

Birch Grove Community School

School Board Meeting Minutes

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: 4pm
Members Present: Judy Motschenbacher, Sara Knottski, Sarena Crowley, and ex-officio Diane Blanchette
Members Absent: Skip Lamb
Other: Amelia George
- 2.0 Reading of the Mission Statement: Mary VanDoren
- 3.0 Review and Approve the Agenda: **Motion to approve agenda made by Mary VanDoren, seconded by Sara Knottski. Motion carried unanimously.**
- 4.0 Review and Approve Meeting Minutes from March 17, 2026. **Motion to approve agenda made by Mary VanDoren, seconded by Sara Knottski. Motion carried unanimously.**
- 5.0 Declaration of Conflict of Interest: Mary VanDoren will abstain from 13.3 and 13.4
- 6.0 Community Comment: N/A
- 7.0 Financial Reports
 - 7.1 Cash Flow Projection: **Motion to approve cash flow projection made by Mary VanDoren, seconded by Sarena Crowley. Motion carried unanimously.**
 - 7.2 Monthly Register: **Motion to approve monthly register made by Sarena Crowley, seconded by Mary VanDoren. Motion carried unanimously.**
 - 7.3 Revenue Report: **Motion to approve revenue report made by Mary VanDoren, seconded by Sara Knottski. Motion carried unanimously.**
 - 7.4 Expenditure Report: **Motion to approve expenditure report made by Sarena Crowley, seconded by Mary VanDoren. Motion carried unanimously.**
 - 7.5 Balance Sheet Report: **Motion to approve balance sheet made by Mary VanDoren, seconded by Sara Knottski. Motion carried unanimously.**
 - 7.6 Bank Statement: **Motion to approve bank statement made by Sarena Crowley, seconded by Mary VanDoren. Motion carried unanimously.**
- 8.0 Enrollment Updates: 2025-2026: Budgeted at 43 Enrolled, Currently Enrolled 41
- 9.0 Policy Review/Approval: Purchasing, Procurement, And Contracting Policy: **Motion to approve made by Mary VanDoren, seconded by Sara Knottski. Motion carried unanimously.**
- 10.0 Election Results and School Board Oath of Office Signatures: Judy Motschenbacher and Mary VanDoren were re-elected (running unopposed). Oath of Office signatures collected.
- 11.0 Office Appointments
 - 11.1 President/Chair (Currently Judy Motschenbacher): **Motion to appoint Judy Motschenbacher as President/Chair made by Mary VanDoren, seconded by Sara Knottski. Motion carried unanimously.**
 - 11.2 Vice President (Currently Sara Knottski): **Motion to appoint Sara Knottski as Vice President made by Mary VanDoren, seconded by Sara Knottski. Motion carried unanimously.**
 - 11.3 Secretary (Currently Sarena Nelson): **Motion to appoint Sarena Crowley as Secretary made by Mary VanDoren, seconded by Sara Knottski. Motion carried unanimously.**
 - 11.4 Treasurer (Currently Skip Lamb): **Motion to appoint Mary VanDoren as Treasurer made by made by Mary VanDoren, seconded by Sara Knottski. Motion carried unanimously.**
- 12.0 Old Business
- 13.0 New Business
 - 13.1 Accept Donations: **Motion to accept donations made by Mary VanDoren, seconded by Sarena Crowley. Motion carried unanimously.**

13.2 Approve Contracts: Indigo Education: Special Education Director 26-27, A Chance To Grow 3rd Party Reimbursement Contract 26-27: **Motion to approve all contracts made by Sarena Crowley, seconded by Sara Knottski. Motion carried unanimously. Motion carried unanimously.**

13.3 Approve renewal of Line of Credit (Master Note) at Grand Marais State Bank: **Motion to not renew line of credit made by Sarena Crowley, seconded by Sara Knottski. Mary VanDoren abstained. Motion carried.**

13.4 Renewal of CD at Grand Marais State Bank: **Motion to approve renewal of CD made by Sarena Crowley, seconded by Sara Knottski. Mary VanDoren abstained. Motion carried.**

13.5 Board and Director Training: MN Charter Board Training & Development: *Oversee Proper Use of Public Funds*: Completed

14.0 Academics Review: Review Weekly Newsletters: including updates from teachers on the classrooms. MCA Testing scheduled for April 20-24 – Breakfast scheduled each day and prep has gone well so far. More test prep with student was done this year utilizing Ms. Coronis's experience.

15.0 Reports and Information

15.1 Administrative Report: Written report reviewed

15.2 Teachers Report: Busy little bees with testing

15.3 Board Member Report: n/a

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: Gala update – enlisted Virtue Fundraising to change things up. Will have live auction, silent auction and raffle. Laura Muus will come for some photos plus Bruce Johnson.

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: **Motion to adjourn at 4:48pm made by Sarena Crowley, seconded by Mary VanDoren. Motion carried unanimously.**