOD  
 RST/RVD LEVY REDUCT  
 CMTD SEVER INS PREM  
 RSTD ENCUMBRANCES  
 UNASSIGN FUND BAL GNL  
 RST/RVD CERTN TEACHR  
 RST/RVD FOR OP CAPIT  
 RST/RVD FOR BOND RFD  
 RST/RVD \$25 TACONITE  
 RST/RVD DISABLED ACC  
 RST/RVD LEARN & DEV  
 RST/RVD COMMUNITY ED  
 RST/RVD E.C.F.E.  
 RST/RVD AREA LEARN C  
 RST/RVD CONTR ALT PR  
 RST/RVD ST ALT PROG  
 RST/RVD GIFTED/TALEN  
 RST/RVD TEACHER DEVEL  
 RST/RVD BASIC SKILLS  
 RST/RVD SCHOOL READI  
 RST/RVD CAREER/TECH  
 RST/RVD FIRST GR PRE  
 RST/RVD ADULT BASIC  
 RST/RVD ACHEIVE/INTG  
 RST/RVD SAFE SCHOOLS  
 RST/RVD PRE KINDERG  
 RST/RVD QZAB/QSCB PA  
 RST/RVD OPEB BOND PR  
 RST/RVD UNFNDED SEVE  
 NONSPENDABLE FND BAL  
 COMMITTED FUND BALAN  
 ASSIGNED FUND BALANC  
 UNASSIGNED NON-GENL  
 RESTRICTED FUND BALA  
 TOTAL FUND BALANCE  
 TOTAL LIABILITIES&PB

DISTRICT NBR-TYPE: 4145-07 ESVRGN 0		MINNESOTA DEPARTMENT OF EDUCATION			GNL03541450715	
DISTRICT NAME: BIRCH GROVE COMMUNITY SCHOOL		BALANCE SHEET -- AUDITED DATA AS OF 09/01/15			RUN 09/01/15 PAGE 3	
DATA YEAR 14-15		OPEB REV	OPEB IRREV	OPEB DEBT	NON-OPERATING	TOTAL
	TRUST FUND	TRUST FUND	SERV FUND	FUNDS TOTAL	ALL FUNDS	
<b>ASSETS</b>						
CASH/PETTY CSH/C.W.F.A.						1,228.80-
INVESTMENTS						2,525.85
CUR.PROP.TAX REC'BLE						
DELINQ.PROP.TAX.REC.						
ACCOUNTS RECEIVABLE						53,018.23
DUE FROM OTHER FUNDS						
DUE FR OTHER MN DIST						
DUE FROM MDE						19,723.47
DUE FROM OTHR GOV UNITS						14,000.00
INVENTORIES						
PREPAID EXP/OTHR ASSETS						7,169.60
TOTAL ASSETS						95,208.35
<b>LIABILITIES</b>						
SALARIES PAYABLE						19,548.73
OUT. CL'S/OR NOT PD/RVRP						52,721.74
DUE TO OTHER FUNDS						
CURRENT PAYABLES						4,400.70
DUE TO OTHER MN DIST						
DUE TO OTHER GOV'T						3,485.45
PROP TAX SHIFT ADJ						
ADV UNEARNED GEN ED						
PAYROLL DEDUCTIONS						7,222.21
CHARTR LEASE PAYABLE						
CONST CONTRACT PAY						
DEFERRED REVENUE						
DEF REV-DELINQ TAXES						
PROP TAX FOR SUB YRS						
CAPITAL LEASE PAY						
SEP&SEVERANCE PAYBLE						
CAP LEASE PAYABLE						
COMPENSATED ABCS PAY						
TOTAL LIABILITIES						87,378.83
<b>FUND BALANCE</b>						
RST/RVD STAFF DEV						
RST/RVD DEFER MAINT						
RST/RVD HEALTH/SAFE						
RST/RVD CAPITAL PROJ						
RST/RVD COOP REVENUE						
RST/RVD ALTERNAT FAC						
RSVD:BUS PURCH/BLDG CON						
RST/RVD OPERATE DEBT						
NET SOD						
RST/RVD LEVY REDUCT						
CMTD SEVER INS PREM						
RSVD ENCUMBRANCES						
UNASSIGN FUND BAL GNL						4,759.16
RST/RVD CERTN TEACHR						
RST/RVD FOR OP CAPIT						
RST/RVD FOR BOND RFD						
RST/RVD \$25 TACONITE						
RST/RVD DISABLED ACC						
RST/RVD LEARN & DEV						
RST/RVD COMMUNITY ED						
RST/RVD E.C.F.E.						
RST/RVD AREA LEARN C						
RST/RVD CONTR ALT PR						
RST/RVD ST ALT PROG						
RST/RVD GIFTED/TALEN						
RST/RVD TEACHR DEVEL						
RST/RVD BASIC SKILLS						
RST/RVD SCHOOL READI						
RST/RVD CAREER/TECH						
RST/RVD FIRST GR PRE						
RST/RVD ADULT BASIC						
RST/RSV ACHEIVE/INTG						
RST/RVD SAFE SCHOOLS						
RST/RVD PRE KINDERG						
RST/RVD QZAB/QSCB PA						
RST/RVD OPEB BOND PR						
RST/RVD UNFND ED SEVE						
NONSPENDABLE FND BAL						7,169.60
COMMITTED FUND BALAN						
ASSIGNED FUND BALANC						
UNASSIGNED NON-GENL						4,281.21-
RESTRICTED FUND BALA						181.97
TOTAL FUND BALANCE						7,829.52
TOTAL LIABILITIES&PB						95,208.35

