

MINUTES



Birchtree Parent Guild

Mission of Birchtree Charter School: to nurture and promote the development of healthy, responsible, and creative human beings.

Mission of Birchtree Parents Guild: to support the Birchtree Charter School and its teachers for the betterment of the children attending the School.

The Birchtree Learning Plan includes that:

- The personal behavior of adults and teachers at BCS will be an example to the pupils.
- Each class will be a learning community for respect, tolerance, and understanding.
- BCS is designed to function as a living system that balances initiative and accountability. All teachers, staff, and participants will be asked to make a commitment to develop him or herself along with the pupils.

Priorities of the Birchtree Parents Guild: 1-Rhythm 2-Communication 3-Community Growth
4-Universal Giving 4-Providing Financial Support 5-Connect To The Larger Community

Date: Wednesday August 20, 2014

Time: 5:06-6:30

BPG members present: Heather Lee, Laura Sampson, Kristi Shea, Jennifer Budde, Tiffany Kent, & Nancy Black, Anna Folsom, Amy Sharer

Also attending: Tatyana, Heather(last names?) , Mr. Bowen and Mr. Clark

I. Welcoming by Heather Lee

A. Group Verse

"The healthy social life is found when, in the mirror of each soul, the whole community finds its reflection and when, in the whole community, the virtue of each one is living."

-Rudolf Steiner

II. Heather called meeting to order and motioned to pass the agenda as amended adding F Lead Parent Pot Luck and Amy Sharer moved to pass; Kristy Shea seconded it; all in favor: motion passed.

III. Laura moved to pass the minutes from the June 24, 2014 meeting and Kristy seconded it; all in favor; motion passed.

IV. Board Membership

A. It was decided to hold off on voting on board membership until a change in bylaws to increase membership was completed.

B. The Parent partnership position in a very different position than it was originally designed to be. It was decided that BPG meeting attendance would not be required.

C. Mr. Bowen reported that Mrs. Busbee or himself would attend each BPG meeting with an Administrative Report.

D. The Parent Partnership Report will be replaced with the Administrative report.

V. Standing Monthly Reports

A. **Parent Partnership report** May 5, 2014

Pentathlon-Mrs. Levesque, Mrs. Tran, Mrs. Hill, and Mrs. Jones are busy planning for the 5th grade Pentathlon. This year, Birchtree will host the pentathlon; it is scheduled for May 8th and will take place at the Sherrod soccer field behind Academy Charter School. I will be working closely with Mrs. Levesque and Mrs. Jones as they plan this fun event.

8th grade graduation-The 8th grade graduation ceremony will take place at the Palmer Depot Friday, May 16th at 6:00 PM. Mrs. Kent is coordinating volunteers to assist in creating decorations and a beautiful keepsake for Mr. Bowen. A slide show of the 8th grade year will be presented by Mr. Bowen.

B. **Administrative Report**

Discussion on Parking lot and potential long-term solutions. Administration is aware that Parking and traffic is difficult at this time and they are actively working on solutions.

C. **APC Report-Anna**

APC/BPG Liaison Report For August 13th, 2014

Principal Report: Current enrollment of 370 students

Professional development: Lee Sturgeon Day Aug/Sept, George and Donna September 8 – 18.

Non-Violent communication seminar in September.

Pedagogical Report/Levesque: 4th grade will have a table w/ produce at the Monday Market Committees:

Building Expansion: A letter of interest in their building was sent to Iditarod Elementary.

This is just so Birchtree can be in the running, if they want it at a later date.

Board Development: Lori will host a social/book discussion sometime in September, inviting BPG, APC members and Staff to her home. (Books and the date coming soon)

New Business:

- Approved certified new hire: Loni Jirik = full time Resource
- Attendance: The board decided to request a letter of resignation for members who have not been present at meetings.

Non/Action Items:

- Discussion of board Management styles – Carver Model of Governance
- Strategic Plan: Mr. Bowen will lead Systemic Leadership Model w/ joint meeting APC/BPG/Staff in September.
- Parking Lot: Clear communication w/ map, extend the lot?
- Board Opening for parents; will start advertising
- Board opening for staff: Mr. Clark joined APC

D. **Finance Report- See Attached**

E. Parent Engagement

i. Pastries for Parents

The first Pastries for parents will be the 5th of September. Location to be announced. Nancy, Paula, Heather and Tiffany agreed to attend and set up.

ii. P.I.T.

The P.I.T. crew spent nothing, made no meals and made plans to begin cooking again this month. They hope to have 5-8 meals in the freezer before the next meeting.

If family assistance is needed, faculty is the contact Laura or Amy. A few meals will be kept at the school and remainder will be stored at Laura's home.

