



MEETING INFORMATION	
Objective:	BPG Planning / Business
Date:	3/18/2015
Time:	3:52 PM – 6:10 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 PARENTS GUILD:	To support the Birchtree Charter School and its teachers for the betterment of the children attending the School.
Priorities of the Birchtree Parents Guild:	1-Rhythm 2-Communication 3-Community Growth 4-Universal Giving 4-Providing Financial Support 5-Connect To The Larger Community
Attendance:	Celena Brunot, Laura Sampson, Nancy Black, Tiffany Kent, Heather Lee, Paula Werner, Amy VandSchrieer, Debbie McKimmey, Jen Sundquist, Karie Raynovic, non voting members- Donna Levesque and Nancy Burnett.

MEETING		
	Agenda Items	Notes
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	Celena entertained motion to approve agenda, Heather moved to pass: Karie seconded it: all in favor: motion passed.
III.	Approve Minutes	Celena entertained motion to approve February 18, 2015 minutes, Heather moved to pass; Paula seconded it; all in favor: motion passed
IV.	Standing Monthly Reports:	
	A. Administration	Not present for meeting
	B. APC Liaison	See Attached report page 2
	C. Executive Council	Nothing to report
	D. Finance	See Attached report page 3 & 4
	E. Parent Engagement	Pastries went as scheduled
	F. School Store	See Attached report page 2
V.	Current & Upcoming Events	
	A. Fund Raising Committee	Donna presented pedagogical councils recommendation for fundraising. The need for a sustainable plan for teacher training discussed. Feedback on pedagogical fundraising plan given and will be taken back to council. APC strategic plan for BPG Supporting community life and Fund/Resource Development.
	B. Board Retreat	3/21/15 BPG strategic planning to be discussed later in meeting.
	C. May Faire	Laura and Heather agreed to help organize a May Faire past planning binder to simplify future planning. Celena, Jen and Nancy agreed to organize 2015 May Faire.
	D. Pick Click Give	Birchtree has been signed up for 2015 pick click give
	E. Brainstorming for Strategic planning.	Why do we exist? Strategic planning exercises done by entire group. See attached summarization of results.
	F. 2015/2016 Draft Calendar	See Attached report page 5 Karie moved to pass draft 2015/2016 BPG calendar; Laura seconded it: all in favor; motion passed. Calendar commitments will be discussed next meeting.
VI.	Calendar Check-in	

Birchtree BPG Minutes



March 2015

	A.	Next meeting Date Scheduled	4/15/15 3:45-5:15
	B.	Agenda Requests	Calendar commitments,
	C.	Next Pastries Date Scheduled	April 3, 2015
VII.		Adjournment	Nancy Motioned to adjourn; Amy seconded.

APC Liaison Report

March 3, 2015

The waiver committee will be drafting an early literacy waiver and will apply it to kindergarten and first grade. Letters to our legislative representatives, even 4 or 5, mean a lot.

The board tabled the discussion on board term limits until the board retreat in order to put the questions to the Foraker folks.

Voted to add another teacher held position to the APC.

The board conducted a principal evaluation and voted to retain Cathy Busbey as principal for the 2015-2016 school year.

Birchtree Market February 2015

Spent 119.00 for Waldorf Books on Amazon

Made 108.00 in store sales

Tentative decision was made during the calendar work session to run the school store before each BPG meeting beginning this month-do we need to vote on this?

