

Birch Grove Community School

School Board Meeting Minutes

June 14, 2021 at 5:30pm

Some members may choose to attend electronically due to health pandemic (statute 13D.021)

Mission: Birch Grove Community School will promote academic excellence utilizing our unique natural setting allowing students to reach their potential, preparing them to become socially and environmentally responsible, self-directed, lifelong learners.

1.0 Call the Meeting to Order, Roll Call of Members, Quorum Declaration: Call to order at 5:28pm

Members present: Judy Motschenbacher, Skip Lamb, Sara Knottski, Krystal Singleton, Kathy Lawrence, ex-officio Diane Blanchette

Members absent: Sarena Nelson. Disconnected with Krystal Singleton at 6:25

2.0 Reading of the Mission Statement: Judy Motschenbacher

3.0 Review and Approve the Agenda: **Motion to approve the agenda by Skip Lamb, seconded by Kathy Lawrence. Judy Motschenbacher aye, Kathy Lawrence aye, Skip Lamb aye, Krystal Singleton aye, Sara Knottski aye. Motion carried unanimously.**

4.0 Review and Approve Meeting Minutes from May 17, 2021: **Motion to approve the minutes made by Sara Knottski, seconded by Skip Lamb. Judy Motschenbacher aye, Kathy Lawrence aye, Skip Lamb aye, Krystal Singleton aye, Sara Knottski aye. Motion carried unanimously.**

5.0 Declaration of Conflict of Interest: Sara Knottski will abstain from voting on Offer Letters and Family and Medical Leave Policy.

6.0 Community Comment: N/A

7.0 Purchase Order Review: in progress

8.0 Financial Reports

8.1 Cash Flow Projection: **Motion to accept made by Sara Knottski, seconded by Kathy Lawrence. Judy Motschenbacher aye, Kathy Lawrence aye, Skip Lamb aye, Krystal Singleton aye, Sara Knottski aye. Motion carried unanimously.**

8.2 Monthly Register: **Motion to accept made by Kathy Lawrence, seconded by Sara Knottski. Judy Motschenbacher aye, Kathy Lawrence aye, Skip Lamb aye, Krystal Singleton aye, Sara Knottski aye. Motion carried unanimously.**

8.3 Revenue Report: **Motion to accept made by Sara Knottski seconded by Kathy Lawrence. Judy Motschenbacher aye, Kathy Lawrence aye, Skip Lamb aye, Krystal Singleton aye, Sara Knottski aye. Motion carried unanimously.**

8.4 Expenditure Report: **Motion to accept made by Kathy Lawrence, seconded by Sara Knottski. Judy Motschenbacher aye, Kathy Lawrence aye, Skip Lamb aye, Krystal Singleton aye, Sara Knottski aye. Motion carried unanimously.**

8.5 Bank Statement: **Motion to accept made by Sara Knottski, seconded by Kathy Lawrence. Judy Motschenbacher aye, Kathy Lawrence aye, Skip Lamb aye, Krystal Singleton aye, Sara Knottski aye. Motion carried unanimously.**

8.6 Balance Sheet Report: **Motion to accept made by Sara Knottski, seconded by Kathy Lawrence. Judy Motschenbacher aye, Kathy Lawrence aye, Skip Lamb aye, Krystal Singleton aye, Sara Knottski aye. Motion carried unanimously.**

9.0 Enrollment Update: 2021-2022 Estimated K-5 33-38 and Saplings close to full

10.0 Policy Review:

10.1 410 Family and Medical Leave: discussion held. **Motion to approve the policy by Kathy Lawrence, seconded by Skip Lamb. Judy Motschenbacher aye, Kathy Lawrence aye, Skip Lamb aye, Krystal Singleton aye, Sara Knottski abstained. Motion passed unanimously.** Staff are now allowed to bank up to 20 days for Family and Medical leave.