DISTRICT NBR-TYPE 4145-07 AUDITED  
 DISTRICT NAME: BIRCH GROVE COMMUNITY SCHOOL  
 ECSU 03 ESV REGION 0

MINNESOTA DEPARTMENT OF EDUCATION  
 EXPENDITURE SUMMARY REPORT

FNA03041450715  
 RUN 09/01/15 PAGE 1  
 DATA AS OF 09/01/15

DATA YEAR 14-15	GENERAL FUND	FOOD SERVICE FUND	COMMUNITY SERVICE FUND	OPERATING FUNDS TOTAL	TOTAL ALL FUNDS
EXPENDITURE DIMENSION					
ORGANIZATION					
00 DISTRICTWIDE	188,408.17	9,985.25	59,931.09	258,324.51 *	258,324.51
10 ELEMENTARY SCHOOLS	199,406.36			199,406.36 *	199,406.36
20 MIDDLE SCHOOLS				*	
31 JUNIOR HIGH SCHOOLS				*	
32 SENIOR HIGH SCHOOLS				*	
33 SECONDARY SCHOOLS				*	
40 OPEN/K12 SCHOOLS				*	
41-46 ALTERNATIVE PROGRAM				*	
50-60 SPECIAL ED/SEC.VOC.				*	
70-75 SPECIAL PROGRAMS				*	
76-79 CARE AND TREATMENT				*	
80-90 COMM& ADULT ED/MISC				*	
99 HOME SCHOOL SITES				*	
TOTAL	387,814.53	9,985.25	59,931.09	457,730.87 *	457,730.87
PROGRAM					
000-099 DISTRICT&SCH.ADM.	54,213.56			54,213.56 *	54,213.56
100-199 DISTRICT SUPP SRV	46,304.23			46,304.23 *	46,304.23
200-299 REGULAR INSTRUCT.	111,464.70			111,464.70 *	111,464.70
300-399 VOCATIONAL INSTR.				*	
400-499 SPEC. ED INSTR.	81,786.34			81,786.34 *	81,786.34
500-599 COMMUNITY EDUCATN			59,931.09	59,931.09 *	59,931.09
600-699 INSTRUCT. SUPP. SRV	6,055.32			6,055.32 *	6,055.32
700-799 PUPIL SUPPORT SRV	38,303.91	9,985.25		48,289.16 *	48,289.16
800-899 SITES-BLDG,EQUIP.	39,396.29			39,396.29 *	39,396.29
900-999 FISCAL AND OTHER	10,290.18			10,290.18 *	10,290.18
TOTAL	387,814.53	9,985.25	59,931.09	457,730.87 *	457,730.87
OBJECT					
100-199 SALARY AND WAGES	194,451.78	5,151.50	40,421.86	240,025.14 *	240,025.14
200-299 EMPLOYEE BENEFITS	33,238.64	774.27	6,057.08	40,069.99 *	40,069.99
300-399 PURCHASED SERVICE	138,274.58		9,475.17	147,749.75 *	147,749.75
400-499 SUPPLIES&MATERIAL	9,258.56	4,059.48	3,976.98	17,295.02 *	17,295.02
500-588 CAPITAL EXPENDIT.	5,200.57			5,200.57 *	5,200.57
590-599 OTHER CAPITAL EXP				*	
700-799 DEBT SERVICE	834.40			834.40 *	834.40
800-899 OTHER EXPENSE	6,556.00			6,556.00 *	6,556.00
TOTAL	387,814.53	9,985.25	59,931.09	457,730.87 *	457,730.87
OTHER FINANCING USES					
589 LEASE TRANSACTION				*	
900-999 TRANSFRS&BOND REF				*	
TOTAL OTHER FIN. USES				*	
DESIGNATED EXPENDITURES					
UNDESIGNATED EXPENDITURES	387,814.53	9,985.25	59,931.09	457,730.87 *	457,730.87
TOTAL	387,814.53	9,985.25	59,931.09	457,730.87 *	457,730.87

DISTRICT NBR-TYPE 4145-07 AUDITED  
 DISTRICT NAME: BIRCH GROVE COMMUNITY SCHOOL  
 ECSU 03 ESV REGION 0

MINNESOTA DEPARTMENT OF EDUCATION  
 EXPENDITURE SUMMARY REPORT

FNA03041450715  
 RUN 09/01/15 PAGE 2  
 DATA AS OF 09/01/15

DATA YEAR 14-15	BLDG CONSTR FUND	DEBT SERVICE FUND	TRUST FUND	AGENCY FUND	INTERNAL SERVICE FUND
EXPENDITURE DIMENSION					
ORGANIZATION					
00	DISTRICTWIDE				*
10	ELEMENTARY SCHOOLS				*
20	MIDDLE SCHOOLS				*
31	JUNIOR HIGH SCHOOLS				*
32	SENIOR HIGH SCHOOLS				*
33	SECONDARY SCHOOLS				*
40	OPEN/K12 SCHOOLS				*
41-46	ALTERNATIVE PROGRAM				*
50-60	SPECIAL ED/SEC.VOC.				*
70-75	SPECIAL PROGRAMS				*
76-79	CARE AND TREATMENT				*
80-90	COMM& ADULT ED/MISC				*
99	HOME SCHOOL SITES				*
	TOTAL				*
PROGRAM					
000-099	DISTRICT&SCH.ADM.				*
100-199	DISTRICT SUPP SRV				*
200-299	REGULAR INSTRUCT.				*
300-399	VOCATIONAL INSTR.				*
400-499	SPEC. ED INSTR.				*
500-599	COMMUNITY EDUCATION				*
600-699	INSTRUCT.SUPP.SRV				*
700-799	PUPIL SUPPORT SRV				*
800-899	SITES-BLDG,EQUIP.				*
900-999	FISCAL AND OTHER				*
	TOTAL				*
OBJECT					
100-199	SALARY AND WAGES				*
200-299	EMPLOYEE BENEFITS				*
300-399	PURCHASED SERVICE				*
400-499	SUPPLIES&MATERIAL				*
500-588	CAPITAL EXPENDIT.				*
590-599	OTHER CAPITAL EXP				*
700-799	DEBT SERVICE				*
800-899	OTHER EXPENSE				*
	TOTAL				*
OTHER FINANCING USES					
589	LEASE TRANSACTION				*
900-999	TRANSFRS&BOND REF				*
	TOTAL OTHER FIN. USES				*
DESIGNATED EXPENDITURES					
UNDESIGNATED EXPENDITURES					
	TOTAL				*

