

Birch Grove Community School

School Board Meeting Minutes

Tuesday, January 20, 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 4:04pm
Members Present: Sara Knottski, Mary VanDoren, Judy Motschenbacher and Skip Lamb.
Members absent: Sarena Crowley
- 2.0 Reading of the Mission Statement: Judy Motschenbacher
- 3.0 Review and Approve the Agenda: **Motion to approve made by Mary VanDoren, seconded by Sara Knottski. Motion carried unanimously.**
- 4.0 Review and Approve Meeting Minutes from November 18, 2025. **Motion to approve made by Skip Lamb, seconded by Mary VanDoren. Motion carried unanimously.**
- 5.0 Declaration of Conflict of Interest: N/A
- 6.0 Community Comment: N/A
- 7.0 Financial Reports
 - 7.1 Cash Flow Projections November & December. **Motion to approve made by Mary VanDoren, seconded by Sara Knottski. Motion carried unanimously.**
 - 7.2 Monthly Registers November & December. **Motion to approve made by Mary VanDoren, seconded by Sara Knottski. Motion carried unanimously.**
 - 7.3 Revenue Reports November & December. **Motion to approve made by Sara Knottski, seconded by Skip Lamb. Motion carried unanimously.**
 - 7.4 Expenditure Reports November & December. **Motion to approve made by Mary VanDoren, seconded by Sara Knottski. Motion carried unanimously.**
 - 7.5 Balance Sheet Reports November & December. **Motion to approve made by Mary VanDoren, seconded by Sara Knottski. Motion carried unanimously.**
 - 7.6 Bank Statements November & December. **Motion to approve made by Sara Knottski, seconded by Skip Lamb. Motion carried unanimously.**
- 8.0 Enrollment Updates: 2025-2026: Budgeted at 43, Enrolled 39
- 9.0 Policy Review/Approval: Early Admission Policy: **Motion to rescind the Early Admission policy and acknowledge that Birch Grove Community School does not engage in early admissions made by Mary VanDoren, seconded by Sara Knottski. Motion carried unanimously.**
- 10.0 Old Business
- 11.0 New Business
 - 11.1 24-25 Audit Presentation: the board participated in the audit presentation by Miller McDonald LLC
 - 11.2 Approve the 24-25 School Audit: **Motion to approve the 24-25 audit by Skip Lamb, seconded by Mary VanDoren. Motion carried unanimously.**
 - 11.3 Accept Donations: **Motion to accept donations made by Mary VanDoren, seconded by Skip Lamb. Motion carried unanimously.**
 - 11.4 Approve hire: **Motion to approve hiring Cheyenne Mcentee as a paraprofessional made by Skip Lamb, seconded by sara Knottski. Motion carried unanimously.**
 - 11.5 Approve Contracts: **Motion to approve the Seedlings Speech Therapy contract made by Sara Knottski, seconded by Mary VanDoren. Motion carried unanimously. Motion to approve the business management contract with Pam Zahn made by Mary VanDoren, seconded by Skip Lamb. Motion carried unanimously. Motion to approve the payroll contract with JAS made by Mary VanDoren, seconded by Sara Knottski. Motion carried unanimously. Motion to approve the school psychologist contract with Strategic Education Partners LLC (DBA The School**

Psychologists) made by Sara Knottski, seconded by Mary VanDoren. Motion carried unanimously.

11.6 Reviewed VOAs 24-25 Annual Finance Report.

11.7 Maturing CDs: **Motion to renew the GMSB CD at the best going rate made by Sara Knottski, seconded by Skip Lamb. Motion carried unanimously. Motion to renew the CDs with NSFCU at the best going rate made by Sara Knottski, seconded by Mary VanDoren. Motion carried unanimously.**

12.0 Academics Review: Reviewed Weekly Newsletters (includes updates from teachers on the classrooms)

13.0 Reports and Information

13.1 Administrative Report: Written report in board packet reviewed. Tofte planning on extending the front of the building creating a separate entrance and bathroom for both the Seedlings room and the Community Room.

13.2 Teachers Report: Mid-year testing was discussed with results to be presented at the next meeting.

13.3 Board Member Report:

14.0 Committee Up-dates

14.1 Finance Committee: Met 30 minutes prior to this meeting to review the audit

14.2 District Advisory & Academic Excellence Committee:

14.3 Fund Raising Committee:

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

16.0 Set Date for the Next School Board Meeting: Tuesday, February 17, 2026 at 4:00 at BGCS.

17.0 Adjourn **Motion to adjourn at 5:42pm made by Skip Lamb, seconded by Sara Knottski. Motion carried unanimously.**