



MEETING INFORMATION	
Objective:	BPG Planning / Business
Date:	May 13, 2015
Time:	3:50 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

Attendance:	Celena Brunot, Laura Sampson, Nancy Black, Amy Vander Schrier, Tiffany Kent, Heather Lee, Paula Werner, Debbie McKimmey, Karie Raynovic. Non voting members- Nancy Burnett,
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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	Celena entertained motion to approve agenda, Tiffany moved to pass: Karie seconded it: all in favor: motion passed.
III.	5 min	Approve Minutes	Celena entertained motion to approve April 15, 2015 minutes, Tiffany moved to pass; Laura seconded it; all in favor: motion passed.
IV.	15 min	Standing Monthly Reports:	
		A. Administration	Not present. Celena will bring up attendance to administration. Administration has attended 5 out of 10 meetings. Talked about asking administration to attend only the first 15min of each meeting.
		B. APC Liaison	Meeting Held May 13, 2015, no report will be available Meeting next week. Meeting was scheduled for tonight but rescheduled. Debbie will send an update.
		C. Executive Council	See Attached report page 2. Parents are needed to help put out tables and fill water coolers. Nancy Motioned that the BPG purchase water two coolers for an amount less than \$150. Tiffany moved to pass; Debbie seconded it; all in favor: motion passed. Laura agreed to purchase the coolers.
		D. Finance	See Attached report page 3 Money was moved from Pay pall only \$84.86 is left in PayPal account.
		E. Parent Engagement	Last pastries of the year was lightly attended.
		F. School Store	See Attached report page 2 Store was open today. Laura transitioning out of store. Paula will take over store. BPG debit card will be changing from Laura Sampson to Paula Werner. This will be addressed at next meeting.
V.	45 min	Current & Upcoming Events	
		A. Fund Raising Committee	Nothing to report. (Remove from agenda)



		B.	May Faire	<p>2nd grade did well. There were no flowers left over. It was discussed that drinks should be moved to 7th grade, as this was a successful fundraiser. Mostly positive feedback. One area for improvement, it was reported that there was no announcement for May pole. A possible change for next year would be to add a bugle to announce May pole.</p> <p>It was decided that the Fall and May Faire would be put on by donation in the future as this received well by the committee.</p>
		C.	CPR /Babysitting class for 7 th & 8 th grade students	Nothing new at this time.
		D.	Strategic Planning	See Attached Rough Draft Page 7 To revisit at a later date.
		E.	2015/2016 Calendar	See Attached report page 6 Change calendar from draft. Trainers for Lifeways Program here in October and March. Regin suggested that we have them present at a parent night. It was agreed by the group to try to have them present. Nancy will ask Regin to pursue Lifeways instructors.
		F.	Calendar, & Task Assignments	To be done with strategic planning It was suggested that BPG members attend parents meeting to inform parents what the BPG is what we do. It would also be helpful to let the community know how much events cost. Suggestions for Planning a giving capital campaign for teacher training (quality education). APC wanting to do fund raising this will be addressed at a later date.
		G.	2015/2016 Budget	See Attached page 5 & 6 for updated budget. No summer camp this year, but it was decided to keep it budgeted so that we can try to restart it next year.
		H.	Sumer Meetings	Heather will Request an expanded meeting work session for fund raising. Executive, Pedagogical, APC, BPG representation to give guidance on fundraising plan. This meeting will be after the 20 th . BPG will meet June 3 and again prior to registration.
		I.	2015/2016 Registration	-Need flyer created for the different options that Birchtree can earn money from amazon smiles. Target, Safeway and other similar points programs. -It was decided that the school could use the BPG card reader to allow payment of school fees at registration and during school store hours.
VI.	5 min	Calendar Check-in		
		A.	Next meeting Date Scheduled	June 3 rd 3:30 for registration and strategic planning/fundraising Revisit budget
		B.	Agenda Requests	Lead Parents (communication). School wide lead parent Fall Faire Fundraising and BPG CPR
		C.	Next Pastries Date Scheduled	9/11/2015
VII.		Adjournment		Amy Motioned to adjourn; Laura seconded.



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 minutes



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

Birchtree BPG minutes



May 2015

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
Total			\$5,850.00
Non Event			
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
Total			\$2,500.00
Programs non revenue			
Playscape	\$3,159		\$3,159.00
Teacher Appreciation/gifts	\$0		\$0.00
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
Total			\$7,259.00
Admin Expenses			
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
Total			\$1,020.00
Total Funds held in reserve for budget	\$14,378.83		\$16,629.00



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 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