DISTRICT NBR-TYPE 4145-07 AUDITED  
 DISTRICT NAME: BIRCH GROVE COMMUNITY SCHOOL  
 ECSU 03 ESV REGION 0

MINNESOTA DEPARTMENT OF EDUCATION  
 EXPENDITURE SUMMARY REPORT

FNA03041450715  
 RUN 09/01/15 PAGE 3  
 DATA AS OF 09/01/15

DATA YEAR 14-15	OPEB REV TRUST FUND	OPEB IRREV TRUST FUND	OPEB DEBT SERV FUND	NON-OPERATING FUNDS TOTAL	TOTAL ALL FUNDS
EXPENDITURE DIMENSION					
ORGANIZATION					
00 DISTRICTWIDE				*	258,324.51
10 ELEMENTARY SCHOOLS				*	199,406.36
20 MIDDLE SCHOOLS				*	
31 JUNIOR HIGH SCHOOLS				*	
32 SENIOR HIGH SCHOOLS				*	
33 SECONDARY SCHOOLS				*	
40 OPEN/K12 SCHOOLS				*	
41-46 ALTERNATIVE PROGRAM				*	
50-60 SPECIAL ED/SEC.VOC.				*	
70-75 SPECIAL PROGRAMS				*	
76-79 CARE AND TREATMENT				*	
80-90 COMM& ADULT ED/MISC				*	
99 HOME SCHOOL SITES				*	
TOTAL				*	457,730.87
PROGRAM					
000-099 DISTRICT&SCH.ADM.				*	54,213.56
100-199 DISTRICT SUPP SRV				*	46,304.23
200-299 REGULAR INSTRUCT.				*	111,464.70
300-399 VOCATIONAL INSTR.				*	
400-499 SPEC. ED INSTR.				*	81,786.34
500-599 COMMUNITY EDUCATN				*	59,931.09
600-699 INSTRUCT. SUPP. SRV				*	6,055.32
700-799 PUPIL SUPPORT SRV				*	48,289.16
800-899 SITES-BLDG,EQUIP.				*	39,396.29
900-999 FISCAL AND OTHER				*	10,290.18
TOTAL				*	457,730.87
OBJECT					
100-199 SALARY AND WAGES				*	240,025.14
200-299 EMPLOYEE BENEFITS				*	40,069.99
300-399 PURCHASED SERVICE				*	147,749.75
400-499 SUPPLIES/MATERIAL				*	17,295.02
500-588 CAPITAL EXPENDIT.				*	5,200.57
590-599 OTHER CAPITAL EXP				*	
700-799 DEBT SERVICE				*	834.40
800-899 OTHER EXPENSE				*	6,556.00
TOTAL				*	457,730.87
OTHER FINANCING USES					
589 LEASE TRANSACTION				*	
900-999 TRANSFRSEBOND REF				*	
TOTAL OTHER FIN. USES				*	
DESIGNATED EXPENDITURES					
UNDESIGNATED EXPENDITURES				*	457,730.87
TOTAL				*	457,730.87

DISTRICT NBR-TYPE 4145-07 AUDITED  
 DISTRICT NAME: BIRCH GROVE COMMUNITY SCHOOL  
 ECSU 03 ESV REGION 0

MINNESOTA DEPARTMENT OF EDUCATION  
 REVENUE SUMMARY REPORT

FNA02041450715  
 RUN DATE 09/01/15  
 DATA AS OF 09/01/15

DATA YEAR 14-15	GENERAL FUND	FOOD SERVICE FUND	COMMUNITY SERVICE FUND	OPERATING FUNDS TOTAL	TOTAL ALL FUNDS
REVENUE SOURCE					
001-020 LOCAL TAXES				*	
021-099 OTHER LOCAL	35,030.37	250.00	58,830.59	94,110.96	94,110.96
200-299 GENERAL STATE AID	162,336.38			162,336.38	162,336.38
300-371 STATE SUPPORT PRG	98,937.05	97.45		99,034.50	99,034.50
381-499 FEDERAL THRU SDE	5,739.18	748.08		6,487.26	6,487.26
500-599 FEDERAL DIRECT	18,211.00			18,211.00	18,211.00
601-622 SALES&CONVERSION	18,163.28	4,080.50	527.01	22,770.79	22,770.79
625-629 INS REC & OTHER				*	
TOTAL REVENUES	338,417.26	5,176.03	59,357.60	402,950.89	402,950.89
OTHER FINANCING SOURCES					
623-624 PROP/EQUIP. SALES	43,500.00			43,500.00	43,500.00
631-639 BONDS AND LOANS				*	
640-651 TRANSFERS				*	
TOT.OTHER FINANCE	43,500.00			43,500.00	43,500.00
DESIGNATED REV				*	
UNDESIGNATED REV	381,917.26	5,176.03	59,357.60	446,450.89	446,450.89

	BLDG CONSTR FUND	DEBT SERVICE FUND	TRUST FUND	AGENCY FUND	INTERNAL SERVICE FUND	
REVENUE SOURCE						
001-020 LOCAL TAXES						*
021-099 OTHER LOCAL						*
200-299 GENERAL STATE AID						*
300-371 STATE SUPPORT PRG						*
381-499 FEDERAL THRU SDE						*
500-599 FEDERAL DIRECT						*
601-622 SALES&CONVERSION						*
625-629 INS REC & OTHER						*
TOTAL REVENUE						*
OTHER FINANCING SOURCES						
623-624 PROP/EQUIP. SALES						*
631-639 BONDS AND LOANS						*
640-651 TRANSFERS						*
TOT.OTHER FINANCE						*
DESIGNATED REV.						*
UNDESIGNATED REV.						*

	OPEB REV TRUST FUND	OPEB IRREV TRUST FUND	OPEB DEBT SERVICE FUND	NON-OPERATING FUNDS TOTAL	TOTAL ALL FUNDS
REVENUE SOURCE					
001-020 LOCAL TAXES				*	
021-099 OTHER LOCAL				*	94,110.96
200-299 GENERAL STATE AID				*	162,336.38
300-371 STATE SUPPORT PRG				*	99,034.50
381-499 FEDERAL THRU SDE				*	6,487.26
500-599 FEDERAL DIRECT				*	18,211.00
601-622 SALES&CONVERSION				*	22,770.79
625-629 INS REC & OTHER				*	
TOTAL REVENUE				*	402,950.89
OTHER FINANCING SOURCES					
623-624 PROP/EQUIP. SALES				*	43,500.00
631-639 BONDS AND LOANS				*	

640-651 TRANSFERS

\*

TOT. OTHER FINANCE

\*

43,500.00

DESIGNATED REV.

\*

UNDESIGNATED REV.

\*

446,450.89

## 2015-2016 Budget

Revision approved in September 2015.

Any significant changes throughout the year may result in a new, approved revision.

