

# **Birch Grove Community School**

School Board Meeting Minutes

Tuesday, May 19, 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: 4:00pm  
Board Members Present: Judy Motschenbacher, Sara Knottski, Mary VanDoren, Skip Lamb and ex-officio Diane Blanchette. Board Members Absent: Sarena Crowley. Others in Attendance: None
- 2.0 Reading of the Mission Statement: Mary VanDoren
- 3.0 Review and Approve the Agenda: **Motion to approve agenda with addition of 10.5 Approve Designs for Learning Contract made by Mary VanDoren, seconded by Skip Lamb. Motion carried unanimously.**
- 4.0 Review and Approve Meeting Minutes from April 17, 2026. **Motion to approve agenda made by Mary VanDoren, seconded by Sara Knottski. 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 Cash Flow Projection made by Skip Lamb, seconded by Mary VanDoren. Motion carried unanimously.**
  - 7.2 Monthly Register: **Motion to approve Monthly Register made by Mary VanDoren, seconded by Sara Knottski. Motion carried unanimously.**
  - 7.3 Revenue Report: **Motion to approve Revenue Report made by Sara Knottski, seconded by Mary VanDoren. Motion carried unanimously.**
  - 7.4 Expenditure Report: **Motion to approve Expenditure Report made by Mary VanDoren, seconded by Skip Lamb. Motion carried unanimously.**
  - 7.5 Balance Sheet Report: **Motion to approve Balance Sheet Report made by Mary VanDoren, seconded by Skip Lamb. Motion carried unanimously.**
  - 7.6 Bank Statement: **Motion to approve Bank Statement made by Skip Lamb, seconded by Mary VanDoren. Motion carried unanimously.**
- 8.0 Enrollment Updates: 2025-2026: Budgeted at 43 Enrolled, Currently Enrolled 41
- 9.0 Policy Review/Approval: Student Disability Nondiscrimination policy - Reviewed.
- 10.0 Business
  - 10.1 Accept Donations: **Motion to accept donations by Skip Lamb, seconded by Mary VanDoren. Motion carried unanimously.**
  - 10.2 Approve Updated Board Member Composition and Terms: **Motion to approve by Skip Lamb, seconded by Mary VanDoren. Motion carried unanimously.**
  - 10.3 Approve VOA Charter Contract July 1, 2026 – June 30, 2031: **Motion to approve by Skip Lamb, seconded by Mary VanDoren. Motion approved unanimously.**
  - 10.4 Appoint New School Board Members: **Motion by Skip Lamb, seconded by Mary VanDoren to appoint Alisia Buckman and Morgan Krengel as new school board members. Motion carried unanimously.** Seats will start once initial training has been completed.
  - 10.5 Approve Designs for Learning Contract: **Motion to approve by Skip Lamb, seconded by Sara Knottski. Motion carried unanimously.**
- 11.0 Academics Review: Review Weekly Newsletters: including updates from teachers on the classrooms. MCA and FastBride updates. Spring FastBridge scores reviewed.
- 12.0 Reports and Information
  - 12.1 Administrative Report: Written report reviewed
  - 12.2 Teachers Report: Busy with year-end activities
  - 12.3 Board Member Report: Judy talked about safety funding

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 update

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, June 16, 2026 at 4:00 at BGCS.

16.0 Adjourn: **Motion to adjourn at 5:24pm made by Sara Knottski, seconded by Mary VanDoren.**

**Motion carried unanimously.**