

# MINUTES



## Birchtree Parent Guild

**Mission of Birchtree Charter School:** to nurture and promote the development of healthy, responsible, and creative human beings.

**Mission of Birchtree Parents Guild:** to support the Birchtree Charter School and its teachers for the betterment of the children attending the School.

**The Birchtree Learning Plan includes that:**

- The personal behavior of adults and teachers at BCS will be an example to the pupils.
- Each class will be a learning community for respect, tolerance, and understanding.
- BCS is designed to function as a living system that balances initiative and accountability. All teachers, staff, and participants will be asked to make a commitment to develop him or herself along with the pupils.

**Date: Wednesday, March, 19 2014**

**Time: 3:45-5:30**

BPG members present: Heather Lee, Laura Sampson, Jennifer Budde, Amy Sharrer, Nancy Black and Jo Terwilliger.

Liaison: Debbie McKimmey

Also attending: Gena Chastain

- I.** Heather called meeting to order and motioned to pass the agenda as amended with F being added and Jennifer moved to pass; Laura seconded it; all in favor: motion passed.
- II.** Heather motioned to approve the minutes with May 3<sup>rd</sup> being added as the May Fair date. Jennifer moved to pass the minutes from the February 19, 2014 meeting and Laura seconded it; all in favor; motion passed.
- III.** Board Membership.  
Tabled at this time, new members not present.
- IV.** Budget  
Plan to approve budget During May meeting. Budget, Calendar and prioritization breakout meeting scheduled for March 26<sup>th</sup> @ 3:30PM
- V.** Standing Monthly Reports
  - A.** Parent Partnership – Gena
    - Enrollment- Intent to enroll forms due 4/9/14, Intent to return forms due 4/4/14.
    - Prospective Kindergarten Parents meeting 3/25/14 @ 1:30PM. Nancy, Paula and Laura to attend as BPG representation.

- Prospective parents 1<sup>st</sup> -8<sup>th</sup> 3/25/14 @ 6:00. Amy and Kristi to attend as BPG representation.
- Pastries for Prospective parents with tours 3/28/14.
- Lottery 4/16/14@ 7:00PM
- Spring Pictures- March25, 26, 27 with class and option for individual.
- Kindergarten Night at Larson-Preschool round up 4/17/14. Birchtree will have representation.
- Non-Violent Communication Seminar- April 26. Location to be announced
- Spring Concert 4/28/14 @ 6:00PM at the Wasilla Bible Church.
- Possibility of creating Alternative schools Fair discussed for next January.

B. APC

- No report as they are meeting this evening.

C. Finance –Jo

- Need to find replacement Treasurer Discussed.

Updated 03/17/2014								
Checking Account Balance		\$14,215.23						
PROGRAMS - REVENUE	Budget				Income			
	Budget				Actual Income	Projected Income	Profit/Loss	Projected Profit
EVENTS								
Summer Camp	\$2,350.00		\$2,350.00		\$7,500.00	\$-	\$5,150.00	
Run thru the Birches	\$500.00	\$380.34	\$119.66		\$535.00	\$1,000.00	\$154.66	\$500.00
Fall Faire	\$950.00	\$142.86	\$807.14		\$1,896.50	\$2,500.00	\$1,753.64	\$1,550.00
Square 1 Art	\$200.00		\$200.00		\$2,050.70	\$2,000.00	\$2,050.70	\$1,800.00
Colony Craft Fair		\$240.63			\$294.45		\$53.82	
German Karnivale			\$-				\$-	\$-
Rummage Sale								
May Faire	\$950.00		\$950.00		\$2,500.00	\$-	\$1,550.00	
<b>Non Event Income</b>			\$-				\$-	\$-
T Shirts/Sweatshirts			\$-		\$145.00		\$145.00	\$-
Grants			\$-				\$-	\$-
Pick, Click, Give	\$250.00		\$250.00		\$725.00	\$750.00	\$475.00	\$500.00
Donations			0					\$-

Box Tops	\$70.00		\$70.00		\$500.00	\$-	\$430.00	
<b>Total Income</b>	<b>\$5,270.00</b>	<b>\$763.83</b>	<b>\$4,746.80</b>		<b>\$5,646.65</b>	<b>\$16,750.00</b>	<b>\$4,632.82</b>	<b>\$11,480.00</b>
<b>Programs - Non revenue</b>	<b>Budget</b>	<b>Expended</b>	<b>Balance</b>				<b>Comments</b>	
Playscape	\$3,158.83		3,158.83					
School Supply Scholarships			-					
Music Program Scholarships	\$600.00		600.00					
Teacher Appreciation/Gifts			-					
Parent Education		\$454.28	(454.28)					
Winter Spiral	\$150.00		150.00					
P.I.T.C.R.E.W / Parent Support	\$500.00	\$54.93	445.07					
<b>Total (non revenue program expense)</b>			<b>3,899.62</b>					
<b>Admin Expenses - non event</b>	<b>Budget</b>	<b>Expended</b>	<b>Balance</b>				<b>Comments</b>	
Business Supplies			0					
Tax Preparer			0					
Insurance (BPG liability)			0					
Bank Fees			0					
Property Tax	\$237.48	\$237.48	0					
Retreat			0					
Attorney General Report		\$40.00						
Biennial corporate tax	\$30.00	\$30.00	0					
<b>Total Admin Expense</b>			<b>0</b>					
<b>Total Funds held in reserve for budgeted items</b>			<b>8,646.42</b>					
<b>Total Unrestricted Funds (CHECKING - TOTAL BUDGET)</b>			<b>5,568.81</b>					