Birchtree BPG Minutes



March 2015

UPDATED 03/13/2015							
Checking Account Balance		\$ 17,780.50					
PayPal Account		\$ 1,000.00					
PROGRAMS - REVENUE	Budget	Expended	Balance	Actual Income	Projected Income	Profit/Loss	Projected Profit
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	\$ -	\$ 3,967.03	\$ 2,000.00	\$ 1,597.51	\$ 500.00
Pick, Click, Give	\$ 250.00	\$ -	\$ 250.00		\$ 750.00	\$ -	\$ 500.00
Donations			\$ -	\$ 9.90			\$ -
Total Income	\$ 7,600.00	\$ 5,168.80	\$ 5,669.05	\$ 12,460.47	\$ 18,550.00	\$ 7,443.58	\$ 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				

Birchtree BPG Minutes**March 2015**

Admin Expenses - non event	Budget	Expended	Balance				Comments
Business Supplies			0				
Tax Preparer		\$ 14.99	\$ (14.99)				Inuit 1099E-File Service Fee
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)				Foraker Group 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)			\$ 7,013.32				

There are \$0 of old
uncleared checks
L#37 Retreat-
Membership \$100.00

Check
made out
to
Birchtree
Charter
School

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

/Wrote
Check to
Birchtree
Charter
School
12/18/14

L#25 School Scholarship
added

Birchtree Charter School
2013/14 Year End Total
\$1860.10
L #25 Kim Snyder-Vine
Professional Development

Total:
\$1472.04

BTC \$2040

BPG DRAFT Calendar 2015-2016



(Bold items are BPG the rest are school wide items and are still a draft and not yet approved)

August - Registration

August 11-13 - PD

August 14 - WD

August 14 - Back to school Picnic and Curriculum Walk

August 25 Parent Meetings Grades 1 and 2

August 26 Parent Meetings Grades 3 and 4

August 27 Parent Meetings Grades 5 and 6

September 1st Parent meeting Grades 7 and 8

September 2nd Parent Meeting Kindergarten

September – Square One Art begin

September 26th Fall Faire

October 15th Simplicity Parenting Night

October 29 Parent conferences

October 29th Knit a thon?

October 30 PD

November – Elections

November 8th BPG Swim Night

November 18th Volunteer Potluck after BPG meeting

November 10 Lantern Walk

November 11 PD

December 7-17th School Store Open

December 18 WD

January 10th BPG Swim Night

January 15 PD

January 20th BPG Meeting – Focus on Strategic Planning

January 30th Board Retreat

February 2nd Parent Meeting Kindergarten

February 3rd Parent meeting grades 7 and 8

February 4th Parent meeting grades 3 and 4

February 9th parent meeting grades 5 and 6

February 10 parent meetings grades 1 and 2

February 25th Simplicity Parenting Night

March 23rd Volunteer Potluck after BPG meeting

March 24 Parent conferences

April 7th Curriculum Night/Art Walk

March 25 PD

May 13 Graduation

May 14th May Faire

May 19 School closes

May 20 and 23 WD

School Store will be open the third Wednesday of every month from 2:45-3:45



BPG PURPOSE: To hold, gather and grow the Birchtree Community

Goal: Develop and maintain rhythm and routine.

- **Establish the BPG calendar:** up-to-date, year-long adopted annually in April, accessible, coordinated with other calendars (school, district, APC, Pedagogical Council).
- **Conduct regular monthly meetings**
- **Annual retreat in January**
- **Reports, minutes and agendas:** accessible, posted promptly, distributed on a regular schedule

Goal: Streamline organization.

- **Develop job descriptions:** officers and general board members
- **Fully utilize document organization system:** update googledocs, utilize for posting of BPG documents, train board members in access and use of system
- **Update and utilize Help Counter volunteer system**

Goal: Provide support.

- **Streamline BPG events:** develop templates for recurring BPG events (festivals, Parent Ed Nights, Registration, Pastries for Parents) so that the process is smooth from year to year.
- **Survey families at registration**
- **Develop system for contacting families:** BPG board members contact Birchtree families by phone
- **Connect with Waldorf communities:** grow relationships with Winterberry, Anchorage Waldorf and other Waldorf communities

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Goal: Develop a structured financial plan to sustainably train teachers, support field trips, and provide parent education.

- **Establish a standing fund-raising committee:** to oversee fund-raising plan, grant-writing activities, passive income stream
- **Define established fundraising events**
- **Develop a sustainable income stream**
- **Support small, curriculum-aligned, money-making ventures within Birchtree community**

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