

Birch Grove Community School
School Board Meeting Minutes
Tuesday, August 18, 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: 4:02pm
Members Present: Morgan Krengel, Alisha Buckman, Sarena Crowley, Sara Knottski, Judy Motschenbacher and ex-officio Diane Blanchette
Members Absent: Skip Lamb
Others: None
- 2.0 Reading of the Mission Statement: Judy Motschenbacher
- 3.0 Review and Approve the Agenda: **Motion to approve made by Alisha Buckman, seconded by Morgan Kengel. Motion carried.**
- 4.0 Review and Approve Meeting Minutes from July 21, 2026: **Motion to approve the minutes made by Morgan Krengel, seconded by Alisha Buckman. Motion carried unanimously.**
- 5.0 Declaration of Conflict of Interest: None
- 6.0 Community Comment: None
- 7.0 Financial Reports
 - 7.1 Cash Flow Projection: **Motion to approve made by Sarena Crowley, seconded by Alisha Buckman. Motion carried unanimously.**
 - 7.2 Monthly Register: **Motion to approve made by Sarena Crowley, seconded by Alisha Buckman. Motion carried unanimously.**
 - 7.3 Revenue Report: **Motion to approve made by Sara Knottski, seconded by Morgan Krengel. Motion carried unanimously.**
 - 7.4 Expenditure Report: **Motion to approve made by Sara Knottski, seconded by Sarena Crowley. Motion carried unanimously.**
 - 7.5 Balance Sheet Report: **Motion to approve made by Sarena Crowley, seconded by Sara Knottski. Motion carried unanimously.**
 - 7.6 Bank Statement – **Motion to approve made by Sarena Crowley, seconded by Alisha Buckman. Motion carried unanimously.**
- 8.0 Enrollment Updates: 2025-2026: Budgeted 43, ADM 40.5: 26-27 Budgeted at 40
- 9.0 Policy Approval/Review: 714 Fund Balance Policy - Reviewed
 - 9.1 Accept Donations: **Motion to approve Sarena Crowley, seconded by Morgan Krengel. Motion carried unanimously.**
 - 9.2 Review 25-26 School Director Evaluation Results – reviewed. Overall score was a 5/5 with comments: “Staff support and oversight. Focus on increasing enrollment.”, “I appreciate your work and dedication to Birch Grove in all aspects of the school”, “Concentrate on director work. Delegate more to others. Not a negative but better use of director skills. Concerned about workload being too much.”
 - 9.3 Review 25-26 School Director PD Plan/Goals and Approve 26-27 School Director PD Plan/Goals: Reviewed past goals – all were met. **Motion to approve 26-27 goals made by Sara Knottski, seconded by Sarena Crowley. Motion carried unanimously.**
 - 9.4 Approve 26-27 Contracts: School Psychologist – NOVA: **Motion to approve Sarena Crowley, seconded by Morgan Krengel. Motion carried unanimously.**
 - 9.5 Approve Employee Handbook 26-27: **Motion to approve Sarena Crowley, seconded by Alisha Buckman. Motion carried unanimously.**
 - 9.6 Approve Student/Family Handbook 26-27: **Motion to approve Alisha Buckman, seconded by Sarena Crowley. Motion carried unanimously.**

9.7 Revisit School Nurse Job Description and Wage: **Motion to approve increased nurse stipend to \$8,000 made by Sara Knottski, seconded by Alisha Buckman. Motion carried unanimously.**

9.8 CD 179777 - \$85,595.09 up for renewal – **Motion to approve redeeming made by Sarena Crowley, seconded by Sara Knottski. Motion carried unanimously.**

10.0 Academics Review: Literacy Plan 26-27 - reviewed

11.0 Reports and Information

11.1 Administrative Report: Written report reviewed

11.2 Teachers Report: N/A

11.3 Board Member Report: N/A

12.0 Committee Up-dates

12.1 Finance Committee: Met 30 minutes prior to this meeting

12.2 District Advisory & Academic Excellence Committee: N/A

12.3 Fund Raising Committee: N/A

13.0 School Board Reflection: *Present, On Time, Progress Made, Open & Honest, End on Time*

14.0 Set Date for the Next School Board Meeting: Tuesday, September 15, 2026 at 4:00 at BGCS.

15.0 Adjourn: **Motion to adjourn at 4:52pm made Sarena Crowley, seconded by Sara Knottski. Motion carried unanimously.**