L	Fd	Org	Pro	Fin	O/S	Crs	Type	Desc	16 Adopt
R	01	005	000	000	092	000	F	Interest from Earnings	(200.00)
R	01	005	000	000	096	705	F	Northshore Healthcare Foundation Grant	
R	01	005	000	000	096	777	F	General Donations	(17,000.00)
R	01	005	000	000	095	000	F	Township Support	(40,000.00)
R	01	005	000	000	097	000	F	Erate Reimbursement	(2,500.00)
R	01	005	000	000	099	000	F	Misc. Local Revenue	(1,400.00)
R	01	005	000	000	201	000	F	Endow Fund Apportion	(679.44)
R	01	005	000	000	211	000	F	General Education Aid-Entitlements	(175,670.00)
R	01	005	000	000	212	000	F	Literacy Incentive Aid	(1,500.00)
R	01	005	000	000	619	000	F	Fundraising Expense	1,000.00
R	01	005	000	000	619	100	F	Wolf Ridge Fundraising Exp	0.00
R	01	005	000	000	619	200	F	Gala Fundraising Expense	1,500.00
R	01	005	000	000	620	000	F	Fundraising Rev	(7,600.00)
R	01	005	000	000	620	100	F	Wolf Ridge Fundraising Rev	0.00
R	01	005	000	000	620	200	F	Gala Fundraising Revenue	(13,500.00)
R	01	005	000	335	211	000	F	Q Comp	(5,000.00)
R	01	005	000	348	300	000	F	Lease Aid	(30,000.00)
R	01	005	000	414	400	000	F	Title II	(2,000.00)
R	01	005	000	419	400	000	F	Federal Spec Ed	(3,143.00)
R	01	005	000	425	400	000	F	Federal Aids & Grant	(500.00)
R	01	005	000	514	500	000	F	REAP Grant	(48,239.00)
R	01	005	000	740	360	000	F	State Special Education	(67,873.00)
R	01	005	000	000	624	000	F	Sale of Equipment	
R	01	005	000	859	624	000	F	Grant Related Sale of Equipment	
								<b>Total General Fund Revenue</b>	<b>(384,333.44)</b>
R	02	005	770	707	096	000	F	Gifts And Bequests	(1,500.00)
R	02	005	770	707	601	000	F	Food Sales To Pupils	(2,800.00)
R	02	005	770	707	606	000	F	Food Sales To Adults	(1,600.00)
R	02	005	950	707	649	000	F	Perm Interfd Transf	(3,000.00)
								<b>Total Food Service</b>	<b>(8,900.00)</b>
R	04	005	590	000	050	301	F	Saplins Fees	(30,000.00)
R	04	005	590	000	050	305	F	Summer Saplings fees	(7,500.00)
R	04	005	590	000	050	302	F	Campsite Kids Fees	(7,500.00)
R	04	005	590	000	050	304	F	Birch Buddies Fees	0.00
R	04	005	590	000	050	310	F	Sweatshirt Sales	(100.00)
R	04	005	590	000	093	000	F	Sub Lease Revenue	(500.00)
R	04	005	590	000	094	000	F	County Support	(6,000.00)
R	04	005	590	000	095	000	F	Township Support	(3,000.00)
R	04	005	590	000	096	000	F	Donations	(1,500.00)
R	04	005	590	000	096	223	F	Schwan Program	0.00
R	04	005	590	000	096	705	F	Northshore Helathcare Foundation Grant	
R	04	005	590	000	096	501	F	Child Care Grant	
R	04	005	590	000	619	000	F	General Fundraising Exp	600.00
R	04	005	590	000	620	000	F	General Fundraiser Rev	(1,000.00)



R	04	005	590	000	619	210	F	Halloween Carnival Exp	400.00
R	04	005	590	000	620	210	F	Halloween Carnival Rev	(1,100.00)
Total Community Service									(57,200.00)

L	Fd	Org	Pro	Fin	O/S	Crs	Desc	15Adopt	Pro Desc
E	01	005	010	000	305	000	Auditor & Legal	9,020.00	Board Of Education
E	01	005	010	000	366	000	Board Travel	500.00	Board Of Education
E	01	005	010	000	820	000	Dues & Membership	950.00	Board Of Education
E	01	005	010	000	821	000	Authorizer Assessment	5,831.00	Board Of Education
E	01	005	020	000	110	000	Salary	23,000.00	Office Of The Supt
E	01	005	020	000	210	000	FICA	1,759.00	Office Of The Supt
E	01	005	020	000	214	000	PERA	1,667.00	Office Of The Supt
E	01	005	020	000	305	000	Contracted Services & PR	3,000.00	Office Of The Supt
E	01	005	110	000	170	000	Acct/Bookkeeper Salary	12,658.00	Bus Support Svcs
E	01	005	110	000	171	000	Office Assistant	2,268.00	Bus Support Svcs
E	01	005	110	000	210	000	FICA	1,141.00	Bus Support Svcs
E	01	005	110	000	214	000	PERA	1,082.00	Bus Support Svcs
E	01	005	110	000	270	000	Worker's Comp	3,770.00	Bus Support Svcs
E	01	005	110	000	280	000	Reemployment Compensation	0.00	Bus Support Svcs
E	01	005	110	000	305	000	Business Management Contract/Fees	17,000.00	Bus Support Svcs
E	01	005	110	000	320	000	Communications Svcs	6,000.00	Bus Support Svcs
E	01	005	110	000	329	000	Postage	150.00	Bus Support Svcs
E	01	005	110	000	370	000	Copier Lease	1,200.00	Bus Support Svcs
E	01	005	110	000	401	000	General Supplies	800.00	Bus Support Svcs
E	01	005	110	000	740	000	Line of Credit Interest	1,000.00	Bus Support Svcs
E	01	005	760	720	170	000	Bus Driver	8,200.00	Pupil Transportation
E	01	005	760	720	210	000	Fica/Medicare	627.00	Pupil Transportation
E	01	005	760	720	214	000	PERA	594.00	Pupil Transportation
E	01	005	760	720	350	000	Repair & Maint Svc	2,000.00	Pupil Transportation
E	01	005	760	720	360	000	Contracted Transportation - Regular	12,500.00	Pupil Transportation
E	01	005	760	720	365	000	Preschool Reimbursement		Pupil Transportation
E	01	005	760	720	440	000	Fuels	2,600.00	Pupil Transportation
E	01	005	760	720	820	000	Dues & Memberships	50.00	Pupil Transportation
E	01	005	760	733	580	000	Principal Bus Lease	0.00	Pupil Transportation
E	01	005	760	733	581	000	Interest Bus Lease	0.00	Pupil Transportation
E	01	005	810	000	330	000	Utility Services	3,000.00	Operations & Maint.
E	01	005	810	000	350	000	Repairs & Maintenance	600.00	Operations & Maint.
E	01	005	810	000	401	000	Supplies	200.00	Operations & Maint.
E	01	005	810	302	305	000	Computer Tech	2,500.00	Operations & Maint.
E	01	005	850	348	370	000	Building Lease	34,500.00	Capital Facilities
E	01	005	940	000	340	000	Insurance	10,800.00	Insurance
E	01	005	950	000	910	000	Perm Interfd Transf	3,000.00	Transfers
E	01	010	203	000	140	000	Teacher Salary	59,000.00	Ed - Elementary Gen
E	01	010	203	000	141	000	Teacher Assistant Salary	16,065.00	Ed - Elementary Gen
E	01	010	203	000	145	000	Substitute Teachers	750.00	Ed - Elementary Gen
E	01	010	203	000	185	000	Sal-Other	1,000.00	Ed - Elementary Gen
E	01	010	203	000	210	000	FICA	5,876.00	Ed - Elementary Gen
E	01	010	203	000	214	000	PERA	1,164.00	Ed - Elementary Gen
E	01	010	203	000	218	000	TRA	4,322.00	Ed - Elementary Gen
E	01	010	203	000	366	000	Staff Travel	0.00	Ed - Elementary Gen
E	01	010	203	000	394	000	Field Trips-Admissions	300.00	Ed - Elementary Gen