Recognition for families that donate extra time to school. **Rolland Folberer spelling** has donations many hours to the build of the deck, ramp and stairs of the out buildings. Ideas of plaque, burning name into wood, gift card, and art were discussed.

iii. Charter School Outreach

No outreach meetings were attended over the summer. Tatyana agreed to attend Winterberry meetings. School of Choice Fair will be done in February. Anna agreed to take on the role of outreach.

iv. School Store

The school store is almost up and running. The BPG is in need of a locked file cabinet for storage. Mr. Bowen agreed to provide one for the BPG. It was decided that store items could be purchased on site at Pastries for Parents and that the BPG would comp some items to allow children to play. Jennifer agreed to bring some wood blocks for the children to play with as well.

Approximately 1200 dollars of the allotted 1500 was spent-not a firm number just a very rounded figure. Planning a second mercurious order in the next week Cabinets are installed and filled. We can begin accepting orders this week

VI Budget Review

Discussion on if we should use the \$5000 restricted funds to pay **Kim Schneidervine** who provided faculty training last spring. She has not been paid. She is owed around 2700. We do not have the money in overage.

We don't have an overage to give \$1,472.00. We owe 2700 +/- . Heather entertained a motion use restricted funds to pay **Kim Schneidervine**. Motion to use restricted funds as described by Laura, seconded by Paula. Vote was unanimous, Motion passed.

Scholarships - the school has received 10-12 requests for school scholarships. Historically this was provided by the BPG but because we didn't have any use last year it was deleted from the budget. Suggestions to have a Pick, click, give from PFD to go

towards families in need. The BPG wants to pay a portion of supply scholarships for art supplies and musical instruments. This item is to be brought up at the executive committee meeting. Decisions of who will be granted scholarships should be decided on administrative level.

BPG musical instrument scholarship policy discussed. Jennifer reviewed instrument loan binder. Musical instrument scholarship agreement discussed. Agreement to be changed Recheck out instrument for summer or deposit. Ideas to ask BP for matching funds for additional instruments was discussed
Heather Motioned to approve policy as written with a \$100 summer deposit. Laura seconded motion. Unanimous vote, motion passed.

VII Recently Completed Events

A. Summer Arts Camp

The camp overall was great success! Thirty-four campers attended the ½ day (morning only) camp. Net profit = \$1600.31 (see separate attachment for detailed breakdown and 2015 projected budget). Some of the volunteers and coordinators volunteered to return for 2015 summer camps. Feedback Summary reviewed by members. Good suggestions for expanding/improving future camps. Heather took the opportunity to thank to all the coordinators (Anna Folsom, Kristi Shea, **Dakari?Ralph??**), the instructors (Mr. Bowen, Dan Klauder, Anna Folsom, Amy Sharrer, Lora Mahoney, Danielle Terry, Jack Horner and Victoria Peterson.

Heather reported that she was almost done compiling the information to provide a folder of documents for the next Camp Coordinator. She also agreed to contact those people expressing an interest in the Summer Arts Camp on the registration survey to try to identify a coordinator and/or committee of folks to get started this fall on the planning for next summer.

B. Registration Days

Registration days went smoothly. Laura is currently entering data that was collected from parent surveys. It was decided that a volunteer tracker presentation would be beneficial for the teachers. BPG is planning to schedule professional development date to show how they can collect volunteers. It will need to be decided who should be allowed to be on volunteer tracker. This will be brought to the executive committee.

VIII Current & Upcoming Events

A. Square 1 Art

Heather has almost confirmed someone to coordinate the square 1 art.

B. Fall Faire

Laure agreed to organize oversee the Fall Faire. It was decided that a class would take up the Run through the Birches. T-shirts with BTC Logo will be at the Faire to tie-dye.

C. Auction

Letter is needed **?(what is this)**. Location of 2014 auction has not been decided at this time.

D. By Law review and Revise

Discussion on this will be saved for later date.

- E. Front driveway sign
A communication board/sign will be added to the outside of the portable building.
- F. Lead Parent Pot Luck
It was decided to add a gathering to take place after the next BPG meeting. Simple menu of salad bar and bread. It was also decided that this would be a good opportunity to recognize/thank **Rolland Folberer(spelling)** and his family for his efforts with the portable deck, ramp and stairs.

IX Calendar Check-in

- A. 9/5/14 Pastries for Parents
 - B. 9/17/14 Next BPG meeting at 3:45 with pot luck/ gathering for Lead Parents to follow 5:30-1900.
 - C. 9/27/14 Fall Faire
 - D. Dates to be announced Visit from **George and Donna (last names?)** will be here for professional development.
 - E. Agenda requests
Bylaws
- X** Heather entertained motion to adjourn. Jennifer moved: Laura seconded. Meeting was adjourned.