



MEETING INFORMATION	
Objective:	BPG Planning / Business
Date:	2/18/2015
Time:	3:45 PM – 5:15 PM
Location:	Birchtree Charter School Room TBA
Prepared By:	Nancy Black
MISSION OF BIRCHTREE CHARTER SCHOOL:	To nurture and promote the development of healthy, responsible, and creative human beings.
MISSION OF BIRCHTREE PARNETS GUILD:	To support the Birchtree Charter School and its teachers for the betterment of the children attending the School.
Attendance:	Celena Brunot, Laura Sampson, Nancy Black, Heather Lee, Amy VandSchrieer, Debbie McKimmey, Kristi Shea, non voting members- Cathy Busbey, Heather Asseli, Ernie Hetrick, Anna Folsom

MEETING ITENARY			Notes
	Agenda Items		
I.	Opening Verse		The healthy social life is found when, in the mirror of each soul, the whole community finds its reflection and when, in the whole community, the virtue of each one is living.
II.	Approve Agenda		Kristi entertained motion to approve agenda, Heather moved to pass: Laura seconded it: all in favor: motion passed.
III.	Approve Minutes		Celena entertained motion to approve January 21, 2015 minutes, Heather moved to pass; Laura seconded it; all in favor: motion passed
IV.	Standing Monthly Reports:		
	A.	Administration	Cathy Busbey -Board retreat scheduled for March 21, 2015 sight to be determined. The Foracker group will be presenting. -Fund Raising- \$12,000-\$15,000 will be needed per teacher if we stay with current Steiner certification. 13 teachers will need training.
	B.	APC Liaison	See attached report. Correction on page 4, Step 2- should read 'Observe in a classromm during a 2 week block in March (3/16-3/27)'
	C.	Executive Council	Laura Good meeting. Calendar for 2015-2016 discussed.
	D.	Finance	See attached report. ~No new deposits ~Wrote \$100.00 check to Foraker Group Membership for the up and coming retreat. ~Still need to connect with Heather or Celena to get the PayPal info to make transfer.
	E.	Parent Engagement	March Pastries for parents has been cancelled due to Spring Break.
	F.	School Store	See attached report. Laura New orders have been placed. New books have been added to the store. Suggestions for books or items were encouraged to be given to Laura.
	G.	Class Reports	K-Joint parent night scheduled for 2/19/15 1 st - Good joint parent night 4 th - Good parent night 5 th -Good joint parent night 6 th -Good parent night 8 th -Good parent night
V.	Recently Completed		
	A.	Parent Education Night	Successful parent night. BPG is planning to offer more parent nights



			2015/2016.
VI.	Current & Upcoming Events		
	A.	Fund Raising Committee	See attached report Heather Waiting for the Pedagogical fund raising plan before finalizing school wide fundraising plan. The plan would include fundraising that is appropriate for age & what they are studying. Fundraising would include a pay it forward portion. The fund raising committee is planning on meeting again early March. The Pedagogical Council meets 2/19/2015.
	B.	Task Brainstorming and Assignments	Tabled at this time.
	C.	Board Retreat	-Board retreat scheduled for March 21, 2015 sight to be determined, 9:00AM-4:00PM. The Foracker group will be presenting.
	D.	School of Choice Fair- February	Heather Date was cancelled. This is tabled for now. We will see how the new process for enrollment 2015/2016 goes to see if this needs to be added to the 2015/2016 agenda.
	E.	Volunteer Potluck March 18th	Amy will arrange for childcare. Invitations will be printed out and given to teachers to give to certain parents. The potluck will be a salad bar theme that the BPG will host.
	F.	May Faire	-We need to find someone to agree to organize the Faire. Discussed options of a grade taking charge of the Faire. This will be suggested to staff for feedback. - Heather, Laura and Amy will get together to template a plan.
	G.	Schedule Pool Day	One or two pool days will be built into the calendar. BPG will donate this to the school.
	H.		Celena, Laura and Nancy will meet as the calendar committee for 2015/2016 BPG calendar 2/24/2015 @ 1330.
VII.	Calendar Check-in		
	A.	Next meeting Date Scheduled	3/18/15 3:45-5:45 Pot luck @ 1800
	B.	Agenda Requests	Calendar for 2015/16 Brainstorming for Strategic planning will be majority of meeting.
	C.	Next Pastries Date Scheduled	April 3,2015
VIII.		Adjournment	Celena Motioned to adjourn; Amy seconded.