E	01	010	203	000	401	000	Non-Instructional Supplies	600.00	Ed - Elementary Gen
E	01	010	203	000	430	000	Instructional Supplies	600.00	Ed - Elementary Gen
E	01	010	203	000	460	000	Textbooks	0.00	Ed - Elementary Gen
E	01	010	203	000	461	000	Standardized Tests	1,500.00	Ed - Elementary Gen
E	01	010	203	000	555	000	Technology Equipment	1,500.00	Ed - Elementary Gen
E	01	010	204	414	366	000	Trav/Conv/Conference	2,000.00	Title II, Part A Teach/Prin
E	01	010	204	514	140	000	Lic Classroom Tchr	13,000.00	Title II, Part A Teach/Prin
E	01	010	204	514	141	000	N-Lic Classroom Pers	2,950.00	Title II, Part A Teach/Prin
E	01	010	204	514	210	000	Fica/Medicare	1,220.00	Title II, Part A Teach/Prin
E	01	010	204	514	218	000	TRA	1,116.00	Title II, Part A Teach/Prin
E	01	010	401	740	394	000	To Non-Ed Agency	12,000.00	Speech/Language Impa
E	01	010	407	740	140	000	Lic Classroom Tchr	35,000.00	Specific Learn Disab
E	01	010	407	740	161	000	ParaProf/Personal Care Assist	14,000.00	Specific Learn Disab
E	01	010	407	740	210	000	Fica/Medicare	3,595.00	Specific Learn Disab
E	01	010	407	740	214	000	PERA	870.00	Specific Learn Disab
E	01	010	407	740	218	000	TRA	2,450.00	Specific Learn Disab
E	01	010	407	740	366	000	Trav/Conv/Conference	0.00	Specific Learn Disab
E	01	010	407	740	394	000	To Non-Ed Agency	7,000.00	Specific Learn Disab
E	01	010	407	740	433	000	Sup/Mat Indiv Instr	500.00	Specific Learn Disab
E	01	010	420	419	303	000	Special Ed Director Contract	3,000.00	Special Ed - Gen.
E	01	010	422	425	143	000	EIS Licensed Support	500.00	Early Intervening Services
E	01	010	422	425	210	000	EIS Licensed Support		Early Intervening Services
E	01	010	630	000	141	000	Technology Para	1,250.00	Technology Para
E	01	010	630	000	210	000	FICA	95.00	Technology Para
E	01	010	630	000	214	000	PERA	90.00	Technology Para
E	01	010	640	335	140	000	Lic Classroom Tchr	3,725.00	Staff Development
E	01	010	640	335	305	000	Consult/Fees For Svc	2,700.00	Staff Development
E	01	010	640	335	366	000	Trav/Conv/Conference	0.00	Staff Development
E	01	010	640	335	490	000	Food	150.00	Staff Development
E	01	010	720	000	305	000	Consult/Fees For Svc	200.00	Health Services
E	01	010	720	000	401	000	Sup/Mat Non-Instr.	100.00	Health Services
							Total	374,155.00	
E	02	005	770	707	170	000	N-Instr Support	4,250.00	Food Services
E	02	005	770	707	210	000	Fica/Medicare	325.00	Food Services
E	02	005	770	707	214	000	PERA	308.00	Food Services
E	02	005	770	707	490	000	Food	3,000.00	Food Services
E	02	005	770	707	495	000	Milk	400.00	Food Services
E	02	005	770	707	820	000	Dues & Memberships	35.00	Food Services
							Total Food Service	8,318.00	
E	04	005	590	000	110	000	Director	2,298.00	Pre School Svcs
E	04	005	590	000	210	000	Director Fica/Medicare	153.00	Pre School Svcs
E	04	005	590	000	214	000	Director PERA	145.00	Pre School Svcs
E	04	005	590	000	144	301	School Year Saplings Non-Licensed	19,500.00	Pre School Svcs
E	04	005	590	000	210	301	School Year Saplings Fica/Medicare	1,491.00	Pre School Svcs

E	04	005	590	000	214	301	School YearSaplings PERA	1,413.00	Pre School Svcs
E	04	005	590	000	144	305	Summer Saplings Non-Licensed	6,500.00	Pre School Svcs
E	04	005	590	000	210	305	Summer Saplings Fica/Medicare	497.00	Pre School Svcs
E	04	005	590	000	214	305	Summer Saplings PERA	471.00	Pre School Svcs
E	04	005	590	000	144	302	Campsite Kids Non-Licensed	6,500.00	Pre School Svcs
E	04	005	590	000	210	302	Campsite KidsFica/Medicare	497.00	Pre School Svcs
E	04	005	590	000	214	304	Birch Buddies PERA	0.00	Pre School Svcs
E	04	005	590	000	144	304	Birch Buddies Non-Licensed	0.00	Pre School Svcs
E	04	005	590	000	210	304	Birch Buddies Fica/Medicare	0.00	Pre School Svcs
E	04	005	590	000	214	302	Campsite Kids PERA	471.00	Pre School Svcs
E	04	005	590	000	305	301	Saplings Advertising	0.00	Pre School Svcs
E	04	005	590	000	305	305	Summer Saplings Advertising	0.00	Pre School Svcs
E	04	005	590	000	305	302	Campsite Kids Advertising	0.00	Pre School Svcs
E	04	005	590	000	305	304	Birch Buddies Advertising	0.00	Pre School Svcs
E	04	005	590	000	365	000	Preschool Transportation	5,000.00	Pre School Svcs
E	04	005	590	000	366	301	Saplings Travel/training	500.00	Pre School Svcs
E	04	005	590	000	370	000	Lease	6,000.00	Pre School Svcs
E	04	005	590	000	401	501	Child Care Grant supplies		Pre School Svcs
E	04	005	590	000	401	301	School Year Saplings supplies	400.00	Pre School Svcs
E	04	005	590	000	401	305	Summer Saplings supplies	200.00	Pre School Svcs
E	04	005	590	000	401	302	Campsite Kids supplies	200.00	Pre School Svcs
E	04	005	590	000	401	304	Birch Buddies supplies	0.00	Pre School Svcs
E	04	005	590	000	401	310	BG Sweatshirts		Pre School Svcs
							Total Community Service	52,236.00	
							Total Budget	434,709.0	

