



MEETING INFORMATION	
Objective:	BPG Planning / Business
Date:	April 15, 2015
Time:	3:45 PM – 4:58PM
Location:	Birchtree Charter School Room TBA
Prepared By:	Nancy Black
MISSION OF BIRCHTREE CHARTER SCHOOL:	To nurture and promote the development of healthy, responsible, and creative human beings.
MISSION OF BIRCHTREE PARNETS GUILD:	To support the Birchtree Charter School and its teachers for the betterment of the children attending the School.
PRIORITIES OF THE BIRCHTREE PARENTS GUILD:	1-Rhythm 2-Communication 3-Community Growth 4-Univeral Giving 4-Providing Financial Support 5-Connect To The Larger Community
Attendance:	Celena Brunot, Laura Sampson, Nancy Black, Amy Vander Schrier, Tiffany Kent, Heather Lee, Paula Werner, Debbie McKimmey, Jen Sundquist, Karie Raynovic. non voting members- Donna Levesque and Nancy Burnett, Jennifer Budde, Regan Dervaes

	Agenda Items	Notes
I.	Opening 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.
II.	Approve Agenda	Celena entertained motion to approve agenda, Amy moved to pass: Laura seconded it: all in favor: motion passed. Agenda amended with Music Scholarship added as I under Current and upcoming events. Amy entertained motion to approve agenda as amended, Tiffany moved to pass: Laura seconded it: all in favor: motion passed.
III.	Approve Minutes	Celena entertained motion to approve March 2015 minutes, Tiffany moved to pass; Paula seconded it; all in favor: motion passed
IV.	Standing Monthly Reports:	Not here
	A. Administration	Nancy motioned that the BPG would sponsor scholarship fee receipts for tax deduction Parents helping parents. Laura moved to pass: Amy seconded it: Unanimous vote, motion passed.
	B. APC Liaison	See Attached report page 2
	C. Executive Council	Met, first meeting in a while. Field day/medieval games. Work jointly on how to feed the school on the last day of school. Laura will work with executive council and email. She will talk before the next executive council 22 <sup>nd</sup> .
	D. Finance	See Attached report page 3 & 4 PayPal transfer started. Amazon smiles \$9.90 received. Tiffany will write up a letter for amazon smile/Target red card for Friday update.
	E. Parent Engagement	Pastries for parents was held
	F. School Store	See Attached report page 2
V.	Current & Upcoming Events	
	A. Fund Raising Committee	Did not meet
	B. Board Retreat	BPG was well represented. BPG meeting 5/4/15 6:00 finalize strategic planning. Nancy Will send out a meeting reminder to core staff.
	C. May Faire	The Tradition of May Faire being a 'Fun Raiser' and Class fundraiser discussed. Jennifer Budde agreed to write a letter for each class on what the Faire represents and what it is about. Regan, Sue and Amy agreed to organize May Pole. Laura will buy 2 slingshots and Karie's



			<p>husband will make 3 slingshots.</p> <p>Information papers will be send home with stickers on Friday. After discussion the group decided that the 2015 May Faire would be held as a donation only event. All food items would be cash fundraisers for the grades.</p> <p>Nancy Motioned that may faire on donation. Laura moved to pass: Karie seconded it; All in favor; Motion passed.</p> <p>Laura, Celena, and Anna will do sign for send out. Tiffany will have a large reusable banner for May Faire made.</p> <p>A unanimous email vote was conducted approving spending \$350 for a petting zoo.</p>
	D	CPR /Babysitting class for 7 <sup>th</sup> & 8 <sup>th</sup> grade students	<p>District is giving the school a kit.</p> <p>Bill Mcgrath agreed to do CPR and babysitting training. \$75 to buy the class. He is willing to add CPR. For an 8 hour day. Then? \$ 7.50 per kid. Each child would pay for itself. BPG can provide \$10 scholarship. BPG will provide the money for kit \$75. Celena suggested motion Laura moved to pass; Tiffany seconded it: All in favor.</p>
	E.	Results of brainstorming for Strategic planning.	<p>See Attached Rough Draft Page 5</p> <p>To discuss at 5/4/15</p>
	F.	2015/2016 Calendar	<p>See Attached report page 6</p>
	G.	Calendar, & Task Assignments	<p>To be discussed at a later date.</p>
	H.	School Scholarship Fee	<p>Celena clarified with administration. Laura will add to executive council agenda for possible bill pay account.</p> <p>It was suggested that we ask at 2015/2016 registration if parents would to contribute to scholarship fund (tax receipt would be given)</p> <p>This would encourage Parents supporting Parents</p>
	I	Music Scholar ship	<p>Someone needs to hold the musical instrument scholarship program. Jennifer Budde is currently doing this. Paula has agreed to assist Mrs. Eddings and hold the musical instrument scholarship program.</p> <p>\$300 donation from BP for music program was recieved. Tiffany will make sure that the BP money has been earmarked for music from Vanessa.</p> <p>Putting up an instrument swap board was discussed to allow parents to advertise needed and unneeded instruments.</p>
VI.		Calendar Check-in	
	A.	Next meeting Date Scheduled	5/13/15
	B.	Agenda Requests	Budget, summer meetings, July meeting for registration. Task assignments, calendar.
	C.	Next Pastries Date Scheduled	May 1, 2015
VII.		Adjournment	Amy Motioned to adjourn; Laura seconded.
			Volunteer Parent Potluck to follow



