

## **Birch Grove Community School**

### Annual School Board Meeting Minutes

Tuesday, October 17, 2023

5:30pm 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: 5:31pm

Members present: Sarena Crowley, Mary VanDoren, Judy Motschenbacher, Sara Knottski, ex-officio Diane Blanchette. Members absent: Skip Lamb

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 Declaration of Conflict of Interest: Mary VanDoren will abstain from voting related to GMSB.

5.0 Review and Approve Minutes from the 2022 Annual Meeting: **Motion to approve 2022 annual meeting minutes made by Mary VanDoren, seconded by Sara Knottski. Motion carried.**

6.0 Election Results – No Election In 2023

7.0 Officer Job Descriptions (See By-Laws)

8.0 Office Appointments

8.1 President: **Motion to approve Judy Motschenbacher as President made by Mary VanDoren, seconded by Sara Knottski. Motion carried unanimously.**

8.2 Vice President: **Motion to approve Sara Knottski as Vice President made by Mary VanDoren, seconded by Sara Knottski. Motion carried unanimously.**

8.3 Secretary: **Motion to approve Sarena Crowley as Secretary made by Mary VanDoren, seconded by Sara Knottski. Motion carried unanimously.**

8.4 Treasurer: **Motion to approve Skip Lamb as Treasurer made by Mary VanDoren, seconded by Sara Knottski. Motion carried unanimously.**

9.0 Banking Institution

9.1 Designated bank: GMSB **Motion to approve GMSB as designated bank made by Sarena Crowley, seconded by Sara Knottski. Mary VanDoren abstained. Motion carried.**

9.2 Official Signatures at Designated Bank: **Motion to approve Judy Motschenbacher, Skip Lamb and Diane Blanchette as official signer made by Sarena Crowley, seconded by Sara Knottski. Mary VanDoren abstained. Motion carried.**

9.3 GMSB Debit Card Authorizers: **Motion to approve GMSB debit card authorizers Diane Blanchette and Angie Fernlund made by Sarena Crowley, seconded by Sara Knottski. Mary VanDoren abstained. Motion carried.**

9.3 Motion for at Least Two Signatures for Withdrawal of Funds from GMSB: **Motion to approve at least 2 signatures for withdrawal of funds from GMSB made by Sarena Crowley, seconded by Sara Knottski. Mary VanDoren abstained. Motion carried.**

9.4 Official Signatures of Checks: **Motion to approve Judy Motschenbacher and Skip Lamb as official signers of checks made by Sarena Crowley, seconded by Sara Knottski. Mary VanDoren abstained. Motion carried.**

9.5 Official Signatures on Purchase Orders: Any school board member. **Motion to approve any board member to sign purchase orders made by Mary VanDoren, seconded by Sara Knottski. Motion carried unanimously.**

9.6 Designated Financial Manager: Diane Blanchette. **Motion to approve Diane Blanchette as Financial Manager made by Mary VanDoren, seconded by Sara Knottski. Motion carried unanimously.**

- 9.7 Official Signatures for North Shore Federal Credit Union: **Motion to approve Skip Lamb and Judy Motschenbacher as official signers made by Sara Knottski, seconded by Mary VanDoren. Motion carried unanimously.**
- 9.8 Motion for at Least Two Signatures for Withdrawal of Funds from NSFCU: **Motion to approve at least 2 signatures (Judy Motschenbacher, Skip Lamb, Diane Blanchette) for withdrawals made by Mary VanDoren, seconded by Sara Knottski. Motion carried unanimously.**
- 10.0 Official Newspaper: Cook County News Herald: **Motion to approve Cook County News Herald as official newspaper made by Mary VanDoren, seconded by Sara Knottski. Motion carried unanimously.**
- 11.0 School Board Meeting Dates and Times for 2023-2024: **Motion to approve school board calendar for 2023-2024 made by Sarena Crowley, seconded by Sara Knottski. Motion carried unanimously.**
- 12.0 Committee structure: (Appoint Committees)
- 12.1 District Advisory & Academic Excellence Committee: **Motion to appoint Judy Motschenbacher, Sara Knottski and Mary VanDoren made by Sara Knottski, seconded by Sarena Crowley. Motion carried unanimously.**
- 12.2 Finance Committee: **Motion to appoint Judy Motschenbacher, Skip Lamb, Sara Knottski made by Mary VanDoren, seconded by Sarena Crowley. Motion carried unanimously.**
- 12.3 Fundraising Committee: **Motion to appoint Judy Motschenbacher, Sarena Crowley, and Mary VanDoren made by Sarena Crowley, seconded by Sara Knottski. Motion carried unanimously.**
- 13.0 Review Mission Statement: reviewed
- 14.0 Review School Board Terms/Seat Labels/Election Years: reviewed
- 15.0 Appoint Data Practice Authorities
- 15.1 Responsible Authority – **Motion to approve Sarena Crowley as Responsible Authority made by Mary VanDoren, seconded by Sara Knottski. Motion carried unanimously.**
- 15.2 Data Practices Designee – **Motion to approve Diane Blanchette as Data Practices Designee made by Mary VanDoren, seconded by Sara Knottski. Motion carried unanimously.**
- 15.3 Data Practices Compliance Official – **Motion to approve Judy Motschenbacher as Data Practices Compliance Official made by Mary VanDoren, seconded by Sara Knottski. Motion carried unanimously.**
- 16.0 Designate IOwA for EDIAM: **Motion to appoint Diane Blanchette as the designated IOwA for EDIAM with email [birchgrove@boreal.org](mailto:birchgrove@boreal.org) and user ID birchgrove, made by Sarena Crowley, seconded by Mary VanDoren. Motion carried unanimously.**
- 17.0 Review By-Laws – reviewed
- 18.0 Signatures for Conflict of Interest and Confidentiality Forms - completed
- 19.0 The Pledge of Allegiance at Birch Grove Community School. **Motion to approve made by Mary VanDoren, seconded by Sara Knottski. Motion carried unanimously.**
- 20.0 School Year Review of 22-23
- 20.1 Review 22-23 Surveys: Parents, Teachers, Paraprofessionals - reviewed
- 20.2 Review Progress on 22-23 School Goals - reviewed
- 20.3 Review 22-23 Annual and World's Best Workforce Report (if available or review elements of) – reviewed.
- 21.0 Strategic Plan to Support Teaching and Learning 23-24. **Motion to approve made by Sara Knottski, seconded by Mary VanDoren. Motion carried unanimously.**
- 22.0 District Assessment Plan 23-24 and 24-25. **Motion to approve District assessment plan for 23-24 and 24-25 made by Sara Knottski, seconded by Sarena Crowley. Motion carried unanimously.**
- 23.0 Service-Learning Plan 23-24: **Motion to approve Service learning plan made by Mary VanDoren, seconded by Sarena Crowley. Motion carried unanimously.**
- 24.0 School Goals 23-24: **Motion to approve school goals 23-24 with changes made by Mary VanDoren, seconded by Sara Knottski. Motion carried unanimously.**
- 25.0 WBWF Goals 23-24: **Motion to approve WBWF goals 23-24 with changes made by Mary VanDoren, seconded by Sarena Crowley. Motion carried unanimously.**
- 26.0 Board Member Walk Through of School/Community Service Rented Space - completed

27.0 Adjourn: **Motion to adjourn at 6:28pm made by Mary VanDoren, seconded by Sara Knottski.**  
**Motion carried unanimously.**