**Birch Grove Community School**  
**Charter District #4145**

**Procurement Policy and Financial Procedures/Internal Controls**

Birch Grove Community School will include a system of contract administration that includes the following:

**Written Procurement Procedures**

For all procurements, Birch Grove Community School's written procurement procedures will:

- Ensure that the purchase of unnecessary or duplicate items is avoided, and
- Make sure a cost or price analysis is performed for every proposed procurement action (over \$5,000), including contract modifications, and documentation to that effect is maintained in the procurement file

**Selection Procedures**

Birch Grove Community School's selection procedures will ensure that:

- Awards are to be made to a vendor whose offer is responsive to the solicitation and is most advantageous to the school, price and other factors considered
- Any and all offers may be rejected when it is in the school's interest to do so
- The school must ensure that the award is only made to responsible vendors possessing the ability to perform successfully under the terms and conditions of the proposed procurement
- Consideration should be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources, where references, will be checked along with resource organization web sites.

**Contract Administration Procedures**

Birch Grove Community School's contract administration procedures will:

- Insure all purchase orders (and contracts) are signed by the designated official(s) of the school
- Determine the adequacy of contractor performance, and
  - Establish reasonable payment schedules defining amount and timing of funds to be paid with payments being made after services rendered when possible

- Insure items delivered and paid for are consistent with the purchase order and/or contract for the goods or services
- Provide that timely payment to vendors occurs once the order is delivered, inspected, accepted, and payment authorized.

Written contracts with vendors should include the following:

- Provision or conditions that allow for administrative, contractual or legal remedies in instances in which a vendor violates or breaches the contract term, and provisions which provides for such remedial actions as may be appropriate
- Provisions for termination by the recipient, including the manner by which termination shall be effected and the basis for settlement, and
- Conditions under which the contract may be terminated for default as well as conditions where the contract maybe be terminated because of circumstances beyond the control of the vendor.

In order to maintain a purchasing system with quality controls, Birch Grove Community School will abide by the following process:

**Requisition**

The school director or designee by the Board of Directors shall

- Make all purchases that fall within the Board of Directors approved budget.
- When making a purchase, shall fill out entirely a purchase order form and attach all receipts, invoices, etc. to the form.
- Bring all purchase order forms that are completely fill out with the appropriate attachments to all board meetings.
- The treasurer or school board representative will go through all purchase order forms and sign after checking for accuracy.
- The Board of Directors will then approve the purchase orders after approval signature is placed on the purchase order by the treasurer or school board representative.
- The school director will then electronically send all purchase orders to Region III to be entered into the UFARS system and pay the check directly to the vendor.

- Region III will then send a report and all check stubs to the school director.
- The school director will then attach the check stubs, and check for accuracy again for the purchase order, invoice and check stub. Purchase order information will be recorded on a spreadsheet according to check numbers. Purchase orders are filed according to vendor name.

### **Authorization / Vouchers / Disbursements**

The school director will:

- Always remind the vendor that Birch Grove Community School is a tax exempt organization and be prepared to supply them with our tax I.D. number and our sales tax exemption certificate.
- Preferred payment method is Net 30 and preferred shipping method is UPS Ground.
- If the actual expenditure exceeds the amount authorized on the purchase order, thereby exceeding the amount remaining in the budget, budget adjustments may be necessary, which may restrict funds available to other areas. In extreme cases, some items may need to be returned. If additional funds are needed, please inform the school director as soon as possible.

### **Receiving**

When the merchandise is delivered, the receiving agent will verify the shipment on the enclosed packing slip (if there is none, use the copy of the order), sign and date the packing slip, The director will notify a staff member to come and pick up order if needed. Receiving agent/director will check over the item(s) to be sure they are in good condition and are in fact what was actually ordered. Make sure to indicate any items not received or damaged. The receiving agent is to sign next to the “Received By” line.

Purchases of \$1,000 (\*raised the limit from \$500 to \$1,000 at the February 2014 board meeting) or more and all Special Education purchases are to be recorded as inventory and filed appropriately.

### **PURCHASES FROM \$1 TO \$5000**

The school director or school designee is to ensure that all purchases fall within the board of directors approved budget.

### **PURCHASES FROM \$5,001 to \$10,000**

Three quotes from potential vendors are required for new approved purchases. These quotes should be attached to the purchase request along with a recommendation as to which quote to accept. The school

director must make the purchase request. The Board of Directors must approve purchase requests from \$5,001 to \$10,000.

### **PURCHASES FROM \$10,000 - \$25,000**

Three quotes from potential vendors are required for new approved purchases. These quotes should be attached to the purchase request along with a recommendation as to which quote to accept. The Board of Directors will review these requests and must approve purchases.

### **PURCHASES OVER \$25,000**

If the amount of an expenditure is estimated to exceed \$25,000, bids or proposals must be solicited by public notice in accordance with §16C.26. For expenditures over \$50,000, when a call for bids is issued, the commissioner shall solicit sealed bids by providing notices to all prospective bidders known to the commissioner by posting notice on a state web site at least seven days before the final date of submitting bids. All bids over \$50,000 must be sealed when they are received and must be opened in public at the hour stated in the notice.

### **Single Vendor Source Purchases**

Comparison shopping should be done. It may be difficult, given our location, to shop around each time for more perishable items such as dairy products. At least annually, however, a review of all such products should be reviewed.

There are also many services used in which there is little or no competition. In these cases, it is not feasible or possible to comparison shop. An example is telephone service. For situations where the item/service you wish to purchase is unique or an emergency situation exists when you may be unable to obtain multiple bids or quotes, include a brief explanation as to the reason the required bids or quotes are not included with the request and include it along with a purchase request.

