



MEETING INFORMATION	
Objective:	BPG Planning / Business
Date:	June 3, 2015
Time:	3:38PM – 5:10PM
Location:	Birchtree Charter School
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-Universal Giving 4-Providing Financial Support 5-Connect To The Larger Community
Attendance:	Celena Brunot, Laura Sampson, Nancy Black, Tiffany Kent, Heather Lee, Paula Werner, Karie Raynovic, Debbie McKimmey, and Kristi Shea.

MEETING ITENARY		
	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, Heather moved to pass: Tiffany seconded it: all in favor: motion passed.
III.	Approve Minutes	Celena entertained motion to approve May 13, 2015 minutes, Heather moved to pass; Tiffany seconded it; all in favor: motion passed.
IV.	Standing Monthly Reports:	
	A. Administration	Celena agreed to request that administration attend BPG meetings. It was decided that it would be appropriate for them to leave after the first 15 minutes if they desired.
	B. APC Liaison	See Attached report. Next APC meeting June 10, 2015.
	C. Executive Council	Did not meet
	D. Finance	See Attached report. It was confirmed from Vanessa that box top funds will go towards school supply scholarships
	E. Parent Engagement	Regin will send cost sheet for parent talk in connection with winterberry for parent nights.
	F. School Store	See Attached report.
V.	Current & Upcoming Events	
	A. 2015/2016 Budget	See Attached report. This was approved at the May Meeting.
	B. Calendar, & Task Assignments	Strategic planning and Calendar assignments discussion initiated. Copies of Draft plan sent with each member to provide feedback. Discussion on this plan will continue via email and a final plan will be approved at a Fall BPG meeting. We need to be valuable to the staff. Are we fulfilling our mission? Our value is hard to quantify. See Attached strategic plan draft.
	C. Strategic Planning	
	D. Lead Parents	School Wide Lead Parent / Lead parent education. Heather and Laura agreed to write up a description on what being a lead parent is about.
	E. Fall Faire	September 26 <sup>th</sup> . Planning will start at next meeting.
	F. Fundraising and BPG	The more we support the fundraising, the more successful it will be. The Pedagogical council would like support with the fund raising plan that they sent



			out. As the BPG we need to develop a structured financial plan. A memorandum of agreement with the APC will be needed, as we are the non-profit.
		G. CPR /Babysitting class for 7 <sup>th</sup> & 8 <sup>th</sup> grade students	Keep on agenda for the fall.
		H. 2015/2016 Registration	<p>August 4<sup>th</sup> 12:00-4:00pm, August 5<sup>th</sup> 9:00-12:00 and August 6<sup>th</sup> 4:00PM-8:00PM</p> <p>Fruit, cookies, coffee. We will have computers for Data entry into help counter as well as paper forms. We need a list of who is registered to check families off as they are entered. We will need to make contact with those who we miss.</p> <p>Education on parent leads will be provided at registration. Heather Laura agreed to write up Lead parent descriptions.</p> <p>Heather will email out last years survey to allow for adjustments.</p> <p>BPG Registration Volunteers              August 4<sup>th</sup>-Laura, Paula, Celena              August 5<sup>th</sup>-Kristi, Heather              August 6<sup>th</sup>-Laura, Tiffany and Nancy</p> <p>Celena will check with Dan Klauder to see if the 8<sup>th</sup> grade would like to have a Bake Sale at registration.</p>
		I. Subway fundraising cards	Heather moved that the 7 <sup>th</sup> / 8 <sup>th</sup> grade use our 5013C nonprofit to get Subway fundraising cards; Karie seconded it; all in favor: motion passed.
VI.		Calendar Check-in	
		A. Next meeting Date Scheduled	August 19, 2015 @ 3:45
		B. Agenda Requests	<p>CPR /Babysitting class for 7<sup>th</sup> &amp; 8<sup>th</sup> grade students</p> <p>Fall Faire</p> <p>Strategic Plan</p> <p>Job descriptions</p> <p>Fund Raising.</p>
		C. Next Pastries Date Scheduled	9/11/2015
VII		Adjournment	Paula Motioned to adjourn; Nancy seconded



**APC Liaison Report  
May 20, 2015**

We are projecting 392 students for next year. APC approved the increase in kindergarten student from 18:1 to 20:1.

The Borough funded almost the entire 3% increase that was requested, waiting on the state budget.

We are still waiting for a response on the tax reimbursement.

The building expansion plans were approved. The goal will be to have 1 classroom completed for the fall, with the rest underway.

In total we would get a small gym, lobby area, more restrooms and 5 classrooms.

We will be welcoming new staff:

6<sup>th</sup> grade – Jennifer Jabbour

Special Ed – Bill Luce, Margo Merrill and Sara Morfin

**Store Report May/June 2015**

store: made 102 dollars (+10)\*

spent: nothing

\*We have an extra 10 dollars--not sure where it came from but I included it because it was in the box--pretty sure it was handed to me for something in a hurry--Sorry, it does get crazy when everyone is pouring out of the school!



