

Birchtree Charter School
Academic Policy Committee Meeting
March 22, 2012
3:30 p.m.

APC Members Present: Susan McCauley, Dan Klauder, Donna Levesque, Lori Berrigan, Brooke Loudon, Cathy Lee, Kirsten Gerrish, Cara Horvath

APC Member Absent: Pete Houston

Tisha Jones, Cathy Busbey

Meeting began at 3:50 p.m.

I. Persons to be Heard

None

II. New Business

Motion by Member Lee **Seconded** by member Horvath to (**ADDING ITEM E. REDUCTION IN FORCE NEGOTIATIONS UNDER THE SCHOOL CALENDAR ITEM ON THE AGENDA**). The motion **CARRIED** unanimously.

A. Principal Report

Enrollment Dates

April 3 – Perspective Parent Informational Session

April 6 – Open House for Perspective Parents

April 6

April 11 – Perspective Kindergarten Parents

April 13 – Intent to Enroll

April 18 – Lottery

Added language to the form for the lottery: Intent to Return and New families that parents are to check off.

Attendance to an informational session is required prior to official enrolling. April 3 and August 2. There is a little box on the form for families to check off if they need to.

B. School Calendar

We are in a standoff with Winterberry regarding joint training dates. Susan has requested a video conference with Bonnie River on March 23, 2012. This is holding up the school calendar. Calendar must be to the school district by March 28.

The calendar will have to be approved by the APC prior to it going to the school district.

There is a committee that is going to be formed to put all of the other stuff on the school calendar.

Staff's opinion is that the weekly early release or late start is preferable. The issues are that all of the professional development is taken up with the training leaving no time for staff meetings. Time is needed around curriculum, processes, routines and it requires a lot of time. Leaders of Learning talked about the only way to affect change is to have scheduled faculty time.

Lori Berrigan suggested having swimming as an option for the early release day. AT&T Center may be an option. We can figure out some options for parents who cannot accommodate their children's afterschool needs.

Susan feels that with the tardy issue, it would be best to have an early release.

Cara Horvath feels that the 2:00 early release would be alienating to the Kindergarten teachers.

Late start would not work for the Kindergartners.

There is a problem any way that you look at it. In most situations, the kindergarten teachers try to make those meetings and at least you have grades 1-8 meeting and it is important for the teachers to meet together to develop as a professional.

Cathy Lee asked if the excess money in the grant could be used to pay the Kindergarten teachers to stay longer for the early release days. Susan confirmed that this is allowed with the grant.

Motion by Member Klauder **Seconded** by member Gerrish to **(ADD ITEM F. VOTING ON AN EARLY RELEASE TO GO INTO EFFECT FOR 2012-13 SCHOOL YEAR UNDER THE SCHOOL CALENDAR ITEM ON THE AGENDA)**. The motion **CARRIED** unanimously.

Motion by Member Horvath **Seconded** by member Levesque to **(ADD ITEM G. VOTING ON THE APPROVAL OF SPECIFIC TIME OF THE EARLY RELEASE TO GO INTO EFFECT FOR 2012-13 SCHOOL YEAR UNDER THE SCHOOL CALENDAR ITEM ON THE AGENDA)**. The motion **CARRIED** unanimously.

C. Treasurer's Report

Waiting on a lot of information re: carrying over the full allotment of our funds from the Borough. Secondly, the playscape committee is just getting up and running and we do not have a clear plan for the use of the money.

D. BPG – Cathy Lee

Jo Nolting showed up at the meeting and gave the BPG a half an acre worth \$25,000. Him and his wife have moved out of State.

Christy Shae talked about getting the BPG registered for the Pick, Click, Give program.

April 7 parent social at the Train Depot.

Tisha Jones stated a gratitude wall is being developed.

A Parent came and asked if we could have a way for parents to listen to our meetings if they are not here.

Jennifer Budde is creating a board improvement committee.

Annual meeting date moved from March to November.

E. Reduction in Force

The MSBSD is looking at having a reduction in force requiring any teacher hired after April 4, 2010 – to be pink slipped. This impacts one teacher from BTCS. Susan needs permission to enter into conversation with the MSBSD Teachers Association with the intent of having a memorandum of understanding with the teacher's union. We are requesting a waiver from section 4 which is reduction in force. Charter schools would not be included in this. Susan will talk to the staff tomorrow re: being in agreement with this. Susan will enter into negotiations with the teacher's union in the event that all of our teachers are in agreement with her doing this. We cannot put a tenyeared teacher in a situation where they do not have the training necessary to do the job. The district also has to agree and we know that the district is supportive.

Cathy Lee – the other concern is how this will affect our budget.

Motion by Member Lee **Seconded** by member Gerrish to **(APPROVE DR. MCCAULEY NEGOTIATING ON OUR BEHALF AND THE BEHALF OF ALL CHARTER SCHOOLS IN THE VALLEY TO RECEIVE EXEMPTION FROM SECTION 4 OF THE TEACHERS ASSOCIATION AGREEMENT DEALING WITH REDUCTION IN FORCE UPON APPROVAL FROM ALL BCS TEACHERS)**. The motion **CARRIED** unanimously.

F. Late Start/Early Release

Motion by Member Klauder **Seconded** by member Gerrish to (**APPROVE A LATE STARTE/EARLY RELEASE TO GO INTO EFFECT FOR 2012-13 SCHOOL YEAR**). The motion **CARRIED** unanimously.

