



Birchtree Charter BPG | MINUTES

January 23 | 3:30 | Meeting location *Ms. Amy Sharrer's classroom*

Meeting called by Type of meeting: Monthly meeting Facilitator: Jennifer Budde Note taker: Kristi Shea Timekeeper:	Attendees:
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Welcome and Introductions

AGENDA TOPICS

Agenda topic *Approve Minutes from December meeting*

Discussion [Conversation]

Conclusion [Closing]

Action items	Person responsible	Deadline
[Topic]	[Presenter]	[Date time]
[Topic]	[Presenter]	[Date time]

Time allotted | [Time] | Agenda topic *Parent Education* | Presenter *Listed below*

Discussion [Conversation]

Conclusion [Closing]

Action items	Person responsible	Deadline
1. Anchorage Waldorf speaker	Heather Lee	[Date time]
2. Book Club	Lori Berrigan	[Date time]
3. Monthly Family Fun Night		
4. Parent corner in Friday Update	Jennifer Budde & Diana Basner	
5. Art and anger management through art workshop	Jill Farris	
6. Prairie Adams discussion groups	Amy Sharrer	
7. Parent Meetings	Mary Beth Feldmen & Laurie Faubert	

Time allotted | [Time] | Agenda topic *Anchorage High School* | Presenter *Jennifer Budde*

Discussion [Conversation]

Conclusion [Closing]

Action items	Person responsible	Deadline

Time allotted | [Time] | Agenda topic **Hiring of an accountant** | Presenter *Jennifer Budde*

Discussion: Important to find an individual to file a 990 form is filled out annually.

Conclusion [Closing]

Action items	Person responsible	Deadline
[Topic]	[Presenter]	[Date time]
[Topic]	[Presenter]	[Date time]

Time allotted | [Time] | Agenda topic **Volunteer Policy** | Presenter *Mary Beth Feldman*

Discussion [Conversation]

Conclusion [Closing]

Action items	Person responsible	Deadline
[Topic]	[Presenter]	[Date time]
[Topic]	[Presenter]	[Date time]

Time allotted | [Time] | Agenda topic **Communication Plan** | Presenter *Heather Lee*

Discussion [Conversation]

Conclusion [Closing]

Action items	Person responsible	Deadline
[Topic]	[Presenter]	[Date time]
[Topic]	[Presenter]	[Date time]

Time allotted | [Time] | Agenda topic **Finance Committee** | Presenter *Jennifer Budde*

Discussion [Conversation]

Conclusion [Closing]

Action items	Person responsible	Deadline
1. Deposit procedure	[Presenter]	[Date time]
2. Status report	[Presenter]	[Date time]
3. Budget		
4. Payment for Pizza- online district		

Time allotted | [Time] | Agenda topic **BPG & APC retreat follow up** | Presenter *Jennifer Budde*

Discussion [Conversation]

Conclusion [Closing]

Action items	Person responsible	Deadline
Board Description	[Presenter]	[Date time]
Board Calendar	[Presenter]	[Date time]

Time allotted | [Time] | Agenda topic **APC Report** | Presenter *Lori Berrigan*

Discussion [Conversation]

Conclusion [Closing]

Action items	Person responsible	Deadline
[Topic]	[Presenter]	[Date time]
[Topic]	[Presenter]	[Date time]

Time allotted | [Time] | Agenda topic **BPG Vacant Seat** | Presenter *Heather Lee*

Discussion: Heather Lee proposed looking outside our BTC community and gave Mike Janecek a recommendation

Conclusion [Closing]

Action items	Person responsible	Deadline
[Topic]	[Presenter]	[Date time]
[Topic]	[Presenter]	[Date time]

Time allotted | [Time] | Agenda topic **Fundraising plan** | Presenter [*Heather Lee*]

Discussion [Conversation]

Conclusion [Closing]

Action items	Person responsible	Deadline
1. Wall Displays	Rocelle Weaver	[Date time]
2. Curriculum analysis document fundraiser	Jennifer Budde	[Date time]
3. Pick Click Give status	Kristi Shea	
4. Fence fundraiser	Ruthanne Baker	
5. Hands, Heart, Head A-Thon	Kristi Shea, Heather Lee & Amy Sharrer	

New Business

Observers [Name]

Resource persons [Names]

Special notes [Type additional notes here]