

# **Birch Grove Community School**

Board Meeting Agenda  
July 26, 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 : **Judy called meeting to order 5:34pm** (Roll Call) Judy Motschenbacher (President), Skip Lamb (Treasurer), Sarena Nelson (Secretary), Kathy Lawrence, Sara Lizakowski, and Caroline Wood (Director/Ex-Officio) **All in attendance. Ginny Sorlie, County Commissioner, Sheryl Martinsen and Brian Larsen present as well. Peter James from Great Expectations also in attendance. Holly Sandafer present later in meeting**
- 2.0 Reading of the Mission Statement **Kathy Lawrence**
- 3.0 Review and Approve the Agenda **9.4, 9.5 and 9.9 additions Sarean made motion, Kathy 2<sup>nd</sup>. Motion carried**
- 4.0 Review and Approve Meeting Minutes May 24, 2016, June 28, 2016, and June 30, 2016 special meeting. Skip made motion. Kathy second. Motion moved
- 5.0 Declaration of Conflict of Interest **NA**
- 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. **NA**
- 8.0 Old Business
  - 8.1 None
- 9.0 New Business
  - 9.1 Township Funding Allocations \$60,000 – Judicial Block FY 16-17 **Call from Stephanie Olsen VOA. Auditors office ruled that Township cannot give funds. Have Tina get Bakke to get it in legislature that it is ok to give money. Jeff Reed told Stephanie**  
**Action: Bakke and legislature**
  - 9.2 Lease increase \$10.50 p/square foot: **Joint meeting between tofte and tenants. WE Connect were present. Additional 10,000 in rent for fiscal year 16-17 with the increase. WE connect were on board with finding alternative ways to raise money for the money which the Town is short instead of raise rent. Counter offer for rent. Rent remains at \$8.50 per square foot, school board will join efforts with W.E. Connect and Tofte Township to raise funds to pay for the \$17,408 in expenses of the two donated rooms. This will assure children’s education dollars do not get used in lease rates.**  
**Action Kathy made motion. Sara L. second.**
  - 9.3 EoY Preliminary Report: Nancy financial officer. **General fund 15,000 balance. Fund 2 paid in full for last years deficit, food service at 0 balance after transfer. All funds in black. Building 10% VOA recommendation fund balance.**
  - 9.4 Approve a June 30 2016 Fund transfer from general fund – fund 1 to food service fund 2 in the amount of 7200.00 to eliminate food service fund balance deficit **Action: Kathy made motion. Sara L second. Motion carried.**
  - 9.5 Membership renewal MSBA \$1050 to MAC \$1820: \$100 increase from last year. Changed insurance carriers. MN Association of Charter School membership instead of MSBA. **Recommend going with MAC instead of MSBA as MAC: Skip made motion. Kathy L second. Motion carried.**
  - 9.6 Statutory Operating Debt Review MDE – Review Document: BGSC is above 2.5%
  - 9.7 State of MN Dissolution Plan – Review Document: **Document offered for review. Have this part of our plans: literature, service plan, record retention plan, wellness plan etc. Literacy plan should be top priority for board and school next to implement.**  
**Action: tabled for further review**

- 9.8 SpEd Finance – Expense, Use, and Staff Increase: **increase from 2 to 8 sped cases and addition next year.** **Action: tabled for further discussion and investigation.**
- 9.9 Request nomination of Pamela Foster to the board for consideration Aug 23 2016: **board is to review application and reach out to her.**
- 9.10 Director Resignation: **We are very sad to lose our Caroline Wood as she has greatly improved our magnificent school.**  
**Action: Skip with deep regrets makes the motion. Kathy L second. Motion carried.**
- 10.0 Reports and Information
- 10.1 Administration Report: Caroline Wood, Director: **report supplied in pack for review. Areas of concern listed. Grant writing was untapped and this would help cash flow if director had time to write. This should be addressed.**
- 10.2 Teachers Report: Sara Lizakowski, Licensed Teacher: **4<sup>th</sup> of july had bus in the parade. Both teachers are gearing up for school in Sept.**
- 10.3 Board Member Report: Next Township meeting Aug 11<sup>th</sup>. **Township has request a MORE transparent budget. Action: Skip made motion. Kathy L second. Motion carried. Discussion: have preliminary # of Lake County students for Tofte Township at their August 11<sup>th</sup> meeting. We have formally asked Lake County for assistance.**
- 11.0 Committee Up-dates
- 11.1 Academic Excellence Committee: Judy Motschenbacher, Chair
- 11.2 Finance Committee: Skip Lamb, Chair: **Budget is in black. Pre-lim is looking good. Budget is set at 2 teachers. \$1000 put in budget for school bus. Budget is set at 25 students in attendance.**
- 11.2.1 Set Planning Meeting FY 16-17
- 11.2.2 SpEd Audit – Corrective Action Plan August 5, 2016 meeting
- 11.3 Transportation Committee: Skip Lamb, Chair
- 11.4 Student Recruitment Committee: , Chair: continuing recruitment
- 11.5 Fund Raising Committee: Sarena Nelson, Chair
- 11.6 Personnel Committee: Judy Motschenbacher, Chair: **post a special meeting to discuss back office employee. Discuss current positions and how we function and how to improve. Date set at August 1, 2016 at 5:30pm**
- 11.6.1 SpEd Para Increase 2 positions – advertise: **will discuss August 1<sup>st</sup> meeting**
- 11.6.2 Director search if no resolution to dissolve. **Will discuss August 1<sup>st</sup> meeting**
- 12.0 Approve Purchase Orders: **Kathy made motion. Skip second. Motion carried.**
- 13.0 Birch Grove Community School - Finance Committee Meeting 5:00 pm and Regular Board Meeting 5:30 pm, August 23, 2016
- 14.0 Adjourn: **Skip made motion. Sara L 2<sup>nd</sup>. Motion carried. 7:04pm**