



Birch Grove Community School

School Board Meeting Agenda

Tuesday, April 17, 2026

4:00pm at Birch Grove

Birch Grove Community School will promote academic excellence utilizing our unique natural setting to prepare students to become socially and environmentally responsible, self-directed, life-long learners.

- 1.0 Call the Meeting to Order, Roll Call of Members, Quorum Declaration
- 2.0 Reading of the Mission Statement
- 3.0 Review and Approve the Agenda
- 4.0 Review and Approve Meeting Minutes from March 17, 2026.
- 5.0 Declaration of Conflict of Interest
- 6.0 Community Comment: *This is an opportunity for the public to address the school board on items that are on this agenda in accordance with the guidelines printed at the end of this agenda.*
- 7.0 Financial Reports
 - 7.1 Cash Flow Projection
 - 7.2 Monthly Register
 - 7.3 Revenue Report
 - 7.4 Expenditure Report
 - 7.5 Balance Sheet Report
 - 7.6 Bank Statement
- 8.0 Enrollment Updates: 2025-2026: Budgeted at 43 Enrolled, Currently Enrolled 41
- 9.0 Policy Review/Approval: Purchasing, Procurement, And Contracting Policy
- 10.0 Election Results and School Board Oath of Office Signatures
- 11.0 Office Appointments
 - 11.1 President/Chair (Currently Judy Motschenbacher)
 - 11.2 Vice President (Currently Sara Knottski)
 - 11.3 Secretary (Currently Sarena Nelson)
 - 11.4 Treasurer (Currently Skip Lamb)
- 12.0 Old Business
- 13.0 New Business
 - 13.1 Accept Donations
 - 13.2 Approve Contracts: Indigo Education: Special Education Director 26-27, A Chance To Grow 3rd Party Reimbursement Contract 26-27,
 - 13.3 Approve renewal of Line of Credit (Master Note) at Grand Marais State Bank
 - 13.4 Renewal of CD at Grand Marais State Bank
 - 13.5 Board and Director Training: MN Charter Board Training & Development: *Oversee Proper Use of Public Funds*
- 14.0 Academics Review: Review Weekly Newsletters: including updates from teachers on the classrooms.
MCA Testing scheduled for April 20-24
- 15.0 Reports and Information
 - 15.1 Administrative Report: Written report in board packet
 - 15.2 Teachers Report:
 - 15.3 Board Member Report:
- 16.0 Committee Up-dates
 - 16.1 Finance Committee: Met 30 minutes prior to this meeting
 - 16.2 District Advisory & Academic Excellence Committee:
 - 16.3 Fund Raising Committee:
- 17.0 School Board Reflection: *Present, On Time, Progress Made, Open & Honest, End on Time*
- 18.0 Set Date for the Next School Board Meeting: Tuesday, May 19, 2026 at 4:00 at BGCS.

19.0 Adjourn

Birch Grove Community School Guidelines for Community Comments Approved 5/20/2014

1. Anyone indicating a desire to speak will be acknowledged by the Board Chair. When called upon to speak, please state your name and topic.
2. All remarks shall be addressed to the board as a whole, not to any specific member(s) or to any person who is not a member of the board.
3. If there are a number of individuals present to speak on the same topic, please designate a spokesperson to summarize the issue.
4. Please provide at least 8 copies of any documents that you plan to share.
5. If you need electronic equipment or other assistance setting up, please contact the school and the school will try to accommodate your request(s).
6. Please answer the following questions (if appropriate) within your presentation:
 - a. What agenda item does the proposal relate to?
 - b. How would students benefit from the proposal?
 - c. How does the proposal impact the future educational services and financial responsibility of the school?
 - d. What data or research supports the proposal?
7. Please limit your comments to three minutes. Longer time may be granted at the discretion of the Board Chair.
8. If you have written comments, the board would like to have a copy, which will help them better understand, investigate and respond to your proposal.
9. During *Community Comments* the board and administration listen to comments and respond immediately whenever possible. If additional research is needed, responses will be shared at the next regularly scheduled board meeting. Board members or the administration may ask questions of you in order to gain a thorough understanding of your concern, suggestion or request.
10. Please be aware that disrespectful comments or comments of a personal nature, directed at an individual either by name or inference, will not be allowed. Personnel concerns should be directed first to the administration and then in writing to the board.
11. Please refrain from making comments at other times during the board meeting.
12. If you have a concern which arises after *Community Comments* have been presented, please make note of your concern and share it with the board chair following the meeting.
13. After *Community Comments* have been heard refrain from interrupting the meeting. Personal comments, opinions, grammatical corrections, etc. should not be made during the meeting.