



## **Birchtree Parent Guild Meeting Minutes**

**Birchtree School**

**November 17, 2011**

Meeting was called to order at 5:35 by Ruthann Baker

Board members Present: Ruthann Baker, Jennifer Budde, Susan McCauley, Lora Mahoney, Jo Terwilliger, Greg Stuckey (5:50), Lori Berrigan (6:00)

Others Present: Cathy Lee, Kelly Neilus, Kelly Strawn, Dan Klauder

**Grant Writing Committee-** Kelly Strawn from the grant writing committee discussed how she could use her work at The Palmer Soil and Water Conservation District to benefit the school and the BPG. She will find grants for Birchtree and bring them to the attention of the BPG to get approval to go forward and apply for the grants.

**Eighth Grade Trip** -Dan Klauder discussed the function of the Eighth Grade Trip. This Washington D.C. trip will be like a rite of passage for our eighth graders. APC approved funding of 40% of the funds needed. Dan asked BPG for help in fundraising. Discussion continued on how BPG could help. Discussion of accepting a truck as a donation and a portion of the proceeds will go to the eighth graders. Greg will work on getting the gaming permit in order to hold raffles.

Motion to accept the donation of the truck by Greg Stuckey

Seconded by Jennifer Budde

Unanimously approved

Discussion to use a "consent agenda" for this meeting and all future meetings to allow time to talk about new business.

Motion to adopt the use of a consent agenda for this meeting and future meetings – Lori Berrigan

Seconded By Greg Stuckey

Approved Unanimously

Motion to approve tonights meeting consent agenda by Lori Berrigan

Seconded by Jennifer Budde

Approved Unanimously

**Approval of Retreat Prep Committee** which went out by email vote.

Motion to approve the email vote to create a Retreat Prep Committee Greg Stuckey

Seconded Jennifer Budde

Approved Unanimously

**Approval of the Bylaw Amendment**, Article IV, Section 9: Removal which reads:

Directors are expected to attend, at a minimum, all regular BPG Board meetings. Although absences at times cannot be avoided, the Board may remove any Director who fails to attend three (3) such meetings during his/her term. Additionally, the BPG may remove a member with or without cause when it determines that the best interests of the BPG would be served thereby. Removal shall require a super majority vote of the full BPG. Removal shall require a super majority of the full BPG to be present. The BPG Director who is subject to removal may vote.

Motion to approve the Amended Bylaw for Removal by Lori Berrigan

Seconded by Jennifer Budde

Approved Unanimously

Confirmation of the vote to allow Lori to communicate with APC about executive session at November Special Meeting

Motion to allow Lori Berrigan to discuss Special Meeting executive session with the APC in an APC executive session if the need arises: Jennifer Budde

Seconded by Greg Stuckey

Approved Unanimously

**Thank You Committee**-Board discussed that there is a need for a Thank you committee for the school. BPG needs to form a committee and recruit a leader for this committee. Discussed the desire to have

students included with this process. It was decided that BPG will discuss this further at the Foraker Group Training in December and send it out for an email vote.

**APC Report** by Lori Berrigan: APC approved up to 40% of the funds needed for the eighth grade trip. They also discussed the upcoming retreat. Extracurricular activities will now need to go through APC for approval in order to determine whether the activity fits the mission of the school. Donna Lesveque and Cathy Busby will make decisions about what each grade will participate in. There will be no clubs for kindergarten because they go to school half day and need their rest. Approved soccer club and geography club.

**Resignations**-Board Acknowledged recent resignations and the need for Nicole Reynolds to do so in writing.

**Election** of two parents, one teacher, one employee/parent position. The following people were nominated for board positions.

Heather Lee – Parent, chaired Parent Volunteer committee and grant committee, has past board experience,

Motion to nominate Heather Lee to a parent position by Jennifer Budde

Seconded by Lori Berrigan

Approved Unanimously

Kristi Shea- Parent, teacher at Teeland Middle School, supporter of school, fundraising experience, board experience, and organizing events.

Motion to nominate Kristi Shea to a parent position by Lori Berrigan

Seconded by Greg Stuckey

Approved Unanimously

Motion to elect Heather Lee and Kristi Shea to the parent positions by Lori Berrigan

Seconded by Jennifer Budde

Approved Unanimously

Kelly Nelius- Parent, employee, past board experience. Administrative Assistant

Motion to elect Kelly Nelius to fill the Parent/Employee Position by Lori Berrigan

Seconded by Greg Stuckey

Approved Unanimously

Amy Sharer- Employee, First grade Teacher

Motion to elect Amy Sharer to fill Employee Position by Lori Berrigan

Seconded by Greg Stuckey

Approved Unanimously

**Auction** – We have one co-chair. Will put announcement in Friday update to ask for someone to chair. Discussed date change to be later in the Spring. Idea put forward to have the 7th grade to help with the auction to help raise funds for eight grade trip. Committee needed to be created to help with funding of eight grade trip.

Motion to move Auction to the Spring of 2012- Lori Berrigan

Seconded by Jennifer Budde

Unanimously Approved

Motion to form a committee to help with funding of Eight Grade Trip by Lori Berrigan

Seconded by Lora Mahoney

Approved Unanimously

**Treasurers Report-** Greg Stuckey- BPG needs to finalize decision on Bank Account Signers- \$8500 in bank, \$2000 still to be paid to playscape. \$5200 in unrestricted funds, \$3500 for auction will come out of that. We need signers on Grant Bank Account to be Susan McCauley and the BPG officers, Ruthann Baker, Jennifer Budde, Greg Stuckey and Jo Terwilliger. We have removed Lori Berrigan from the BPG general account and all current officers were added. Susan will always sign on the grant.

Motion to confirm email vote to approve signers on the BPG general account by Jennifer Budde

Seconded by Lori Berrigan

Approved Unanimously

Motion to put Susan McCauley, Ruthann Baker, Jennifer Budde, Greg Stuckey and Jo Terwilliger on the Grant bank account by Greg Stuckey

Seconded by Jennifer Budde

Approved Unanimously

**Retreat Preparation-** Retreat will be held in Wasilla at the Turkey Red Restaurant, December 2nd and 3rd. The APC will be funding the retreat up to \$5000. A phone conference was held with Mike Walsh, Jennifer Budde, Lori Berrigan and Susan McCauley. Both Boards will meet together and then we will break off and the BPG will work on its strategic plan. Boards need to read the book handed out by Susan before the Retreat. Email details will be sent out to each board before the retreat. Directors Manuals were created and are just a draft. Board members need to read the information in the manuals before the retreat.

**Spring Pictures-** Discussion on whether or not to have Lifetouch Spring Pictures. No packages have to be preordered like the fall pictures.

Motion to have Lifetouch take Spring Pictures by Greg Stuckey

Seconded by Jennifer Budde

Approved Unanimously

Meeting to be adjourned @ 7:26 p.m.

Motion by Kelly Nelius

Seconded by Kristi Shea

Minutes taken by: \_\_\_\_\_

Minutes approved by: \_\_\_\_\_