



MEETING INFORMATION	
Objective:	BPG Planning / Business
Date:	2/18/2015
Time:	3:45 PM – 5:15 PM
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.

MEETING ITENARY			
	Estimated Time	Agenda Items	Notes
I.	5min	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.	5 min	Approve Agenda	
III.	5 min	Approve Minutes	
IV.	15 min	Standing Monthly Reports:	
		A. Administration	
		B. APC Liaison	See attached report
		C. Executive Council	
		D. Finance	
		E. Parent Engagement	
		F. School Store	See attached report
		G. Class Reports	
V.	5 min	Recently Completed	
		A. Parent Education Night	
VI.	30 min	Current & Upcoming Events	
		A. Fund Raising Committee	See attached report
		B. Task Brainstorming and Assignments	
		C. Board Retreat	
		D. School of Choice Fair- February	
		E. Volunteer Potluck March 18th	
		F. May Faire	
		G. Schedule Pool Day	
		H.	
VII.	5 min	Calendar Check-in	
		A. Next meeting Date Scheduled	3/18/15 3:45-5:15
		B. Agenda Requests	
		C. Next Pastries Date Scheduled	April 3,2015
VIII.		Adjournment	



APC Liaison Report

February 11, 2015

We've communicated with Representative Gattis and were able to submit Birchtree's Capsis. Requesting money for land and building. We should hear something next month.

Early Literacy Screener – Department of Education & Early Development proposed regulation changes the Alaska Administrative Code

Allow a school to request a waiver from early literacy screenings for students in Kindergarten and/or grade one. Set criteria by which the commissioner of education will consider a waiver.

Proposed changes are open for public comment thru February 27.

Even if the proposed changes are adopted our students in grades K-1 would have to participate in the screener this year.

The charter school principals have drafted a memo to waive payment of property taxes. The municipality of Anchorage has recently approved reimbursement of property taxed for their charter schools.

Pedagogical Council – added 2 new members; Sue Albina is taking Diep Tran's seat and Susan Halseth is filling the special education seat.

They have drafted a standard for field trip, organized by grade.

They have begun, with BPG input, to draft a sustainable fundraising guideline.

They are working on synthesizing Birchtree's core values.

They have begun to study components of an international Waldorf assessment performed in spring of second grade. It involves individual evaluation aimed at assessing the whole child. The assessment would be completed by the Educational Support Teacher and a Support Team. Areas of observation:

Spatial orientation, body awareness, crossing the midline, hand dominance, auditory processing, auditory memory, auditory sequencing, hearing, visual motor capacity, visual memory, word reading fluency, passage reading fluency and math computation fluency.



Bylaws Committee – have drafted changes to our lottery for this year.

Step 1 – Fill out intent to enroll form

Step 2 – Observe in a classroom during a 2 week block in February (2/16 – 2/27)

Step 3 – Parents fill out a questionnaire

Step 4 – Parents meet with Donna, Brandt or Cathy for an interview. 4-5 questions will be asked.

Parents answer can be clarified as needed.

The office will keep track of observations & questionnaire by way of sign in sheets. When all steps are completed their child's name will be placed into the lottery.

They are discussing term limits for APC members and increasing the teacher held positions from 2 to 3.

Building Expansion Committee – They have met with the school district and assembly member about Borough land and the possibility of a USDA loan.

Waiver Committee – Tabled discussion until after the School Board meeting. They will now meet and draft a new waiver request that will meet any new criteria the District School Board adopted.

APC will be having a work session March 3 at 3:30 to determine what they would like to see in the strategic plan.

Board retreat will be March 21 from 9 a.m. – 3 or 4 p.m. Currently looking for a venue large enough for all our board members and any future participants.



**Grant writing/Fundraising Committee Report
4 February 2015
Meeting Summary**

Attending: Dave Auld, Brandt Bowen, Jennifer Green, Ernie Hetrick, Heather Lee, Laura Sampson, Kelly Strawn, Paula Werner

Unable to attend: Jennifer Budde, Anna Folsom, Ingrid Ling, Kristi Shea, Jennifer Sundquist

1. *Identify funding gaps in Birchtree community (in no particular order)*

- Parent Partnership Coordinator**
- Teacher training (both certification and on-going)**
- 8th grade trip**
- New school building and/or expansion**
- Other field trips**
- Relief on other operating budget expenses (ie building energy efficiency)**

2. *Prioritize funding needs*

Teacher training (short and long-term)

3. *Identify what fundraising skills/grant writing skills are needed*

- Grant writing: identifying grants**
- writing grants**
- monitoring grant**
- Fundraising: creating fundraising plan**
- overseeing fundraising**

4. *Assess skills currently available and those that are needed*

- Grant identification: Kelly Strwn**
- Grant writing: Kelly Strawn, Ingrid Ling, Jennifer Green, Ernie Hetrick**
- Fundraising plan creation: Pedagogical council, Heather Lee, Jennifer Green, Dave Auld, Christy Hamelink**
- Fundraising oversight: Jennifer Green, Christy Hamelink**

5. *Outline action steps to be taken – who, what, when?*

ACTION STEPS AND DEADLINES:

- 2/13/15: Brandt Bowen: identify additional funding priorities from budget**
- 2/20/15: Kelly Strawn: identify education and energy grants**
- 2/27/15: Pedagogical Council: approve fundraising plan**
- 3/4/15: Jennifer Green, Dave Auld, Christy Hamelink, Heather Lee, Donna Levesque: Fundraising Committee Meeting to finalize fundraising plan for 2015-16 school year**



January Store Report 2015

The last month was spent restocking the store.

spent 283.20 at Mercurius

spent 44.00 at Amazon (books)

spent 72.50 Holy Archangel

Had 287.00 in sale since January 9th