APC Liaison Report

1 April 2015

The State School Board met March 19-20, with a 5-2 vote decided that all students in all schools needed the early literacy screener. The question came up that if Birchtree applied and was granted a waiver how would the school identify children with possible learning disabilities before grade 3.

Staffing: posting 3 positions – 2 special ed. and 1 second grade  
1 first grade teacher will move to sixth grade  
1 special ed teacher will move to first grade

APC approved a supply fee increase from \$100 to \$125.

Would the BPG be willing to implement a program where:  
Families could sponsor a child or family for supply fees and use this as a tax deduction.

### School Store Report for March/April

Prepared for April 15th meeting

Store made 89 dollars being open before our last meeting

Store made 132 dollars in drop box sales

Spent 110.10 on a backorder of beeswax from Mercurius--ordered at Christmas finally came back in stock--this box was given to the Kindergarten because they gave us a full box when we couldn't get more from Mercurius in time

**Birchtree BPG Minutes**



**April 2015**

UPDATED 04/08/2015							
Checking Account Balance		\$ 18,268.08					
PayPal Account		\$ 584.86					
<b>PROGRAMS - REVENUE</b>	<b>Budget</b>	<b>Expended</b>	<b>Balance</b>	<b>Actual Income</b>	<b>Projected Income</b>	<b>Profit/Loss</b>	<b>Projected Profit</b>
<b>EVENTS</b>							
Summer Arts Camp	\$ 2,500.00	\$ 2,319.69	\$ 2,500.00	\$ 3,757.50	\$ 7,500.00	\$ 1,468.12	\$ 5,000.00
Fall Faire/Run Birches	\$ 1,050.00	\$ 348.09	\$ 701.91	\$ 2,081.75	\$ 2,500.00	\$ 1,733.66	\$ 1,450.00
Square 1 Art	\$ -		\$ -	\$ 2,644.29	\$ 2,000.00	\$ 2,644.29	\$ 2,000.00
Parent/Curriculum Night (2)	\$ 800.00	\$ 131.50	\$ 717.14				
School Auction				\$ 12,463.83			
Alternative School Fair	\$ 200.00		\$ 200.00	\$ -	\$ 400.00	\$ -	\$ 200.00
Rummage Sale	\$ 300.00	\$ -	\$ 300.00	\$ -	\$ 900.00	\$ -	\$ 600.00
May Faire	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ 2,500.00	\$ -	\$ 1,500.00
<b>Non Event Income</b>			\$ -			\$ -	\$ -
Grants			\$ -			\$ -	\$ -
School Store	\$ 1,500.00	\$ 2,579.52	\$ -	\$ 4,164.03	\$ 2,000.00	\$ 1,584.51	\$ 500.00
Pick, Click, Give	\$ 250.00	\$ -	\$ 250.00		\$ 750.00	\$ -	\$ 500.00
Donations			\$ -	\$ 9.90			\$ -
<b>Total Income</b>	<b>\$ 7,600.00</b>	<b>\$ 5,378.80</b>	<b>\$ 5,669.05</b>	<b>\$ 12,657.47</b>	<b>\$ 18,550.00</b>	<b>\$ 7,430.58</b>	<b>\$ 11,750.00</b>
<b>Programs - Non revenue</b>	<b>Budget</b>	<b>Expended</b>	<b>Balance</b>				<b>Comments</b>
Playscape	\$ 3,158.83		3,158.83				<b>Playscape</b>
Teacher Appreciation/Gifts			-				
BTC Professional Development		\$ 2,040.00					
School Scholarship	\$ 1,000.00	\$ 1,000.00	-				
Music Scholarship	\$ 300.00		600.00	\$300.00			
P.I.T.C.R.E.W / Parent Support	\$ 2,700.00	\$ 816.11	1,868.94				
<b>Total (non revenue program expense)</b>			<b>5,627.77</b>				
<b>Admin Expenses - non event</b>	<b>Budget</b>	<b>Expended</b>	<b>Balance</b>				<b>Comments</b>
Business Supplies			0				
Tax Preparer		\$ 14.99	\$ (14.99)				Inuit 1099E-

