

**Birch Grove Community School  
School Board Meeting  
November 15, 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 Call the Meeting to Order and Roll Call of Members: 5:30pm.  
**Members present:** Judy, Motschenbacher, Skip Lamb, Sarena Nelson, Sara Lizakowski, Kathy Lawrence, and Ex-Officio Member Diane Blanchette  
**Absent:** None  
**Others Present:** Presenters Bob Kubes and Christine Oderman from Musty-Barnhart Agency Inc.
- 2.0 Reading of the Mission Statement: Kathy Lawrence
- 3.0 Review and Approve the Agenda: **Motion by Skip Lamb, seconded by Kathy Lawrence, to approve the agenda. Motion carried unanimously.**
- 4.0 Review and Approve Meeting Minutes from October 25, 2016: **Motion made by Kathy Lawrence, seconded by Sara Lizakowski, to approve the meeting minutes. Motion carried 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
  - 7.1 Cash Flow Projection: cmERDC format rolled out to School Board Members
  - 7.2 Monthly Payment Register: Reviewed
  - 7.3 Income Report: Reviewed
  - 7.4 Expenditure Report: Reviewed
- 8.0 Old Business
  - 8.1 TT, WE Connect, BGCS Joint Meeting – Task Force Assignments: Ways in which the community center and tenants to make funding the building work for all parties.
- 9.0 New Business
  - 9.1 Insurance Presentation by MBA Insurance, Musty-Barnhart Agency, Inc.
  - 9.2 Record Retention Policy: **Motion by Sarena Nelson, seconded by Skip Lamb, to approve the Record Retention Policy. Motion passed unanimously.**
  - 9.3 Autism Spectrum Disorders (ASD) Teacher Services Contract: **Motion by Sarena Nelson, seconded by Kathy Lawrence to approve the ASD contract. Motion passed unanimously**
  - 9.4 Classroom Environment Lighting: Discussion held.
  - 9.5 2016-2017 Academic Achievement Plan: **Motion by Skip Lamb, seconded by Sarena Nelson, to approve the Academic Achievement Plan. Motion carried unanimously**
  - 9.6 BGCS Benefit at Papa Charlie's: Update given. Event November 19<sup>th</sup>.
- 10.0 Reports and Information
  - 10.1 Administrative Report
  - 10.2 Teachers Report: 100% conference attendance! Picture Day!
  - 10.3 Board Member Report:
- 11.0 Committee Up-dates
  - 11.1 Finance Committee:
  - 11.2 Academic Excellence Committee:
  - 11.3 Fund Raising Committee – Summary on Rib Feast and Halloween Carnival. A summary will follow next month.
  - 11.4 Student Recruitment Committee:
- 12.0 Approve Purchase Orders: **Motion by Kathy Lawrence, seconded by Sarena Nelson, to approve the purchase orders. Motion carried unanimously.**
- 13.0 Birch Grove Community School – Next school board meeting Tuesday, December 13, 2016.

14.0 Adjourn: **Motion made by Sarena Nelson, seconded by Sara Lizakowski to adjourn at 7:45.**  
**Motion carried unanimously.**