### **Reimbursements**

It should be noted that if paying expenses “out of pocket” for submission of reimbursement is done at the purchaser’s own risk and should not be used to circumvent this system. If the purchase is not authorized by the school director, the payment due to the expense being out of budget, the purchaser will not be reimbursed.

Any request for personal reimbursement should consist of:

- A Reimbursement form
- A receipt
- Signed approval by the school director

### **Protest Procedures**

In the event that a vendor feels unjustly treated with regard to payment, termination, or other contract related circumstances, a vendor should follow the steps outlined below:



**1. First, vendor seeks recourse directly with the school director.**

The vendor is to be clear about their concern(s) and the desired outcome they would like to have. This step must be completed within 30 days. The school director has 5 working days to respond to the vendor's concerns.

**2. If the vendor is unsatisfied with the outcome of the recourse taken in step 1,** they may ask the Board of Directors to review their case. The request must be made within 30 days of following step 1. The Board of Directors will ask for:

- a. A written summary of the vendor's concerns and events pertaining to them along with a desired outcome.
- b. A meeting with said vendor at a regularly held Board Meeting.

Based on the information presented by the vendor, the Board of Directors will conduct an investigation. The Board of Directors will attempt to seek a mutually agreeable solution.

**Investigation procedures**

When appropriate, the Board of Directors will conduct an investigation. An investigation consists of the following components:

- The Board Chairperson will talk to all stakeholders or others persons with information
- Information will be shared with parties in conflict as appropriate, so that those involved can make decisions
- Records and/or notes of information collected in an investigation are destroyed when the conflict is resolved or moved to another step in the process

**3. If a mutually agreeable solution or decision cannot be reached** with the Board of Directors, the case will be referred for a hearing at the Minnesota Department of Education.

**Internal Controls**

Billing/Accounts Receivable/Cash Receipts

The school director opens the general mail and receives payments (ex. Hot lunch and Sapling fees) in the school office. Payments are kept in a

locked drawer until deposits are made. All billing/invoices are prepared by the school director.

Deposits: Deposits of fees, grants, donations, etc. are made by the school director. Deposits are recorded separately for each fund. The dated bank deposit slip, copies of checks and bank receipt for deposits are attached to a deposit information sheet with corresponding UFARS codes. This deposit information is filed each time a deposit is made. The deposit sheet is emailed to Region III who processes the information. Both Region III and the school director confirm the deposit by review of bank statements. Region III records the information.

Donations – usually include a thank you note that is dated and includes the amount of the donation or a pre-numbered receipt is used. Donations are approved at the board level. Donations are included in the deposit process with the corresponding UFARS code.

Sapling program fees – invoices are usually issued for fees every two weeks. Payments received in cash or check is recorded in a pre-numbered receipt book. One copy of the pre-numbered receipt remains in the book and the other is given as a receipt. All transactions are recorded in the Saplings Preschool Book. Sapling fees are included in the deposit process with the corresponding UFARS code.

Lunch fees – lunch fees are pre-paid as well as invoiced (in the event that a student account is in the negative). Payments of over \$25 typically receive a pre-numbered receipt. All transactions are recorded in the Hot Lunch Book. Hot lunch fees are included in the deposit process with the corresponding UFARS code.

Electronic deposits are recorded on bank statements and can be reviewed by the school director on the bank website. Monthly bank statements are reviewed by the school director and are sent to Region. Region sends a monthly reconciliation sheet to the school director to review and reconcile as necessary.

#### Expenses/Accounts Payable/Cash Disbursements

All budgets are approved by the Board of Directors. All up-dated budgets are approved as well and recorded in the meeting minutes, sent to Region and to the school authorizer (VOA).

The Finance Committee meets 30 minutes prior to each school board meeting. The Finance Committee reviews financial reports and is able to make recommendations to the school board.

Telephone transfers or withdrawals are not permitted without prior board approval.

School board members signatures are printed on checks kept at Region III.

Checks are not issued at BGCS office. Any voided checks are kept on file.

Request for purchase: Staff request purchases and the director determines if the request is appropriate within the approved budget. If appropriate, the order is placed. Upon receiving the order, the school staff/director receives and accepts or declines the order. When the invoice is received, pricing is checked, a purchase order is prepared with information (vendor name, UFAR code, price, etc) and a receipt for the item is attached. Purchase orders are presented at each board meeting. A board member reviews the purchase orders, asks questions, speaks to the board and signs if purchase orders are acceptable. A motion by the board to accept purchase orders is on each agenda. Approved orders are sent electronically to Region III. Region III reviews orders and makes checks payable to the vendors and sends them directly to the vendor (in some cases, checks are sent to BGCS, usually because additional information needs to be sent with payment). UFARS are entered by Region III. Check stubs are sent from Region III and the school director attaches stubs to purchase orders and are marked as paid. Purchase orders are recorded on a spread sheet and then filed according to vendor. Monthly bank statements sent to Region are used to reconcile the account. Once checks have been cashed, the purchase order is considered closed.

Purchase by debit card: The process for purchase by debit card is much the same. Purchases are pre-approved by the director according to the budget. Purchase order forms indicate that the purchase was made by debit card. Receipts are attached to the purchase order and are also approved at the board level with other purchases.

Payroll: Payroll is processed twice monthly, on the 1<sup>st</sup> and the 15<sup>th</sup>. Employees have payroll deposited directly to accounts. Amount of payable is determined by the approved budget. Salaried staff pay is determined by the budget and Offer Letters. Hourly employee pay is determined by the budget and Offer Letters.

Region issues an Excel template for processing payroll with appropriate coding. Salaried staff payroll amount is fixed on the template. Hourly staff hours need to be entered into the spreadsheet.

Hourly staff turns in a timecard on the 1<sup>st</sup> and the 15<sup>th</sup> of each month. Hourly timecards are reviewed and approved by the school director. The school director enters the approved hours on the template and sends it to Region III. Payroll information is sent for review by the director and returned to Region. Paycheck stubs are sent to each individual from Region. Region processes all PERA/TRA and sends the check stub to BGCS and it is put in a monthly payroll file.

All payroll reports are prepared by Region III.

## **INNOVATIVE PRACTICES AND 2014-2015 AWARDS**

Birch Grove Community School received the following awards/recognition:

- ❖ The Minnesota Department of Education Finance Award
- ❖ “Award of Excellence in School Board Governance” VOA MN
- ❖ “2015 High Quality Charter School” Minnesota Department of Education. Ranked 13 of 157 schools.