**APC Liaison Report**

February 11, 2015

We've communicated with Representative Gattis and were able to submit Birchtree's Capsis. Requesting money for land and building. We should hear something next month.

Early Literacy Screener – Department of Education & Early Development proposed regulation changes the Alaska Administrative Code

Allow a school to request a waiver from early literacy screenings for students in Kindergarten and/or grade one. Set criteria by which the commissioner of education will consider a waiver.

Proposed changes are open for public comment thru February 27.

Even if the proposed changes are adopted our students in grades K-1 would have to participate in the screener this year.

The charter school principals have drafted a memo to waive payment of property taxes. The municipality of Anchorage has recently approved reimbursement of property taxed for their charter schools.

Pedagogical Council – added 2 new members; Sue Albina is taking Diep Tran's seat and Susan Halseth is filling the special education seat.

They have drafted a standard for field trip, organized by grade.

They have begun, with BPG input, to draft a sustainable fundraising guideline.

They are working on synthesizing Birchtree's core values.

They have begun to study components of an international Waldorf assessment performed in spring of second grade. It involves individual evaluation aimed at assessing the whole child. The assessment would be completed by the Educational Support Teacher and a Support Team. Areas of observation:

Spatial orientation, body awareness, crossing the midline, hand dominance, auditory processing, auditory memory, auditory sequencing, hearing, visual motor capacity, visual memory, word reading fluency, passage reading fluency and math computation fluency.



Bylaws Committee – have drafted changes to our lottery for this year.

Step 1 – Fill out intent to enroll form

Step 2 – Observe in a classroom during a 2 week block in February (2/16 – 2/27)

Step 3 – Parents fill out a questionnaire

Step 4 – Parents meet with Donna, Brandt or Cathy for an interview. 4-5 questions will be asked. Parents answer can be clarified as needed.

The office will keep track of observations & questionnaire by way of sign in sheets. When all steps are completed their child's name will be placed into the lottery.

They are discussing term limits for APC members and increasing the teacher held positions from 2 to 3.

Building Expansion Committee – They have met with the school district and assembly member about Borough land and the possibility of a USDA loan.

Waiver Committee – Tabled discussion until after the School Board meeting. They will now meet and draft a new waiver request that will meet any new criteria the District School Board adopted.

APC will be having a work session March 3 at 3:30 to determine what they would like to see in the strategic plan.

Board retreat will be March 21 from 9 a.m. – 3 or 4 p.m. Currently looking for a venue large enough for all our board members and any future participants.

