

Birch Grove Community School

School Board Meeting Minutes

Tuesday, June 16, 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: Sarena Crowley, Sara Knottski, Judy Motschenbacher and ex-officio Diane Blanchette

Members Absent: Skip Lamb and Mary VanDoren

2.0 Reading of the Mission Statement: Sara Knottski

3.0 Review and Approve the Agenda: **Motion to approve agenda made by Sara Knottski, seconded by Sarena Crowley. Motion carried unanimously.**

4.0 Review and Approve Meeting Minutes from May 19, 2026. **Motion to approve minutes made by Sara Knottski, seconded by Judy Motschenbacher. Motion carried unanimously.**

5.0 Declaration of Conflict of Interest: Sara Knottski will abstain from her offer letter

6.0 Community Comment: None Present

7.0 Financial Reports

7.1 Cash Flow Projection: **Motion to approve cash flow projection made by Sarena Crowley, seconded by Sara Knottski. Motion carried unanimously.**

7.2 Monthly Register: **Motion to approve monthly register made by Sara Knottski, seconded by Sarena Crowley. Motion carried unanimously.**

7.3 Revenue Report: **Motion to approve revenue report made by Sarena Crowley, seconded by Sara Knottski. Motion carried unanimously.**

7.4 Expenditure Report: **Motion to approve expenditure report made by Sarena Crowley, seconded by Sara Knottski. Motion carried unanimously.**

7.5 Balance Sheet Report: **Motion to approve balance sheet made by Sara Knottski, seconded by Sarena Crowley. Motion carried unanimously.**

7.6 Bank Statement: **Motion to approve balance statement made by Sarena Crowley, seconded by Sara Knottski. Motion carried unanimously.**

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

9.0 Policy Approval/Review: 409 Employee Publications, Instructional Materials, Inventions, and Creations: Policy reviewed.

10.0 Business

10.1 Accept Donations: **Motion to approve donations made by Sarena Crowley, seconded by Sara Knottski. Motion carried unanimously.**

10.2 Approve Contracts: Pam Zahn (Business Management, SEDRA, MEGS): **Motion to approve contracts made by Sarena Crowley, seconded by Sara Knottski. Motion carried unanimously.**

10.3 Approve 2025-2026 Q-Comp Annual Report: **Motion to approve 2025-2026 Q-Comp Annual Report made by Sarena Crowley, seconded by Judy Motschenbacher. Motion carried unanimously.**

10.4 Approve Offer Letters/Wages & Salaries: **Motion to approve offer letters/wages for all staff, not including Sara Knottski, based on discussion, made by Sarena Crowley, seconded by Judy Motschenbacher. Motion carried unanimously.** Sara Knottski's offer letter/salary to be approved in July.

10.5 Approve 2026-2027 Budget: **Motion to approve the 26-27 budget with changes made by Sarena Crowley, seconded by Sara Knottski. Motion carried unanimously.**

11.0 Academics Review: Review Weekly Newsletters: including updates from teachers on the classrooms.

Review 25-26 Q-Comp Site and Classroom Goal Data: Reviewed

12.0 Reports and Information

12.1 Administrative Report: Written report reviewed

12.2 Teachers Report: End of school year. Summer programming started!

12.3 Board Member Report: Judy reported that Birch Grove items in storage need to be removed soon

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: Gala for the Grove was very successful. Changes we made this year yielded great results. 75 attendees, The Appeal and Virtue Fundraising.

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, July 21, 2026 at 4:00 at BGCS.

16.0 Adjourn: **Motion to adjourn at 6:27pm made by Sara Knottski, seconded by Sarena Crowley. Motion carried unanimously.**