

**Birchtree Parent Guild Meeting Minutes**  
**Birchtree School**  
**February 29, 2012**

Meeting called to order by Board Chair Ruthann Baker @ 3:34pm.

BPG Present: Ruthann Baker, Jennifer Budde, Kelly Nelius, Heather Lee, Lora Mahoney, Kristi Shea.

BPG Absent: Lori Berrigan, Susan McCauley, Amy Sharrer, Greg Stuckey, Jo Terwilliger.

Also present: Joe Nolting; Mike Walsh, Foraker Group; Cathy Lee; Cathy Griffiths (left at 4:04); Tisha Jones; Lisa Shields (arrived at 4:11).

*Consent Agenda*

**Motion:** Jennifer Budde moved to approve agenda and consent agenda; Lora Mahoney seconded the motion; motion passed unanimously (6-0).

*Land Donation:*

Mr. Joe Nolting presented information about ½ acre lot near Birchtree which he and his wife are interested in gifting to the school. Land recently appraised at \$25,000. Owning the land includes access to Finger Lake that is approximately ¼ mile from the lot. Mr. Nolting shared that the intent was to gift the land to the school to be utilized by present and future students and/or used as a financial asset, as needed.

**Motion:** Jennifer Budde moved to accept the donation of land to the BPG to benefit the students of BCS; Kristi Shea seconded the motion; motion passed unanimously (6-0).

Old Business:

*Pick-Click-Give:* Kristi Shea has initiated the paperwork needed to register the BPG as a recipient of the Permanent Fund Dividend Pick-Click-Give program. Greg Stuckey has remainder of paperwork and will get with Kristi to complete it so that BPG is registered for next year. There is a \$250 fee each year to remain registered for the program.

*Potluck* is now associated with Parent Teacher Conferences on Friday, March 9<sup>th</sup>.

*Gaming Permit and Resolution 12-01:* Greg Stuckey was not present to discuss these agenda items.

*Parent Social* will be held on Saturday, April 7<sup>th</sup> at the Palmer Depot. This is intended to be a fun evening for parents to gather and share social time together, with a fundraising component to it. Kelly Strawn is the committee chair. Kelly needs additional committee members. Suggestion was made to schedule a meeting. Jennifer Budde plans to attend that meeting.

Reports:

*APC Report:* Cathy Lee gave the APC report. The next APC meeting is a joint meeting with BPG and will be on March 22<sup>nd</sup>. The preliminary budget for next year will be presented.

*Treasurer report* – Greg Stuckey was not in attendance.

*Parent Partnership Update:* Tisha Jones will attend Foraker training for volunteer management and is leaning towards having lead volunteers also be part of training. Tisha summarized what she has been doing since starting in her new position just a few weeks ago. A formal system for logging volunteer hours will be

established by Fall 2012. The Thank You Committee is in place. Some concern was expressed about acknowledging only volunteers who are above and beyond to the exclusion of others. The suggestion was made to combine April 7<sup>th</sup> Parent Social and Thank You Event. The Gratitude Wall is being developed with collaboration of the a local ceramic artist. The goal is to have quarterly parent education evening workshops. Tisha is currently looking for larger venue for concerts. The Parent Satisfaction Survey is in the works and will be out before the end of this school year.

*School lunch program:* Birchtree parent June Ruda has developed an option for providing hot lunches twice a week to the school on month and half trial period this spring. Cost would be approximately \$7-7.50 per meal. Due to school district nutrition services policy, this cannot be a school- and/or staff-sanctioned event and therefore does not require BPG approval.

*Grant Update:* Kelly Nelius shared that there are no new approvals necessary today but will be several at next month's meeting. Kelly and Susan McCauley attended the grant training in Washington DC earlier this month. The grant requires the fiscal policies and procedures need to be updated in place. Kelly met with Dale Cope, the grant evaluator, to discuss what needs to be done to remain in compliance with the teacher training grant.

#### New Business:

*Remote Attendance:* Lisa Shields suggested that in order to get more participation during the meeting that teleconferencing might be made available to parents. The possibility of web streaming the meetings was also suggested. Discussed that access to meetings might be a good question to add to the Parent Satisfaction Survey. Mike Walsh suggested developing specific parent forums to address those issues that are relevant to parents. The BPG will do a trial teleconferencing at the next BPG only meeting. Heather Lee will research the web streaming option, for future reference.

*Board Improvement:* Jennifer Budde reported that the annual meeting date from March to November is the only pending change in the BPG by-laws so far. This allows for each new year's parents to have the opportunity to serve on the board, and for all BPG members, old and new, to attend the board training and retreat in the fall. Continued work on the by-laws (including board job descriptions and a board matrix) will be done by a work group/ad hoc committee made up of Heather Lee, Kristi Shea, Jennifer Budde, and Ruthann Baker.

**Motion:** Kristi Shea moved to approve changing annual meeting date from March to November; Kelly Nelius seconded the motion; motion passed unanimously (6-0).

*BPG Calendar:* Tisha Jones is on the school Calendar Committee. Jo Terwilliger was appointed (in absentia) to as the BPG liaison to the Calendar Committee.

*Equal Exchange:* Jennifer Budde presented a fundraising idea, selling items created in developing countries. More exploration and possibly finding specific ways such fundraising can fit into the curriculum is needed.

**Motion:** Kristi Shea moved to adjourn the meeting; Jennifer Budde seconded the motion; motion passed unanimously (6-0).

Meeting was adjourned at 5:56pm.

Respectfully submitted by Heather Lee, Acting Secretary.

