

Birch Grove Community School

School Board Meeting Minutes

Tuesday, March 17, 2026

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: Judy Motschenbacher, Skip Lamb, Sara Knottski, Sarena Crowley and ex-officio Diane Blanchette.
Members Absent: Mary VanDoren
- 2.0 Reading of the Mission Statement: Judy Motschenbacher
- 3.0 Review and Approve the Agenda: **Motion to approve agenda made by Sarena Crowley, seconded by Sara Knottski. Motion carried unanimously.**
- 4.0 Review and Approve Meeting Minutes from February 17, 2026: **Motion to approve the agenda made by Sarena Crowley, seconded by Judy Motshenbacher. Motion carried unanimously.**
- 5.0 Declaration of Conflict of Interest
- 6.0 Community Comment: N/A
- 7.0 Financial Reports
 - 7.1 Cash Flow Projection: **Motion to approve cash flow made by Sarena Crowley, seconded by Sara Knottski. Motioned carried unanimously.**
 - 7.2 Monthly Register **Motion to approve the monthly register made by Sarena Crowley, seconded by Sara Knottski. Motioned carried unanimously.**
 - 7.3 Revenue Report **Motion to approve the revenue report made by Sara Knottski, seconded by Sarena Crowley. Motioned carried unanimously.**
 - 7.4 Expenditure Report **Motion to approve the expenditure report made by Sara Knottski, seconded by Sarena Crowley. Motioned carried unanimously.**
 - 7.5 Balance Sheet Report **Motion to approve the balance sheet made by Sara Knottski, seconded by Sarena Crowley. Motioned carried unanimously.**
 - 7.6 Bank Statement **Motion to approve the bank statement made by Sarena Crowley, seconded by Sara Knottski. Motioned carried unanimously.**
- 8.0 Enrollment Updates: 2025-2026: Budgeted at 43 Enrolled, Currently Enrolled 41
- 9.0 Policy Review/Approval: 806 Crisis Management Policy – **Motion to approve with changes made by Skip Lamb, seconded by Sara Knottski. Motion carried unanimously.**
- 10.0 Old Business
- 11.0 New Business
 - 11.1 Accept Donations: **Motion to approve donations made by Skip Lamb, seconded by Sara Knottski. Motion carried unanimously.**
 - 11.2 **Motion to approve snow days and make-up days made by Sara Knottski, seconded by Sarena Crowley. Motioned carried unanimously.**
 - 11.3 **Motion to approve the 2025 Federal Form 990 made by Sarena Crowley, seconded by Sara Knottski. Motioned carried unanimously.**
 - 11.4 Review the 2024-2025 Annual Scorecard from Authorizer, VOA – Reviewed with a FY25 rating of 93% and a 4 year cumulative average of 94%. This percentage qualifies for an upcoming 5 year contract.
 - 11.5 Approve Leave of Absence **Motion to approve leave of absence for Samantha Forster. Diane Blanchette authorized to set a daily substitute pay rate for Sara Knottski to cover 2/3 for days remaining in the year. Motschenbacher aye, Skip Lamb aye, Sarena Crowley aye, and Mary VanDoren aye, Sara Knottski abstained. Motioned carried.**
 - 11.6 Approve Purchase of Library Shelving/Displays **Motion to approve no more than \$24,999 on library shelving/display cases from Carla Mensen made by Skip Lamb, seconded by Sarena Crowley. Motioned carried unanimously.**

- 11.7 Board and Director Training: *Take Minutes: MN Charter Board Training & Development - Completed*
- 12.0 Academics Review: Review Weekly Newsletters (includes updates from teachers on the classrooms)
- 13.0 Reports and Information
 - 13.1 Administrative Report: Written report reviewed
 - 13.2 Teachers Report: 2nd round of observations complete. MCAs prep has started. Conferences this week. Spring Break coming up.
 - 13.3 Board Member Report: Judy Motschenbacher attending ARDC meeting.
- 14.0 Committee Up-dates
 - 14.1 Finance Committee: Met 30 minutes prior to this meeting
 - 14.2 District Advisory & Academic Excellence Committee:
 - 14.3 Fund Raising Committee: Gala for the Grove theme: Hometown Derby. Will be using Virtue Fundraising this year to give it a try.
- 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, April 20, 2026 at 4:00 at BGCS.
- 17.0 Adjourn: **Motion to adjourn at 5:41pm made by Skip Lamb, seconded by Sara Knottski. Motion carried unanimously.**