

Birch Grove Community School

School Board Meeting Minutes

Tuesday, July 21, 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: 4:03pm

Members Present: Judy Motschenbacher, Skip Lamb, Morgan Krengel, Alisha Buckman and ex-officio Diane Blanchette

Members Absent: Sara Knottski and Sarena Crowley

2.0 Reading of the Mission Statement: Skip Lamb

3.0 Review and Approve the Agenda: **Motion to approve agenda with additions of 10.7 School Board Resignation and 10.8 Designate IoWA, made by Skip Lamb, seconded by Judy Motschenbacher. Motion carried unanimously.**

4.0 Review and Approve Meeting Minutes from June 16, 2026. **Motion to approve minutes made by Judy Motschenbacher, seconded by Skip Lamb. Motion carried unanimously.**

5.0 Declaration of Conflict of Interest: None

6.0 Community Comment: None Present

7.0 Financial Reports

7.1 Cash Flow Projection: **Motion to approve cash flow projection made by Skip Lamb, seconded by Morgan Krengel. Motion carried unanimously.**

7.2 Monthly Register: **Motion to approve monthly register made by Skip Lamb, seconded by Alisha Buckman. Motion carried unanimously.**

7.3 Revenue Report: **Motion to approve revenue report made by Skip Lamb, seconded by Morgan Krengel. Motion carried unanimously.**

7.4 Expenditure Report: **Motion to approve expenditure report made by Skip Lamb, seconded by Alisha Buckman. Motion carried unanimously.**

7.5 Balance Sheet Report: **Motion to approve balance sheet made by Alisha Buckman, seconded by Skip Lamb. Motion carried unanimously.**

7.6 Bank Statement: **Motion to approve balance statement made by Skip Lamb, seconded by Morgan Krengel. Motion carried unanimously.**

8.0 Enrollment Updates: 2025-2026: Budgeted 43, ADM 40.5. 2026-2027 Budgeting at 40

9.0 Policy Approval/Review: School Director Succession Policy: **Motion to approve made by Judy Motschenbacher, seconded by Morgan Krengel. Motion carried unanimously.**

10.0 Business

10.1 Accept Donations: **Motion to approve donations made by Skip Lamb, seconded by Morgan Krengel. Motion carried unanimously.**

10.2 Approve Offer Letters: **Motion to approve Offer Letters to Sara Knottski – K/1 Teacher and Ana Sebold – PT Teacher and PT Paraprofessional, made by Skip Lamb, seconded by Alisha Buckman. Motion carried unanimously.**

10.3 School Board Self-Evaluation results were reviewed. The board is doing well with very seasoned members. Additional training could be beneficial in the areas of Data Practice Law, Employment Policies and Practices, Program Oversight and Evaluation as well as Human Resources Policies. Two new members, Alisha Buckman and Morgan Krengel are welcomed, with initial training completed by both.

10.4 Approve Contracts: **Motion by Skip Lamb, seconded by Morgan Krengel, to approve contracts with Miller McDonald, Indigo ASD Seedling Speech and Capernaum. Motion carried unanimously.**

10.5 VOA School Pledge of Compliance: Reviewed and signed

10.6 Building Leases: **Motion by Morgan Krengel, seconded by Alisha Buckman to approve the K-5 building lease, the Saplings lease and the Seedlings lease with the Township of Tofte for the 26-27 year. Motion carried unanimously.**

10.7 Board Resignation: **Motion to accept Mary VanDoren's resignation from the board with many thanks by Skip Lamb, seconded by Alisha Buckman. Motion carried unanimously. Motion by Judy Motschenbacher, seconded by Morgan Krengel, to appoint Skip Lamb as the treasurer. Motion carried unanimously.**

10.8 **Motion by Morgan Krengel, seconded by Alisha Buckmand designating Diane Blanchette as the IoWA. Motion carried unanimously.**

11.0 Academics Review: Student works from the Wolf Ridge trip were enjoyed!

12.0 Reports and Information

12.1 Administrative Report: Written report reviewed

12.2 Teachers Report: None

12.3 Board Member Report: None

13.0 Committee Up-dates

13.1 Finance Committee: Met 30 minutes prior to this meeting

13.2 District Advisory & Academic Excellence Committee:

13.3 Fund Raising Committee:

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

15.0 Set Date for the Next School Board Meeting: Tuesday, August 18, 2026 at 4:00 at BGCS.

16.0 Adjourn: **Motion to adjourn at 5:31pm made by Skip Lamb, seconded by Alisha Buckman. Motion carried unanimously.**