

**Birch Grove Community School
School Board Meeting
October 25, 2016**

Minutes

Mission: 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.

- 1.0 Vice President, Skip Lamb, called the meeting to order at 5:30pm,
School Board Members Present: Skip Lamb, Kathy Lawrence, Sara Lizakowski and Ex-Officio Member Diane Blanchette.
School Board Members Absent: Judy Motschenbacher and Sarena Nelson
Others Present: None
- 2.0 Reading of the Mission Statement: Skip Lamb
- 3.0 Review and Approve the Agenda: **Motion by Kathy Lawrence, seconded by Sara Lizakowski, to approve the agenda with the additions of 9.5 Procurement Policy, 9.6 Nepotism Policy, 9.7 Cancellation of Non-School Board Approved Credit Cards. Motion passed unanimously.**
- 4.0 Review and Approve Meeting Minutes from August 24, 2016: **Motion by Kathy Lawrence, seconded by Sara Lizakowski, to approve the meeting minutes. Motion passed unanimously.**
- 5.0 Declaration of Conflict of Interest: None
- 6.0 Community Comment: This is an opportunity for the public to address the school board on school-related items in accordance with the guidelines printed on the reverse of this agenda: None
- 7.0 Purchase Order Review: In Process
 - 7.1 Cash Flow Projection: cmERDC has new projection to be at next meeting
 - 7.2 Monthly Payment Register: Reviewed
 - 7.3 Income Report: Reviewed
 - 7.4 Expenditure Report: Reviewed
- 8.0 Old Business
 - 8.1 The annual VOA site visit was discussed.
 - 8.1.1 **Motion by Kathy Lawrence, seconded by Sara Lizakowski, to approve the Enrollment Form and Employee Tennessee Warning on employment docs. Motion passed unanimously.**
 - 8.1.2 Letter to VOA to continue with NWEA acknowledged
 - 8.1.3 **Motion by Sara Lizakowski, seconded by Kathy Lawrence, to approve the Back Ground Check for Parent/Guardian Volunteers form. Motion passed unanimously.**
 - 8.2 **Motion by Kathy Lawrence, seconded by Sara Lizakowski, to approve the addition of statute 124E.22 (a)(3)(ii) in the 16-17 school lease. Motion passed unanimously.**
- 9.0 New Business
 - 9.1 The corrected 2015-2016 NWEA Year End Test Results were reviewed
 - 9.2 The 2016-2017 NWEA Fall Scores were reviewed
 - 9.3 Diane reviewed the meeting she attended that included TT supervisors and members of WE Connect. TT is forming a task force to determine how best to proceed with the building management/budget, We Connects role in Community Center, how the school can receive support and a potential new structure of functioning in the center.
 - 9.4 **Motion by Kathy Lawrence, seconded by Sara Lizakowski, to approve the 2016 Annual Report with changes. Motion passed unanimously.**
 - 9.5 **Motion by Sara Lizakowski, seconded by Kathy Lawrence, to approve the Procurement Policy. Motion passed unanimously.**
 - 9.6 **Motion by Kathy Lawrence, seconded by Sara Lizakowski, to approve the Nepotism Policy. Motion passed unanimously.**

- 9.7 Diane Blanchette reported that she is in the process of canceling two credit cards that were opened without school board approval. Balance on the card to be paid once there is evidence that the account has been closed.
- 10.0 Reports and Information
- 10.1 Administrative Report – given throughout meeting
 - 10.2 Teacher Report – Birch BODIES (formerly Tanzen) was started earlier this month. The winter musical is underway. Halloween Carnival coming up.
 - 10.3 Board Member Report – none
- 11.0 Committee Up-Dates
- 11.1 Finance Committee – none
 - 11.2 Academic Excellence Committee – none
 - 11.3 Fund Raising Committee – Rib Feast on Thursday, Kathy has been preparing and is ready. Halloween Carnival is on Sunday, October 30.
 - 11.4 Student Recruitment Committee - none
- 12.0 Approve Purchase Orders: **Motion by Kathy Lawrence, seconded by Sara Lizakowski, to approve purchase orders. Motion passed unanimously.**
- 13.0 Birch Grove Community School – Next school board meeting Tuesday, November 15, 2016 at 5:30pm
- 14.0 **Motion to adjourn the meeting +at 7:25 pm by Kathy Lawrence, seconded by Sara Lizakowski. Motion passed unanimously.**