

Birch Grove Community School

Board Meeting Minutes
August 24, 2016 at 5:30pm
Birch Grove Community School

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 Call the Meeting to Order (Roll Call) Judy Motschenbacher (President), Skip Lamb (Vice President/Treasurer), Sarena Nelson (Secretary), Kathy Lawrence (Board Member), Sara Lizakowski (Teacher Board Member) and Diane Blanchette (Interim School Director/Business Manager): Meeting called to order at 5:30pm. All present. Joe Krieder and Adrienne Brown also in attendance.
- 2.0 Reading of the Mission Statement: Sarena Nelson
- 3.0 Review and Approve the Agenda: **Motion by Sarena Nelson, seconded by Kathy Lawrence to approve agenda with the addition of 9.2, 9.3 and 9.4. Motion passed unanimously.**
- 4.0 Review and Approve Meeting Minutes August 9, 2016: **Motion by Kathy Lawrence, seconded by Sarena Nelson, to approve the August 9, 2016 meeting minutes. Motion passed unanimously.**
- 5.0 Declaration of Conflict of Interest – Sara Lizakowski, Teacher Board Member, to Abstain from Approval of Offer Letters
- 6.0 Purchase Order Review: In progress
- 7.0 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: Joe Kreider and Adrienne Brown spoke to the board about their Offer Letters and programming.
- 8.0 Old Business
 - 8.1 Board Membership – Pamela Foster: Was not in attendance this meeting but will be at next September meeting. At that time, we will welcome her to the board and accept her onto the board if she wishes to join.
 - 8.2 Annual Meeting Continuation/Regular TT Board Meeting August 11: Lease was signed and given to Township after long conversation in regards to our counter of lease remaining @ \$8.50 contingent on WE connect, Toft Township and BGSC work together to keep cost lower. Dennis Rysdahl opted out of renewing billboard lease as he thought rent paid for this had been going to the school. He will now donate directly to BGSC in the amount of \$7,600 each year. Thank you Dennis Rysdahl!!!
 - 8.3 School Audit – August 18 and 19: Diane reviewed the on-site audit. Sue and Nancy from Region-cmERDC were present and Jessica Klemmer assisted. Diane was present for Thursday only. Areas of weakness and findings were discussed including not having a budget approved by the July 1 deadline.
 - 8.4 Transportation: **Motion by Skip Lamb, seconded by Kathy Lawrence to add an additional route to the Arrowhead Transit contract. Motion passed unanimously.**
 - 8.5 Staffing – Approve 2016-2017 Offer Letters: **Motion by Sarena Nelson, seconded by Skip Lamb to approve Holly Sandefer and Sara Lizakowski's Offer Letter – add an additional \$500 towards health insurance. Approve the additional Offer Letters to: Michelle Blanck, Sheryl Martinson, Sara Silence, Julie Aldinger, Jessica Klemmer, Joe Kreider, Adrienne Brown. Skip Lamb, aye; Judy Motschenbacher, aye; Kathy Lawrence, aye; Sarena Nelson, aye; Sara Lizakowski, abstain. Motion passed.** Diane mentioned that employment is contingent upon a successful background check. This was missing on Offer Letters and would be added back in.
 - 8.6 Hiring – Special Education Teacher, School Director/Business Manager –
School Director: review received resumes/applications Structuring options were discussed. Sarena Nelson will contact applicants via phone and will do a pre-interview, with the same standard questions, for two applicants. Diane will advertise locally for PT/FT Directorship.
Special Education: no resumes have come in for this position.
- 9.0 New Business

- 9.1 Student Enrollment: Preliminary numbers are around 27 for K-5.
 - 9.2 Unemployment hearing scheduled. Sarena Nelson and Diane Blanchette will be present for the hearing by phone in early September.
 - 9.3 MARRS Contract with Regions: **Motion by Kathy Lawrence, seconded by Skip Lamb, to approve the contract with cmERDC for MARSS reporting. Motion passed unanimously.**
 - 9.4 **Motion by Kathy Lawrence, seconded by Sarena Nelson to appoint Diane Blanchette as the Identified Official with Authority, designate her as a designated signer and credit card authorizer and replace Caroline Wood on all banking documents. Motion passed unanimously.**
- 10.0 Reports and Information
- 10.1 Administration Report: Diane Blanchette, Interim Director/Business Manager: - Interim has updated school board consistently: Cook County re-submission needed, Offer Letters not approved for the school year, MARSS not updated at end of year, NWEA reports not captured at year end – reports now unavailable due to the migration (?), grant was due June 30 missed submission, has the school well behind schedule. Over expenditures in 2015-2016. Title grants due soon. No budget approved by June 30, 2016. Expect findings in audit. Previous negative information given to townships without school board direction may have an impact as well. Working to get the school back where it needs to be.
 - 10.2 Teachers Report: Orton/Gillingham reading training week of August 22-25 in Grand Marais.
 - 10.3 Board Member Report: Judy attending VOA conference and shared with the board.
- 11.0 Committee Up-dates
- 11.1 Academic Excellence Committee: Judy Motschenbacher, Chair – no updates
 - 11.2 Finance Committee: Skip Lamb, Chair – no updates
 - 11.3 Transportation Committee: Skip Lamb, Chair – no updates
 - 11.4 Student Recruitment Committee: Unknown Chair – Open House went well on Tuesday.
 - 11.5 Fund Raising Committee: Sarena Nelson, Chair – no updates
 - 11.6 Personnel Committee: Judy Motschenbacher, Chair – no updates
- 12.0 Approve Purchase Orders: **Motion by Kathy Lawrence, seconded by Skip Lamb, to approve purchase orders. Motion passed unanimously.**
- 13.0 Birch Grove Community School – Next school board meeting Tuesday, September 20, 2016.
- 14.0 Adjourn: **Motion by Kathy Lawrence, seconded by Sarena Nelson to adjourn. Motion passed unanimously.**