

# **Birch Grove Community School**

Board Meeting Agenda  
August 9, 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: 5:35pm (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)
- 2.0 Reading of the Mission Statement
- 3.0 Review and Approve the Agenda: **Kathy L made motion. Sarena 2<sup>nd</sup>. Motioned carried unanimously**
- 4.0 Review and Approve Meeting Minutes July 26 and August 1, 2016: **Amend July 26<sup>th</sup> 11.2. Budget was approved for 2016-2017. Kathy made motion and Skip 2<sup>nd</sup>. Motion passed unanimously. Motion to amendment Kathy approves amendment. Skip 2<sup>nd</sup>: Motion carried unanimously. Aug 1 minutes approved. Skip made motion and Kathy L 2<sup>nd</sup>. Motion carried unanimously.**
- 5.0 Declaration of Conflict of Interest: NA
- 6.0 Purchase Order Review: **Board member around to approve purchase order at 2<sup>nd</sup> meeting of month. Skip make motion and Kathy 2<sup>nd</sup>. Motion approved unanimously.**
- 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: none
- 8.0 Old Business
  - 8.1 Statutory Operating Debt Review: **Information was given to board of directors without request. Former director supplied information**
  - 8.2 State of MN Dissolution Plan: **Information was given to board of directors without request. Former director supplied information.**
  - 8.3 16-17 Lease: **Clean copies of the lease for Saplings and k-5 supplied. Reviewed by board of directors. Motion to have 1 more chance of counteroffer of lease at \$8.50 at Tofte Township Annual Meeting continuation on August 11 or Board of Directors signs current lease of \$10.50 with a clear statement "Thank you for your support of \$20,000 and the continuing support. As a board, here is \$10,000 back for the new lease." Motion to approve Sarena, Secretary, to make executive decision if there is a compromise in lease or accept lease as is. Judy has signed lease at \$10.50 in the event there is no compromise with Town of Tofte. Kathy L made motion. Sara L 2<sup>nd</sup>. Judy, Sarena, Kathy and Sara yes. Skip no to signing of the \$10.50 lease**
- 9.0 New Business
  - 9.1 Board Membership – Pamela Foster
  - 9.2 Annual Meeting Continuation/Regular TT Board Meeting August 11: **2 board members will attend**
  - 9.3 School Board Meeting Schedule – Recommended to Revert to the 3<sup>rd</sup> Tuesday of the Month. **Skip made motion. Sarena 2<sup>nd</sup>. Motion passed unanimously**
  - 9.4 School Audit – August 18 and 19: **Auditors will be stay in Silver Bay at AmericInn and being at the school early. Interim Director will not be present. Auditors are aware.**
  - 9.5 Open House – Tuesday, August 23. **Time 5pm-8pm. Posted in Lake and Cook County. Open to all!**
  - 9.6 Revised 2016-2017 Budget – Review – set for approval in September/October: **# of students reduced to 27 from 29. Budget will be based off of 27. Kathy L motion to approve revised budget with changes. Sara L. 2<sup>nd</sup>. Motion unanimously carried.**
  - 9.7 Transportation – Recommendation to Hire Arrowhead Transit for Second Route: **Motion to move forward with trying to get deal with Arrowhead for second route. Sarena made motion. Kathy L 2<sup>nd</sup>. Motion unanimously carried.**

9.8 Staffing – Accept resignation from Marcia Beachem, Special Education Teacher: **With many thanks and deep regards we accept Marcia’s resignation. Judy made motion. Kathy L 2<sup>nd</sup>. Motion carried unanimously.**

Accept resignation for Melissa Knott, School Bus Driver: **Kathy L made motion. Sarena 2<sup>nd</sup>. With many thanks we accept resignation. Motion carried unanimously.**

Hiring for Special Education, Bus Driver (unless the board decides to go with Arrowhead), School Director/Business Manager

10.0 Reports and Information

10.1 Administration Report: Diane Blanchette, Interim Director/Business Manager

10.2 Teachers Report: Sara Lizakowski, Licensed Teacher

10.3 Board Member Report:

11.0 Committee Up-dates

11.1 Academic Excellence Committee: Judy Motschenbacher, Chair

11.2 Finance Committee: Skip Lamb, Chair

11.3 Transportation Committee: Skip Lamb, Chair

11.4 Student Recruitment Committee: Unknown Chair

11.5 Fund Raising Committee: Sarena Nelson, Chair

11.6 Personnel Committee: Judy Motschenbacher, Chair

12.0 Approve Purchase Orders

13.0 Birch Grove Community School – Future Regular Meetings Days to be Determined Above

14.0 Adjourn: **Skip made motion to adjourn. Sarena 2<sup>nd</sup>. Motion carried unanimously.**