



MEETING INFORMATION	
Objective:	BPG Planning / Business
Date:	May 13, 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.
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

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	Meeting Held May 13, 2015, no report will be available
		C. Executive Council	See Attached report page 2
		D. Finance	See Attached report page 3
		E. Parent Engagement	
		F. School Store	See Attached report page 2
V.	45 min	Current & Upcoming Events	
		A. Fund Raising Committee	
		B. May Faire	
		C. CPR /Babysitting class for 7 th & 8 th grade students	
		D. Strategic Planning	See Attached Rough Draft Page 5
		E. 2015/2016 Calendar	See Attached report page 6
		F. Calendar, & Task Assignments	
		G. 2015/2016 Budget	See Attached page 4
		H. Sumer Meetings	
		I. 2015/2016 Registration	
VI.	5 min	Calendar Check-in	
		A. Next meeting Date Scheduled	
		B. Agenda Requests	
		C. Next Pastries Date Scheduled	9/4/2015
VII.		Adjournment	



Executive Meeting Report

We talked about new families being added to the help counter roster and being alerted to the addition of new families--got the YES from admin that we will be told--also brought up we should know when families leave so we can adjust that way too and quit calling/emailing families who no longer attend the school--also got a YES

BPG was asked to provide lunch for teachers--we did and it was nice

We've been asked to help set up the last day picnic area about 10:30--just taking out tables and setting them up no cooking or anything--I think it's time we bought a 5 gallon water dispenser--maybe the cooler style? then we just encourage everyone to bring a water bottle?

Sounds like fundraising is almost finalized along with a homework plan

Was brought up that the BPG never says how much money we make at events and I responded that I personally felt weird about saying a dollar amount (I stressed this was me and NOT a BPG feeling in general) we talked about money made at May Faire--rumor was BPG made 2,000 so we may need to actually provide numbers? I think in total the money made from each booth plus our small amount of donations was around 2,000 so maybe that's where the number came from--

Store Report April/May 2015

Store made 55 dollars

Making the transition to Paula taking over the store for the next year--we'll need to talk about debit cards, accounts and the like

Birchtree BPG Agenda



May 2015

UPDATED 05/08/2015							
Checking Account Balance		\$	18,192.79				
PayPal Account		\$	84.86				
	BUDGET2014-15			INCOME2014-15			
PROGRAMS - REVENUE	Budget	Expended	Balance	Actual Income	Projected Income	Profit/Loss	Projected Profit
EVENTS							
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	\$ 320.00	\$ 2,500.00	\$ (268.52)	\$ 1,500.00
Non Event Income			\$ -			\$ -	\$ -
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			\$ -
Total Income	\$ 7,600.00	\$ 6,097.83	\$ 5,080.53	\$ 13,109.47	\$ 18,550.00	\$ 7,294.06	\$ 11,750.00
Programs - Non revenue	Budget	Expended	Balance				Comments
Playscape	\$ 3,158.83		3,158.83				Playscape
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)				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)				Membership
Attorney General Report	\$ 40.00	\$ 40.00	0				
Biennial corporate tax	\$ 30.00	\$ -	0				
Total Admin Expense	\$ 920.00		\$ 320.36				
Total Funds held in reserve for budgeted items	\$ 14,378.83		10,415.26				
Total Unrestricted Funds (CHECKING - TOTAL BUDGET)			\$ 7,862.39				

There are \$50 of old uncleared checks

L#7 approved \$350.00 for petting zoo-May Faire

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

Check made out to Birchtree Charter School

L#25 School Scholarship add/Wrote Check to Birchtree Charter School 12/18/14



EVENT	2014/2014 BUDGET	Expended	2015/2016 BUDGET
Summer Arts Camp	\$2,500	\$2,319.69	
Fall Fairie/ Run Birches	\$1,050.00	\$348.09	
Square1 Art	\$0	\$0	
Parent Night (2)	\$800.00	\$131.50	
School Auction	\$0	\$0	
Alternative Fair	\$200.00	\$0	
Rummage Sale	\$300.00		
May Faire	\$1,000.00	\$588.52	
Non Event			
Grants	\$0	\$0	
School Store	\$1,500.00	\$2,579.52	
Pick, Click, Give	\$250.00	\$0	
Donations	\$0	\$0	
Programs non revenue			
Playscape	\$3,159		
Teacher Appreciation/gifts	\$0		
BTC Professional Develop	\$0	\$2,040.00	
School Scholarship	\$1,000.00	\$1,000.00	
Music Scholarship	\$300.00	\$0	
P.I.T.C.R.E.W/Parent Sup	\$2,700.00	\$844.46	
Admin Expenses			
Tax Preparer	\$0	\$14.99	
Insurance (BPG Liability)	\$0		
Signs	\$500.00	\$300.00	
Bank Fees	\$100.00	\$0	
Property Tax	\$250.00	\$229.64	
Atterney General Report	\$40.00	\$40.00	
Biennial Corporate Tax	\$30.00		
Total Funds held in rese	\$14,378.83		



**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**

•



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 1st Parent meeting Grades 7 and 8

September 2nd Parent Meeting Kindergarten

September – Square One Art begin

September 26th Fall Faire

October 15th Simplicity Parenting Night

October 29 Parent conferences

October 29th Knit a thon?

October 30 PD

November – Elections

November 8th BPG Swim Night

November 18th Volunteer Potluck after BPG meeting

November 10 Lantern Walk

November 11 PD

December 7-17th School Store Open

December 18 WD

January 10th BPG Swim Night

January 15 PD

January 20th BPG Meeting – Focus on Strategic Planning

January 30th Board Retreat

February 2nd Parent Meeting Kindergarten

February 3rd Parent meeting grades 7 and 8

February 4th Parent meeting grades 3 and 4

February 9th parent meeting grades 5 and 6

February 10 parent meetings grades 1 and 2

February 25th Simplicity Parenting Night

March 23rd Volunteer Potluck after BPG meeting

March 24 Parent conferences

April 7th Curriculum Night/Art Walk

March 25 PD

May 13 Graduation

May 14th 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