

Birchwood BAC Meeting Minutes  
September 15, 2022

Called to order 6:03

Attended by: David Clinton (President), Liz Silvernale (Secretary), Sarah Thompson, Andrea "Drea" Harding, Heather Smiley, Joseph Smiley, Julie, Syria, Karen Walter, Ryan Weise, Heather Calcaterra, Allen McLeod, Kimberly Lents, Mark Lents, Wendy Banner

**Principle's Reports: Mr. Thomas**

*Enrollment September 15, 2022*

Total enrollment 206

ABC: 182

Virtual: 0

Life Skills: 12

PreK: 12

*Red, White, and Blue Procedures*

First assembly will be on Nov 4<sup>th</sup>.

- Welcome
- JROTC color guard/anthem
- 773 Introduction
- Behavior and Etiquette reminders
- Assembly Procedures – normally presented by BAC – Mr. Thomas will roll it into the previous behavior and etiquette reminders portion.
- Citizen of the Quarter Awards
- Phonogram Awards
- Kindergarten and Life Skills Dismissed
- Math Pins – BAC reads these off
- Honor Roll
- High Honor Roll
- Closing remarks

Standard Operating Procedure has not been updated since 2018. Will be going through the process of updating it now after all the chaos of 2018 earthquake and COVID. Teachers and Staff will be working on this and then the BAC will provide feedback and suggestions. Will be adding the updated discipline policy and technology integration plan. Technology integration is being implemented this year.

Standard operating procedure is separate from the Teachers Handbook.

Last year and this year, no kindergarten lottery students accepted. Until the 1<sup>st</sup> week before school starts, not really a lottery but a zone exemption. This year we were projected to be over enrolled and couldn't accepted any lottery students. Zone exemption siblings are at the discretion of the principle.

*Teacher's Report*

No Report

### *PTA Report*

Back to school night, open house, sold spirit wear, welcome back. Next week donuts with DAD  
Believe fundraiser starts on the 23<sup>rd</sup>.  
School Pictures are on September 29<sup>th</sup>  
Limited edition spirit wear for sale.  
Book fair coming up.

### Red, White and Blue Assembly Dates and Volunteers

Nov 4 – Speaker: Liz Silvernale  
Helper: Drea Harding  
Helper: Joseph Smiley

Jan 13– Speaker: Ryan Wiese  
Helper: Drea Harding/Sarah Thompson  
Helper: Joseph Smiley

March 24– Speaker: Joseph Smiley  
Helper: Drea Harding/Sarah Thompson  
Helper: Heather Calcaterra

May 19– Speaker: Liz Silvernale  
Helper: Drea Harding/Sarah Thompson  
Helper: Ryan Wiese

Volunteers established – Liz will email schedule out

### GAPCO fundraiser

- Update Birchwood ABC Flyer for handout at fundraisers – Liz
- Last Tuesdays of the month
  - o Set up table and provide info.
- October 25
  - o Dave
- March 28<sup>th</sup>
  - o Dave and Liz

### Vacant Offices:

9 voting members total

3 Voting members currently

Dave

PTA President

Liz

PTA president is a voting member

Need to fill 6 voting positions –

Officers positions open: \*VP, advertising, and \*awards.

Fill out application to become a member of the BAC. Opening applications for officer positions.

7 Applications received

- Allen McLeod
- Ryan Wiese
- Joseph Smiley
- Kimberly Lents
- Mark Lents
- Heather Calcaterra (rescinded application later)
- Andrea Harding

Old Business:

5<sup>th</sup> Grade DC trip coming back? If we wanted to go back to adding it, the parents would need to fundraise and plan for it.

Dress code will be addressed in the Standard Operating Procedures

New Business/ Guest comments

- Question about Keeping up with phonograms and the rules. More consistency throughout classrooms and grades. Will be addressed by staff.
- Tours can be scheduled for anyone. Mr. Thomas will schedule, guide, and explain our curriculum etc.
- Need to form a by laws committee, but need more voting members

Motion to adjourn 7:09

Addendum –

10/3/21

Six of the BAC Member Applications were approved by bac President Dave Clinton, BAC Secretary Liz Silvernale, and PTA President Heather Smiley

All applications are on file for review. These new members will hold office until the next normal election in April.

Notifications of BAC membership to be included in the next BAC Agenda.