

Birch Grove Community School

School Board Meeting Minutes
Tuesday, November 18, 2025
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

Members Present: Sarena Crowley, Mary VanDoren, Judy Motschenbacher and Skip Lamb.

Members absent: Sara Knottski and ex-officio Diane Blanchette

2.0 Reading of the Mission Statement: Sarena Crowley

3.0 Review and Approve the Agenda: **Motion to approve made by Mary VanDoren, seconded by Skip Lamb. Motion carried unanimously.**

4.0 Review and Approve Meeting Minutes from October 21, 2025 and Special Meeting Minutes from October 31, 2025. **Motion to approve made by Mary VanDoren, seconded by Judy Motschenbacher. Motion carried unanimously.**

5.0 Declaration of Conflict of Interest: N/A

6.0 Community Comment: N/A

7.0 Financial Reports

7.1 Cash Flow Projection **Motion to approve made by Skip Lamb, seconded by Mary VanDoren. Motion carried unanimously.**

7.2 Monthly Register **Motion to approve made by Mary VanDoren, seconded by Sarena Crowley. Motion carried unanimously.**

7.3 Revenue Report **Motion to approve made by Skip Lamb, seconded by Sarena Crowley. Motion carried unanimously.**

7.4 Expenditure Report **Motion to approve made by Mary VanDoren, seconded by Skip Lamb. Motion carried unanimously.**

7.5 Balance Sheet Report **Motion to approve made by Sarena Crowley, seconded by Skip Lamb. Motion carried unanimously.**

8.0 Enrollment Updates: 2025-2026: Budgeted at 43, Enrolled 39

9.0 Policy Review/Approval: Early Admission Policy: tabled

10.0 Old Business

11.0 New Business

11.1 Accept Donations:

11.2 Approve Hire of Cook Sub: Gretta Hall **Motion to hire Greta Hall as cook sub made by Mary VanDoren, seconded by Skip Lamb. Motion carried unanimously.**

11.3 Motion to Terminate Contract with cmERDC-Region 3 **Motion to give notice of termination for the contract with cmERDC-Region 1. School director is granted discretion to give other termination notices to business/payroll contract with SMS and to extend interest and seek new contracts made by Sarena Crowley, seconded by Skip Lamb. Motion carried unanimously.**

11.4 Paid Leave **Motion to approve the initial premium rate for small business employers of 0.66%. 11% BG and .35% employee for total medical leave premium, and 0.1% BG and 0.1% Employee for total family leave made by Sarena Crowley, seconded by Skip Lamb. Motion carried unanimously.**

12.0 Academics Review: Reviewed Weekly Newsletters (includes updates from teachers on the classrooms)

13.0 Reports and Information

13.1 Administrative Report: Written report in board packet reviewed

13.2 Teachers Report:

13.3 Board Member Report: Dodgeball with the kids was great! Discussion about Cook County HRA and land behind the school

14.0 Committee Up-dates

14.1 Finance Committee: Met 30 minutes prior to this meeting-Motschenbacher reviewed reports

14.2 District Advisory & Academic Excellence Committee:

14.3 Fund Raising Committee: Wolf Ridge Calendars are on sale and Give to the Max coming up.

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, December 16, 2025 at 4:00 at BGCS.

17.0 Adjourn **Motion to adjourn at 4:30pm made by Mary VanDoren, seconded by Skip Lamb. Motion carried unanimously.**