#### D. Parent Engagement

- i. Pastries for Parents
  - Prospective Parents Pastries 3/28/14
  - Pastries for Parents to keep Rhythm 4/4/14
- ii. PITCREW – Laura

- Spent no money
- Made no meals
- Delivered 4 to school for a family in need
- We have a handful of meals on hand
- Planning a cooking day in the next 2 weeks

iii. APC Climate Survey – Jennifer

February 28, 2013

Jennifer Budde

- Yesterday afternoon I attended the APC committee meeting to develop surveys regarding school and administration functioning. Lori Berrigan chaired the meeting. In attendance were Donna Lavesque, Brandt Bowen, Kelley Nelius, Cathy Busbey, Kara Jondro and myself.
- How the committee came to be: Apparently the APC committee responsible for figuring out how to conduct a Principal evaluation, received advise from George and Donna to conduct a 360<sup>0</sup> evaluation by conducting surveys from all the parts of the community. The APC voted to act upon this suggestion and asked the BPG, Pedagogical Council and Staff to send a representative to the committee. I represented the BPG, Donna for Ped and Kara Jondro for the Staff. Kelley represented admin staff also. The purpose of the expanded committee was to come up with appropriate surveys for the various aspects of the community. George apparently provided some examples to work off of.
- Brandt made copies of the examples sent by George, the Principal evaluation rubric that was drafted last year – a District document upon which Birchtree specific needs were added – and the parent satisfaction survey that was created last year for the grant. The committee ended up taking sections of the rubric verbatim to create an evaluative survey that will be filled out by staff and admin. Minimal but important changes were made to the parent survey. In particular I asked that one of the statements which read (to paraphrase since I don't have it in front of me) *I understand how the BPG functions in relation to the school* to *I understand that I can apply to become a board member of the Parent Guild (BPG) or Governing Board (APC).*
- The work was completed yesterday afternoon. It was productive, positive and fun. I do not think any subsequent meetings will be needed. I appreciate the opportunity to have participated and think BPG's perspective and support were important to have present.
- A Draft Parent Satisfaction Survey was presented for the BPG to view.

E. Charter School Outreach – Heather

- Their Rhythm was discussed
- We are getting closer to having similar ability to rely on past years plans.
- The need to increase our BPG membership discussed.
- Jennifer Budde agreed to write up a proposal to restructure BPG membership to include grade/class representatives and staff involvement on a revolving basis.

F. Report due dates

- It was decided that reports and drafts would be sent to the Secretary 10 days prior to the scheduled BPG meeting to allow Secretary to combine and disperse them to members seven days before meeting.

**VI.** Recently Completed Events

A. Community Rummage Sale- Laura

- Rummage Sale was held March 14/14 9-4
- Made approximately \$1,000
- Spent roughly \$50 on supplies for sign hanging
- Seventh Grade was slated to run the sale, have a baked sale and provide lunch for the volunteers.
- They hosted a bake sale and had limited volunteers for set up and teardown. Loss of communication somewhere in there.
- Laura's family put in roughly 40 hours of work all told to run the sale. This has to change for next year. It needs to be handed to each class coming up as their fundraiser with BPG support
- Needs CLEAR leaders in these areas
  - VOLUNTEERS to work the sale
  - PUBLICITY signs, advertising
  - RRE/POST sale work
- This is a good moneymaker that takes only time and effort to make it HUGE. The sale was received well by everyone who came through the door. They were all excited to have the first rummage/garage sale of the year inside and it was huge.
- In a few years we have to have two BIG fundraisers to support the 8<sup>th</sup> grade trip and I think if everyone were invested in the sale it could be big enough along with the auction and pizza sales to make it work.
- Each empty classroom is an opportunity to make a little money.
- Ideas were floated like face painting, story telling, quiet rooms for moms to nurse, games and the like.

**VII.** Current & Upcoming Events

A. Pay It Forward/Month of Service – Amy

- Donations are being collected.
- The children are getting involved with service.

B. May Faire and Spring Craft Fair – Amy & Laura

- These two events are to be combined May 3, 2014 with a possible Gear swap and outside musical performances.

C. Summer Arts Camp – Heather

- Summer Arts Camp is coming together with Volunteers coming forward to work in areas of need.

**VIII.** Calendar Check-In

- A. Break out meeting March 23, 2014
- B. Reports due April 5, 2014
- C. Next Regular BPG meeting April 16, 2014
- D. May BPG meeting changed to May 14, 2014
- E. Agenda requests

**IX.** Meeting Adjourned Jennifer moved; Laura seconded