Birchtree BPG Minutes



February 2015

UPDATED 02/15/2015							
Checking Account Balance		\$ 17,716.13					
PayPal Account		\$ 1,000.00					
PROGRAMS - REVENUE	BUDGET2014-15		Balance	INCOME2014-15			Projected Profit
	Budget	Expended		Actual Income	Projected Income	Profit/Loss	
EVENTS							
Summer Arts Camp	\$ 2,500.00	\$ 2,319.69	\$ 2,500.00	\$ 3,757.50	\$ 7,500.00	\$ 1,468.12	\$ 5,000.00
Fall Faire/Run Birches	\$ 1,050.00	\$ 348.09	\$ 701.91	\$ 2,081.75	\$ 2,500.00	\$ 1,733.66	\$ 1,450.00
Square 1 Art	\$ -		\$ -	\$ 2,644.29	\$ 2,000.00	\$ 2,644.29	\$ 2,000.00
Parent/Curriculum Night (2)	\$ 800.00	\$ 131.50	\$ 717.14				
School Auction				\$ 12,463.83			
Alternative School Fair	\$ 200.00		\$ 200.00	\$ -	\$ 400.00	\$ -	\$ 200.00
Rummage Sale	\$ 300.00	\$ -	\$ 300.00	\$ -	\$ 900.00	\$ -	\$ 600.00
May Faire	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ 2,500.00	\$ -	\$ 1,500.00
Non Event Income			\$ -			\$ -	\$ -
Grants			\$ -			\$ -	\$ -
School Store	\$ 1,500.00	\$ 2,369.52	\$ -	\$ 3,679.03	\$ 2,000.00	\$ 1,309.51	\$ 500.00
Pick, Click,Give	\$ 250.00	\$ -	\$ 250.00		\$ 750.00	\$ -	\$ 500.00
Donations			\$ -				\$ -
Total Income	\$ 7,600.00	\$ 5,168.80	\$ 5,669.05	\$ 12,162.57	\$ 18,550.00	\$ 7,155.58	\$ 11,750.00
Programs - Non revenue	Budget	Expended	Balance				Comments
Playscape	\$ 3,158.83		3,158.83				Playscape
Teacher Appreciation/Gifts			-				
BTC Professional Development		\$ 2,040.00					
School Scholarship	\$ 1,000.00	\$ 1,000.00	-				
Music Scholarship	\$ 300.00		600.00	\$300.00			
P.I.T.C.R.E.W / Parent Support	\$ 2,700.00	\$ 816.11	1,868.94				
Total (non revenue program expense)			5,627.77				
Admin Expenses - non event	Budget	Expended	Balance				Comments
Business Supplies			0				
Tax Preparer			\$ -				
Insurance (BPG liability)			\$ -				
Signs	\$ 500.00	\$ 150.00	350				
Bank Fees	\$ 100.00		100				
Property Tax	\$ 250.00	\$ 229.64	20.36				
Retreat		\$ 100.00	\$ (100.00)				Membership
Attorney General Report	\$ 40.00	\$ 40.00	0				
Biennial corporate tax	\$ 30.00	\$ -	0				
Total Admin Expense	\$ 920.00		\$ 470.36				
Total Funds held in reserve for budgeted items	\$ 14,378.83		11,767.18				
Total Unrestricted Funds (CHECKING - TOTAL BUDGET)			\$ 6,948.95	From July 29, 2013 minutes			
				"...The Birchtree Charter School Parent Guild will hold \$5,000 (nonrestricted funds) as set other funds above will be given to school administration for school use..."			

There are \$0 of old uncleared checks

L#37 Retreat- Membership \$100.00

L#26 Music Scholarship--\$300.00 donated by BP

Check made out to Birchtree Charter School

L#25 School Scholarship ad/Wrote Check to Birchtree Charter School 12/18/14

Birchtree Charter School 2013/14 Year End Total: \$1472.04

L #25 Kim Snyder-Vine Professional Develop BTC \$2040



**Grant writing/Fundraising Committee Report
4 February 2015
Meeting Summary**

Attending: Dave Auld, Brandt Bowen, Jennifer Green, Ernie Hetrick, Heather Lee, Laura Sampson, Kelly Strawn, Paula Werner

Unable to attend: Jennifer Budde, Anna Folsom, Ingrid Ling, Kristi Shea, Jennifer Sundquist

1. *Identify funding gaps in Birchtree community (in no particular order)*

Parent Partnership Coordinator
Teacher training (both certification and on-going)
8th grade trip
New school building and/or expansion
Other field trips
Relief on other operating budget expenses (ie building energy efficiency)

2. *Prioritize funding needs*

Teacher training (short and long-term)

3. *Identify what fundraising skills/grant writing skills are needed*

Grant writing: identifying grants
writing grants
monitoring grant
Fundraising: creating fundraising plan
overseeing fundraising

4. *Assess skills currently available and those that are needed*

Grant identification: Kelly Strwn
Grant writing: Kelly Strawn, Ingrid Ling, Jennifer Green, Ernie Hetrick
Fundraising plan creation: Pedagogical council, Heather Lee, Jennifer Green, Dave Auld, Christy Hamelink
Fundraising oversight: Jennifer Green, Christy Hamelink

5. *Outline action steps to be taken – who, what, when?*

ACTION STEPS AND DEADLINES:

2/13/15: Brandt Bowen: identify additional funding priorities from budget
2/20/15: Kelly Strawn: identify education and energy grants
2/27/15: Pedagogical Council: approve fundraising plan
3/4/15: Jennifer Green, Dave Auld, Christy Hamelink, Heather Lee, Donna Levesque: Fundraising Committee Meeting to finalize fundraising plan for 2015-16 school year



January Store Report 2015

The last month was spent restocking the store.

spent 283.20 at Mercurius

spent 44.00 at Amazon (books)

spent 72.50 Holy Archangel

Had 287.00 in sale since January 9th