**Birchtree BPG Minutes**



**April 2015**

							File Service Fee
Insurance (BPG liability)			\$ -				
Signs	\$ 500.00	\$ 150.00	350				
Bank Fees	\$ 100.00		100				
Property Tax	\$ 250.00	\$ 229.64	20.36				
Retreat		\$ 100.00	\$ (100.00)				Foraker Group Membership
Attorney General Report	\$ 40.00	\$ 40.00	0				
Biennial corporate tax	\$ 30.00	\$ -	0				
<b>Total Admin Expense</b>	<b>\$ 920.00</b>		<b>\$ 470.36</b>				
Total Funds held in reserve for budgeted items	\$ 14,378.83		11,767.18				
Total Unrestricted Funds (CHECKING - TOTAL BUDGET)			\$ 7,085.76				

There are \$50 of old uncleared checks  
 L#37 Retreat-Membership \$100.00

Check made out to Birchtree Charter School

L#26 Music Scholarship--\$300.00 donated by BP

/Wrote Check to Birchtree Charter School 12/18/14

L#25 School Scholarship added

Birchtree Charter School  
 2013/14 Year End Total \$1860.10  
 L #25 Kim Snyder-Vine Professional Development

Total: \$1472.04  
 BTC \$2040



**Birchtree Parent Guild  
STRATEGIC PLANNING  
Rough Draft**

**BPG PURPOSE: To hold, gather and grow the Birchtree Community**

**Goal:** Develop and maintain rhythm and routine.

- **Establish the BPG calendar:** up-to-date, year-long adopted annually in April, accessible, coordinated with other calendars (school, district, APC, Pedagogical Council).
- **Conduct regular monthly meetings**
- **Annual retreat in January**
- **Reports, minutes and agendas:** accessible, posted promptly, distributed on a regular schedule

**Goal:** Streamline organization.

- **Develop job descriptions:** officers and general board members
- **Fully utilize document organization system: update** googledocs, utilize for posting of BPG documents, train board members in access and use of system
- **Update and utilize Help Counter volunteer system**

**Goal:** Provide support.

- **Streamline BPG events:** develop templates for recurring BPG events (festivals, Parent Ed Nights, Registration, Pastries for Parents) so that the process is smooth from year to year.
- **Survey families at registration**
- **Develop system for contacting families:** BPG board members contact Birchtree families by phone
- **Connect with Waldorf communities:** grow relationships with Winterberry, Anchorage Waldorf and other Waldorf communities

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**Goal:** Develop a structured financial plan to sustainably train teachers, support field trips, and provide parent education.

- **Establish a standing fund-raising committee:** to oversee fund-raising plan, grant-writing activities, passive income stream
- **Define established fundraising events**
- **Develop a sustainable income stream**
- **Support small, curriculum-aligned, money-making ventures within Birchtree community**

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## **BPG DRAFT Calendar 2015-2016**

**(Bold items are BPG the rest are school wide items and are still a draft and not yet approved)**

### **August - Registration**

August 11-13 - PD

August 14 - WD

### **August 14 - Back to school Picnic and Curriculum Walk**

August 25 Parent Meetings Grades 1 and 2

August 26 Parent Meetings Grades 3 and 4

August 27 Parent Meetings Grades 5 and 6

September 1<sup>st</sup> Parent meeting Grades 7 and 8

September 2<sup>nd</sup> Parent Meeting Kindergarten

### **September – Square One Art begin**

### **September 26<sup>th</sup> Fall Faire**

### **October 15<sup>th</sup> Simplicity Parenting Night**

October 29 Parent conferences

### **October 29<sup>th</sup> Knit a thon?**

October 30 PD

### **November – Elections**

### **November 8<sup>th</sup> BPG Swim Night**

### **November 18<sup>th</sup> Volunteer Potluck after BPG meeting**

November 10 Lantern Walk

November 11 PD

### **December 7-17<sup>th</sup> School Store Open**

December 18 WD

### **January 10<sup>th</sup> BPG Swim Night**

January 15 PD

### **January 20<sup>th</sup> BPG Meeting – Focus on Strategic Planning**

### **January 30<sup>th</sup> Board Retreat**

February 2<sup>nd</sup> Parent Meeting Kindergarten

February 3<sup>rd</sup> Parent meeting grades 7 and 8

February 4<sup>th</sup> Parent meeting grades 3 and 4

February 9<sup>th</sup> parent meeting grades 5 and 6

February 10 parent meetings grades 1 and 2

### **February 25<sup>th</sup> Simplicity Parenting Night**

### **March 23<sup>rd</sup> Volunteer Potluck after BPG meeting**

March 24 Parent conferences

April 7<sup>th</sup> Curriculum Night/Art Walk

March 25 PD

May 13 Graduation

### **May 14<sup>th</sup> May Faire**

May 19 School closes

May 20 and 23 WD

**School Store will be open the third Wednesday of every month from 2:45-3:45**