



Birchtree APC & BPG Joint Meeting Minutes

Thursday August 30, 2012

APC Present: Pete Houston, Cathy Lee, Kirsten Gerrish, Dan Klauder, Donna Levesque, Lori Berrigan, Susan McCauley, and Brooke Loudon. Cara Horvath present via Phone.

BPG Present: Lora Mahoney, Heather Lee, Kristi Shea, Jo Terwilliger, Greg Stuckey, Lori Berrigan, Susan McCauley and Amy Sharrer. Jennifer Budde 6:10pm

BPG Absent: Ruthann Baker and Kelly Nelius

Others Present: Lisa Shield, Tina Dory, Cathy Busbey and Heather Betts.

Meeting called to order by APC President Lori Berrigan @ 5:35p.m.

Parent Partnership Coordinator update – Tisha Jones, former Parent Partnership Coordinator, has taken the position of Movement Teacher. Birchtree posted the position in District and there were 3 applicants. After looking at the application, administration decided that none of the applicants were a good match for the position. The school then posted out of district. It will also be posted in the Friday Update. There is a need to form a committee to interview for the position with both APC and BPG representation.

Playscape Update – The Playscape was a great success. Cathy Busbey reported that \$91097.39 for FY12 and \$74,900.77 for FY13 was spent to date on the Playscape for a total of \$165,998.16. There was \$110,000 budgeted for FY13, so there is \$35,099.23 left to use. Boulder scramble will be completed next weekend and will Open soon. There is a need for an area for Movement class. Until there is an area completed Movement class will be using the blacktop. There is a need for a committee to be created to plan for future work on the Playscape and to give clear direction on where to put Movement class, as right now they are having class in the parking lot. We need to thank Rockridge landscaping for the time they volunteered for this playscape. 70% of Birchtree families volunteered for the Playscape.

Electronic Volunteer System - Lisa Shield presented to the board the volunteer software @ helpcounterweb.com. A short demonstration was given. Jennifer Budde, Kelly Nelius and Lisa Shield met and input family information into software. 8th grade students volunteering can be tracked.

Joint Election Committee – Pete Houston will chair committee. Lori Berrigan sent the process to the Foraker Group. The committee will create matrix, determine what seats are up, and set timelines. Elections will be in November. Candidates need to have board 101 training or have on a board.



BPG Meeting

Meeting Called to order by Jennifer Budde @ 6:20pm, Thursday August 30, 2012

BPG Present: Lora Mahoney, Heather Lee, Kristi Shea, Jo Terwilliger, Greg Stuckey, Lori Berrigan, Susan McCauley, Amy Sharrer. and Jennifer Budde (Lori left @ 7:15, Heather Lee @ 7:30)

BPG Absent: Ruthann Baker and Kelly Nelius

Approval of May Minutes

MOTION by Lori Berrigan: Approve May Meeting minutes as is
Seconded By Kristi Shea
Passed Unanimously

Vote to approve volunteer tracking system

MOTION by Lori Berrigan: Approve volunteer tracking system
Seconded by Heather Lee
Passed Unanimously

Grant will pay for volunteer software

Election to fill vacancies Letter of Resignation from Greg Stuckey acknowledged and accepted. Letter of resignation from the role as Chair by Ruthann Baker acknowledged and accepted.

MOTION by Kristi Shea: Nominate Heather Betts to the board
Seconded by Amy Sharrer
Passed unanimously

There are positions open for treasurer and open chair.

MOTION by Jennifer Budde: Nominate Heather Betts for treasurer
Seconded by Lori Berrigan
Passed unanimously

No one stepped up to chair. No one nominated.
Discussion occurred to recruit someone with board experience.

APC Report- Lori Berrigan reported that school enrollment is 311. Dr. McCauley and staff will form a Pedagogical Council. APC has been working curriculum and assessments. Quick phonics and Ames testing again this year. Donna, Dana and Diana have been working on matching core curriculum standards with federal standards. A computer lab has been created for students to learn word processing skills. APC will hold meetings every 3rd Thursday of the month.

Treasurer's report- Greg Stuckey presented profit loss statements for fiscal year 2012 and 2013 to date. He recommended switching banks to pay less bank fees. \$5,000 was transferred into BPG account from school to cover purchase orders that came in for the playscape during the summer when administration was out of town. Board needs to create a policy about funds given to the BPG that have stipulations. Two signature lines are on new checks and need to have two signatures. Procurement thresholds were violated due to emergency situation. Policies will be made to insure proper procedures are followed. Silvertip invoice for \$1210.00 for Run thru the Birches needs to be paid.

MOTION by Amy Sharrer: Approve the payment of Silvertip invoices for t-shirts for Run thru the Birches
Seconded by Heather Lee
Passed Unanimously

Eighth grade class trip-Lori Berrigan reported that Dan Klauder and Donna Levesque feel it is important that each eighth grade student give 20 hours of volunteer time in order to go on eighth grade trip.

MOTION by Lori Berrigan: Amend fundraising policy to include 8th grade students to volunteer 20 hours.
Seconded by Kristi Shea
Passed Unanimously

Run thru the Birches- Kristi Shea reported that trails were made and everyone had a good time.

Music Grant- Heather Lee applied for a music grant for stringed instruments that will match funds up to \$2000. If we can contribute \$2000, we will receive \$2000, for \$4000 total. She is working with Melanie Keenan to determine what instruments are needed. Heather Lee is currently working on getting corporate funds.

Auction- Date is booked for November 9th. Will get a hold of Megan Ferguson to set up a meeting. Jennifer Budde will sign the donation letter.

Fall Festival- Festival will be put off until October 13. Amy Sharrer would like to see 2nd grade parents to be in charge of the festival. The structure of the festival still needs to be approved by the BPG. Proposal for the festival will be brought to next meeting with the draft for format, budget, and vision.

Meeting Schedule

Sept 19th (3:45)

Oct 24th (3:45)

Nov-Dec 30-1 Retreat, TBA

December 12 (3:45)

MOTION by Jo Terwilliger: Adjourn Meeting
Seconded by Heather Betts

Meeting adjourned @ 7:45 p.m.