



## **Birchtree Parent Guild/ APC Joint Meeting Notes**

**Birchtree School**

**January, 4 2012**

BPG attendance: Heather Lee, Lora Mahoney, Jennifer Budde, Kristi Shea, Susan McCauley, Greg Stuckey, Amy Sharrer, Lori Berrigan, Ruthann Baker, Jo Terwilliger

APC attendance: Susan McCauley, Cathy Lee, Dan Klauder, Cara Horvath, Donna Levesque, Brooke Loudon, Kirsten Gerrish, Lori Berrigan

Meeting Called to Order by Lori Berrigan and Ruthann Baker @ 3:36

Amend agenda adding BPG dates and times as first agenda item

**I. Proposed changed dates for BPG and APC**

February 1st- 3:30

February 29<sup>th</sup> -3:30

March 28<sup>th</sup> - 3:30

April 25<sup>th</sup> - 3:30

May 16<sup>th</sup> - 3:30

Proposed changed dates for APC

January 12<sup>th</sup>- 3:30

February 9<sup>th</sup> – 3:30

March 8<sup>th</sup> – 3:30

April 12<sup>th</sup> – 3:30

May 10<sup>th</sup> – 3:30

Since meeting was not posted 24 hours in advance, we will have to vote all items in at next meeting.

Leon Smith, from Planet Playscape, has finished the Playscape master plan and it will be presented at next APC meeting. BPG members may want to come so that the demonstration doesn't have to be repeated. Parents will be invited to attend the January 12th meeting @ 3:30.

March 22nd- BPG is invited to attend the Budget Meeting for the APC.

II. **Grant Objectives Overview**-(see attachments) Susan, as the Grant Project Director, went over which entity is in charge of which of the grant Areas of Focus and Grant Actions and Objectives.

Grant Actions, Objective 1, "Maintain a culture of excellence and high expectations for all students" would fall under the Schools responsibility,

Grant Objective 2, "Assure quality, Waldorf-trained teachers in every classroom," would also fall under the Schools responsibility (Admin and Staff),

Grant Objective 3, "Promote parent involvement and satisfaction with BCS," BPG is largely accountable, as is the School Administration. There is a need to collect data for volunteers. Kelly Nelius attended Volunteer Training during Christmas Break. A Parent Partnership Coordinator will be hired this month to help with Volunteers and Thank You System and he/she will report to the BPG. Members from both the BPG and APC will sit on hiring committee to hire the Parent Partnership Coordinator. It is still the BPG's responsibility to make sure Grant Objective 3 is accomplished. Ideas will be created at committee level. Already in place is the Thank you section in the school weekly newsletter. Discussion took place about a Thank you tree in the hallway and a thank you banquet to recognize volunteers. Need to create Thank you committee at next meeting.

Objective 1 and 2 are items that are in the APC strategic plan and the Birchtree Charter. The grant reinforces the need to complete these items. Some items will need to be brought to APC to for approval. Grant updates will be brought to each APC and BPG meetings.

It was suggested that the BPG may want to bring the parent education piece of its proposed Strategic Plan at assemblies. BPG also needs to create Parent Satisfaction Survey subcommittee by April.

APC is adjourned at 4:37 p.m.

III. **Questions to be answered regarding the grant** – Susan, Greg, additional questions, Need to create a financial policy. The idea was suggested that anytime we have a draw down, that we call Lashandra Thorton, Education Program Contact, and make sure they are an expense allowed by the grant. Concern was raised as to what Lashandra had voiced concerns on with teacher tuition. Susan then explained the misunderstanding. She pointed out that the misunderstanding was with the term "certification." She explained that the grant cannot pay for certifications but that the Waldorf Certificate is really professional development for the school. A financial policy for the grant needs to be created. Susan estimated that 9 checks will be cut.

Policy to draw down Grant Funds:

-Agenda item stating what the draw down will be at BPG meeting

-BPG to approve draw down at BPG Meeting

- Susan McCauley will draw down funds
- Greg Stuckey will cut check
- Jennifer Budde, Ruthann Baker, or Jo Terwilliger will sign check
- If reimbursing to one of signors, that signor can't sign check- vote on next meeting
- Emergency Plan: If there is a need to draw down funds in between meetings, Greg Stuckey can approve up to \$5000, Susan McCauley will then draw down funds, Greg Stuckey will cut the check and it will be signed by approved Signors. It will then be reported to the BPG at the next meeting.

BPG needs to think about getting credit card.

Computer for grant will be bought for parent partnership position

- IV. Who goes to D.C. for grant training in February? It was decided that Susan as Project Director and Kelly Nelius as Administrative Assistant will go to training.

### **BPG Meeting**

- I. Overview of strategic plan vote at next meeting to approve  
Needs to be done:  
Remind everyone to help with Parents for Pastries in January, February and March, as Kathy Griffiths is busy these three months. Ruthann Baker and Heather Lee will set up for Jan, Kristi and Jennifer will set up in Feb, Ruthann will set up in March.

Change by laws for elections in October, Greg and Lori to meet.

Write up expectation, job description to volunteer committee chair.

Agenda items for February 1, 2012 Meeting:

- Vote on grant financial policy
- Vote on Meeting dates
- Vote on Strategic Plan
- Create Thank you Committee
- Create Parent Satisfaction Survey
- Auction
- May Faire 1st Saturday in May
- Run through the Birches