UPDATED MAY 29, 2015							
Checking Account Balance		\$ 18,155.30					
PayPal Account		\$ 84.86					
<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	\$ 351.91	\$ 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	\$ 262.01	\$ 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	\$ 588.52	\$ 761.48	\$ 344.00	\$ 2,500.00	\$ (244.52)	\$ 1,500.00
<b>Non Event Income</b>			\$ -			\$ -	\$ -
Grants			\$ -			\$ -	\$ -
School Store	\$ 1,500.00	\$ 2,579.52	\$ -	\$ 4,296.03	\$ 2,000.00	\$ 1,716.51	\$ 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>\$ 6,097.83</b>	<b>\$ 5,080.53</b>	<b>\$ 13,133.47</b>	<b>\$ 18,550.00</b>	<b>\$ 7,318.06</b>	<b>\$ 11,750.00</b>

**Birchtree BPG Minutes**



**June 2015**

Programs - Non revenue	Budget	Expended	Balance				Comments
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			\$300.00			
P.I.T.C.R.E.W / Parent Support	\$ 2,700.00	\$ 844.46	1,855.54				
Total (non revenue program expense)			5,014.37				
Admin Expenses - non event	Budget	Expended	Balance				Comments
Business Supplies			0				
Tax Preparer		\$ 14.99	\$ (14.99)				Inuit 1099E-File Service Fee
Insurance (BPG liability)			\$ -				
Signs	\$ 500.00	\$ 300.00	200				
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>	\$ 920.00		<b>\$ 320.36</b>				
Total Funds held in reserve for budgeted items	\$ 14,378.83		10,415.26				
Total Unrestricted Funds (CHECKING - TOTAL BUDGET)			\$ 7,824.90				

There are \$50 of old uncleared checks  
 L#7 approved \$350.00 for petting zoo-May Faire

Check made out to Birchtree Charter School

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



**L#25 School Scholarship added**

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

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

Total:  
 \$1472.04  
  
 BTC \$2040

EVENT	2014/2014 BUDGET	Expended	2015/2016 BUDGET
Summer Arts Camp	\$2,500	\$2,319.69	\$2,500.00
Fall Fairie/ Run Birches	\$1,050.00	\$348.09	\$1,050.00
Square1 Art	\$0	\$0	5th Grade
Parent Night (2)	\$800.00	\$131.50	\$1,300.00
School Auction	\$0	\$0	8th Grade
Alternative Fair	\$200.00	\$0	\$0.00
Rummage Sale	\$300.00		7th Grade
May Faire	\$1,000.00	\$588.52	\$1,000.00
<b>Total</b>			<b>\$5,850.00</b>
<b>Non Event</b>			
Grants	\$0	\$0	\$0.00
School Store	\$1,500.00	\$2,579.52	\$2,500.00
Pick, Click, Give	\$250.00	\$0	\$0.00
Donations	\$0	\$0	\$0.00
<b>Total</b>			<b>\$2,500.00</b>
<b>Programs non revenue</b>			
Playscape	\$3,159		\$3,159.00
Teacher Appreciation/gifts	\$0		\$0.00

**Birchtree BPG Minutes**



**June 2015**

BTC Professional Development	\$0	\$2,040.00	\$0.00
School Scholarship	\$1,000.00	\$1,000.00	\$1,000.00
Music Scholarship	\$300.00	\$0	\$300.00
P.I.T.C.R.E.W/Parent Support	\$2,700.00	\$844.46	\$2,700.00
Retreat	\$0.00	\$100.00	\$100.00
<b>Total</b>			<b>\$7,259.00</b>
<b>Admin Expenses</b>			
Tax Preparer	\$0	\$14.99	\$100.00
Insurance (BPG Liability)	\$0		Looking into
Signs	\$500.00	\$300.00	\$500.00
Bank Fees	\$100.00	\$0	\$100.00
Property Tax	\$250.00	\$229.64	\$250.00
Attorney General Report	\$40.00	\$40.00	\$40.00
Biennial Corporate Tax	\$30.00		\$30.00
<b>Total</b>			<b>\$1,020.00</b>
<b>Total Funds held in reserve for budget</b>	<b>\$14,378.83</b>		<b>\$16,629.00</b>



**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





**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**

<b>GOAL:</b>	<b>TASK:</b>	<b>WHO:</b>	<b>WHEN:</b>	
<b>DEVELOP AND MAINTAIN RHYTHM AND ROUTINE</b>	Establish BPG calendar	BPG Board	April, annually	
	Maintain BPG bulletin board		as needed	
	Coordinate calendar with school, APC, Ped Council	Chair		
	Conduct regular monthly meetings	BPG Board	3 <sup>rd</sup> Wed of each month	
	Maintain schedule for obtaining reports	Secretary	as needed	
	Provide reports in a timely manner	Committee chairs	as needed	
	Post minutes and agendas on regular schedule	Secretary	as needed	
	Attend Executive Council meetings	Chair, Vice Chair	monthly	
<b>STREAMLINE ORGANIZATION:</b>	Develop job descriptions for officers and board members	Karie		
	Develop lead parent job descriptions	Heather		
	Update and organize googledocs		December 2015	
	Utilize googledocs for posting BPG documents		June 1, 2015	
	Train board members in access and use of system		September 16, 2015	
	Update HelpCounter system		ongoing, as needed	
	Utilize HelpCounter system to access volunteers			
	Educate families on use of HelpCounter	BPG Board	Parent Meetings	
	Create freestanding BPG website linked to school site			
	Maintain BPG website			
<b>PROVIDE SUPPORT</b>	Develop templates for recurring BPG events			
	Survey families at registration	BPG Board	Registration	
	Attend Parent Meetings as BPG representatives	BPG Board	September, January	
	Contact families by phone or in person annually	BPG Board	fall semester	
	Grow relationships with Waldorf communities			
<b>DEVELOP A STRUCTURED FINANCIAL PLAN TO SUSTAINABLY TRAIN TEACHERS, SUPPORT FIELD TRIPS AND PROVIDE PARENT EDUCATION</b>	Liaison to APC fundraising committee			
	Support defined fundraising events			
	Research sustainable income streams			
	Support small, curriculum-aligned, money-making ventures			