Birch Grove continues with multi-grade classrooms allowing for instructional flexibility, the opportunity for peer tutoring, as well as increasing our understanding of our students.

Our Enhancement program is unique in that it targets reading skills in not only students that need support, but in students that need additional challenges.

The Tanzen program promotes physical activity and also serves to reduce the teacher to student ratio in the classroom for a period of time.

The connection with the outdoors continues with snowshoeing, skiing and skating. The nature trails continue to be utilized, but efforts to increase environmental opportunities for incorporation in the curriculum will be a focus for the next few years.

## **SERVICE LEARNING**

- Community Lunch (monthly): 2-5 set up and clean up for this event
- WTIP “School News”: 2-5 have a weekly radio spot where they present BGCS news
- K-5 performed selections of music from the winter program for seniors attending Senior Lunch at the Center
- K-5 participated in “Hands Through Time” with local seniors
- Earth Day: K-5 cleaned up the grounds at the Community Center
- May Day Baskets: K-5 made baskets for seniors attending Senior Lunch
- Tree planting/Minnesota Power: K-5 planted white cedar trees



## **PROGRAM CHALLENGES**

One of the ongoing challenges for Birch Grove Community School is maintaining/increasing enrollment. Due to our remote location and low population, this challenge will more than likely exist throughout the life of the school. However, when the school was in the process of opening its doors, the budget was set for 25 students. Since then, we have had as many as 49 students enrolled, twice what we had projected initially.

Again, because of our remote location, transportation is often a factor for parents in determining if Birch Grove is their school of choice. While we do our best to minimize the time that it takes for our students to get to and from school, it can be a lengthy ride for young children coming from Cook and Lake County. However, most parents that choose to send their young children to Birch Grove continue to enroll their children until they graduate in 5<sup>th</sup> grade.

Our school is located in an area that is tourist based and the cost of living is high. The lack of affordable housing for working families continues to affect the enrollment at Birch Grove Community School.

It was for all of the reasons above (and others) that Birch Grove Community School was created. Yes, we live in a rural area that has many challenges. Most people take for granted the ability to send their child to a local school. Birch Grove Community School gives this opportunity to students in both Cook and Lake Counties. The local community has helped to support Birch Grove in the past, and their continued support is appreciated.

Student enrollment is directly tied to the schools financial status. Enrollment has decreased over the past few years, resulting in cuts to the budget and an increase in fund raising efforts. Additional fundraising efforts have been put in place for the 2015-2016 school year to sustain the school until enrollment increases. Township support is crucial to the 15-16 budget – at this point commitments have been made from the township of Tofte and Schroeder for 15-16 and potentially for the next 4 years. Lutsen’s commitment has yet to be determined. Additional efforts have been made to increase not only the K-5 program, but to the Saplings (3 to 5 year olds) program as well. Current enrollment for the Saplings program remains high and it is hoped that this is an indicator that enrollment for the K-5 program will increase as well.

## **Future Plans**

Birch Grove Community School will continue to educate each and every student that walks through our doors. We will continue to monitor our revenues and expenditures while ensuring that our students are getting the best education that we can offer.

Specific goals include:

### *1. Increase/Maintain Student Enrollment*

Birch Grove Community School needs to increase future enrollment. Marketing and public relation initiatives need to be increased, as well as ensuring that relationships with current families are maintained. Other appropriate measures such as decreasing expenditures and increasing revenues have been discussed and are to be implemented in the 2015-2016 year.

### *2. Increase/Maintain Test Scores (MAPS and MCA)*

Birch Grove will continue to work to improve our test scores. In interpreting what our scores indicate, we needed to acknowledge some points:

- Having low student numbers can greatly impact collective scores.
- Testing scores do not always show a true picture of some students' growth.
- Both the MAP scores and the MCA scores need to be considered in our measurement of academic achievement. (MCA data is to be used internally in most cases)

Increasing test scores is a continual process.

We will increase/maintain test scores by:

- Utilizing Target Learning for math and reading
- Continue to monitor and assess learning
- Utilize the MAP scores to determine student strengths and weaknesses
- Continue to work on testing strategies within our school
- Continue with small group instruction
- Follow the school Literacy Plan
- Continue with the Enhancement Program

### 3. Increase Professional Development

Birch Grove Community School has added 11 professional development days to the 15-16 calendar. School staff and the Director will determine a schedule for the year in September/October. Primary focus will include increasing proficiency in math and reading.



## **World's Best Workforce**

Goal: All racial and economic achievement gaps between students is closed.

Birch Grove Community School will increase the percent of all students who “meet standard” on the MCA and NWEA exams each year as evidence of closing the racial and economic achievement gap. *\*Please note that BGCS does not have a very diverse population historically and has a cell size to small to report.*

Measure: MCA exams (internal use) and NWEA exams (public reporting limited due to small cell size)

Reporting: Annual Report/World's Best Workforce Report

In math 78.6% of students achieved their year end goal and 72.2% of the school is at or above grade level. In reading, 64.3% of students achieved their year end goal and 72.2% are at or above grade level. These scores reflect all students including those in Special Education.



Goal: All children are ready for school.

Birch Grove Community School will increase the percent of children who are ready for school each year. *\*Please note – cell size to small to report*  
Measure: Summer learning packets will be mailed to all known incoming Kindergarteners annually in June to help them be school ready by fall.  
Reporting: Annual Report/World’s Best Workforce Report – Reading Well By Third Grade state reporting.

Goal: All third-graders can read at grade level.

Birch Grove Community School will increase the percent of all third graders that can read at grade level each year based on MCA exams and NWEA exams

Measure: MCA exams (internal use) and NWEA exams (public reporting limited due to small cell size)

Reporting: Annual Report/World’s Best Workforce Report – Reading Well By Third Grade state reporting.

Goal: All students are ready for career and college. (Not applicable)

Goal: All students graduate from high school (Not applicable)

Other elements are found elsewhere in this report.

## Non-Profit Status

Charities Search Results | The Office of Attorney General Lori Swanson <http://www.ag.state.mn.us/Charity/SearchResults.asp?FederalID=201...>

### Charity Search Results

Organization Name	Birch Grove Community School
Organization Type	TRUST
Contact Person	Sir or Madam
Address	9 Goodneighbor Hill Road
City	Tofte
State	MN
Zip Code	55615
Purpose or Description	Organized for the purpose of establishing and operating a results-oriented charter school.
Phone Number	(218) 663-0170
Status	Active
Extension	None

What year would you like to see information for?