11.0 Old Business

11.1 Offer Letters: **Motion by Kathy Lawrence, seconded by Skip Lamb, to approve teacher Offer Letters. Judy Motschenbacher aye, Kathy Lawrence aye, Skip Lamb aye, Krystal Singleton aye, Sara Knottski abstained. Motion passed unanimously**

12.0 New Business

12.0 Monthly School and Community Service Newsletter Review: reviewed

12.2 Accept Donations: **Motion to accept made by Skip Lamb, seconded by Kathy Lawrence. Judy Motschenbacher aye, Kathy Lawrence aye, Skip Lamb aye, Sara Knottski aye, Krystal Singleton aye. Motion carried unanimously.**

12.3 Approve 21-22 Budget: **Motion by Skip Lamb, seconded by Kathy Lawrence, to approve the budget. Judy Motschenbacher aye, Kathy Lawrence aye, Skip Lamb aye, Sara Knottski aye, Krystal Singleton aye. Motion carried unanimously.** There will be a budget revision mid-year. The board/director will continue to review/implement fund raising activities including the hostel. It is BGCS's intention to reduce the 21-22 projected deficit as much as possible.

12.4 Approve the Q-Comp 20-21 Annual Report: **Motion by Sara Knottski, seconded by Skip Lamb, to approve. Judy Motschenbacher aye, Kathy Lawrence aye, Skip Lamb aye, Sara Knottski aye. Motion passed unanimously.** *Disconnected with Krystal Singleton*

12.5 Approve Autism Spectrum Disorder Specialist Contract: **Motion to approve by Skip Lamb, seconded by Kathy Lawrence. Judy Motschenbacher aye, Kathy Lawrence aye, Skip Lamb aye, Sara Knottski aye. Motion passed unanimously.**

12.6 Approve Hires: **Motion to approve hires Sara Dahle Saplings 1:1 (until Sept when Cook County 166 will employ 1:1), Jennifer Buckman Paraprofessional, and Allison Packard Cook, by Skip Lamb, seconded by Kathy Lawrence. Judy Motschenbacher aye, Kathy Lawrence aye, Skip Lamb aye, Sara Knottski aye. Motion passed unanimously.**

12.7 School Board Self-Evaluation: Evaluation results reviewed from survey. Discussion held. It has been challenging having Zoom board meetings and was determined that with upcoming in-person meetings more can be accomplished, including a long-term planning meeting. Board doing well in general. A more immediate goal is to recruit more board members.

12.8 Update on Community Service Programming and \$500 purchase from Sheryl Martinson, former Saplings teacher. Summer programming and staffing reviewed. **Motion by Kathy Lawrence, seconded by Skip Lamb, to purchase \$500 list from Sheryl Martinson. Judy Motschenbacher aye, Kathy Lawrence aye, Skip Lamb aye, Sara Knottski aye. Motion passed unanimously.**

13.0 Reports and Information

13.1 Administrative Report: written report reviewed.

13.2 Teachers Report: N/A

13.3 Board Member Report: Judy will be attending the annual VOA conference with Diane

14.0 Committee Up-dates

14.1 Finance Committee: Met June 10 and 30 minutes prior to this meeting to review budget and financials.

14.2 District Advisory & Academic Excellence Committee:

14.3 Fund Raising Committee: Sarena has been leading the on-line auction for the Gala

14.4 Community Service Advisory Council:

15.0 Approve Purchase Orders: **Motion by Judy Motschenbacher, seconded by Kathy Lawrence, to approve the purchase orders. Judy Motschenbacher aye, Kathy Lawrence aye, Skip Lamb aye, Sara Knottski aye. Motion passed unanimously.**

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

17.0 Set Date for the Next School Board Meeting: Monday, July 16, 2021 at 5:30 in person

18.0 Adjourn: **Motion to adjourn made at 7:09 by Kathy Lawrence, seconded by Skip Lamb. Judy Motschenbacher aye, Kathy Lawrence aye, Skip Lamb aye, Sara Knottski aye. Motion carried unanimously.**