G. Late Start/Early Release Time

The staff recommendation is one day each week at 2:00 p.m. Dr. McCauley clarified there will be 15 minutes added to the end of the day on the other four days of the week. There will be a committee formed regarding after school activities for the early release day.

Motion by Member Loudon **Seconded** by member Levesque to (**TO APPROVE AN EARLY RELEASE AT 2:00 ONE DAY A WEEK AND ADDING 15 MINUTES AT THE END OF THE SCHOOL DAY ON THE OTHER FOUR DAYS OF THE WEEK TO GO INTO EFFECT FOR 2012-13 SCHOOL YEAR**). The motion **CARRIED** unanimously.

III. Consent Agenda

Motion by Member Lee **Seconded** by member Loudon to (**TO APPROVE THE ITEMS ON THE CONSENT AGENDA**). The motion **CARRIED** unanimously.

ADJOURNMENT MOTION by Member Horvath **SECONDED** by Member Loudon to (**ADJOURN**). There was no objection. The meeting adjourned at 4:38 p.m.

Respectfully Submitted by:

Brooke Loudon, Recording Secretary

Lori Berrigan, Chair

Birchtree Charter School
Joint APC/BPG Meeting
March 22, 2012
5:00 p.m.

APC Members Present: Susan McCauley, Dan Klauder, Donna Levesque, Lori Berrigan, Brooke Loudon, Cathy Lee, Kirsten Gerrish, Cara Horvath

APC Member Absent: Pete Houston

Tisha Jones, Cathy Busbey

Meeting began at 5:00 p.m.

Lori introduced Michael Walsh from the Foracre Foundation. ≈

I. Prairie Adams is the internship supervisor through the hybrid program at Rudolf Steiner College. She is currently here for three weeks providing very detailed feedback on teaching methods etc. The staff became comfortable with Prairie right away and she will be with us next year also.

Prairie gave us her background. She put on a conference for the area encompassing Canada through Mexico. Last year she got her bachelors degree in Eurythmy in Norway. She taught for ten years as a Waldorf Teacher in the Denver Waldorf School.

II. Building Committee

The upstairs has been rented and we need to create a 5 year building plan. Dr. McCauley shared that we need to look at the next 5 years with classroom space. We need a master plan. The builder is prepared to do whatever we want to over the summer. This is the space we are going to have for quite a long time. There will need to be a report at the April APC meeting.

Member Klauder volunteered to be the Chair of this committee as an APC representative.

III. FY13 School Calendar Committee

Parent education nights scheduled, festivals, auctions, teacher parent nights. Tisha Jones will chair this committee. An Early Release subcommittee will be in charge of planning after school activities on the weekly early release day. Shannon Minder will chair the sub committee.

IV. Playscape Committee

Cathy Busbey will be chairing this.

A sign up sheet is at the back of the room this evening for people to sign up. Tish Jones will be in charge of the sign up sheets and putting these opportunities on the website and in the Friday Update.

V. FY12 Budget Presentation

Projected enrollment of 300 students

Total revenue of \$2,961,843

Includes \$221,520 for 3 intensive needs students. Only school in the district who has intensive needs students. We use this money to support staffing for these students.

Expenses – Certified Staff – \$1,600,418

Expenses – Classified – \$240,504

Expenses – Administrative - \$396,694

Expenses – Other Contracts - \$80,000
Movement & Music

Expenses – Building - \$485,200

Expenses – Other - \$59,027

Unknown

Actual Funding – TO BE DETERMINED

State Level: Increase to BSA or increase for transportation funding or one-time allocation. This has not been determined yet.

Local Level: increase in local tax contribution.

Property Tax Reimbursement - \$45,000 – Waiting on Borough Assembly Approval

Ability to carry over funds – Waiting on Borough Assembly Approval

Health insurance increases – Pay 50% of whatever the percentage increase is with the potential of it increasing up to \$55,000.

Next Steps

March 29 meeting with District for update to charter schools regarding budget.

April APC Meeting

Discussion regarding staffing

Official approval of the budget

VI. Grant Update

Dale Cope has been hired to be the grant administrator. Tisha Jones and Tracey Houser have picked up a lot of the grant pieces. Dale, the evaluator will do the big report for June.

Jennifer Budde asked about documenting committee meetings. All committee meetings should have a sign in sheet and basic meeting minutes that should be submitted to Kelly Nelius.

VII. PPC Report

May Faire

Grade 1, 3, 5,7 = 6 classes @ \$75/class - \$450 for BPG Approval This will be added to the BPG Agenda.

April 7th Social

The Train Depot has been obtained for this social by Kelly Strawn who is the Chair of this Committee. Kelly feels that there is not a lot of enthusiasm about it being touted as a fundraiser. This has not been publicized enough. Kelly would like to know if this is realistic to have on such a short time line. We have the location and a band but there is concern about the cost.

Gratitude Wall

Ruth Western and Roger and Lisa Levendon are working on creating a clay tile mosaic at the end of the front hall.

Ruth Western Mural

There was a card for everyone to sign thanking Ruth for the beautiful mural she has done for the school.

Playscape Steering Committee

Chair: Cathy Busbey

Parent Involvement Coordinator: Jennifer Budde

Community Outreach Coordinator: Tisha Jones

Kid Involvement Coordinator: Anna Folsom; Tisha Jones to fill-in during training

Budget & Finance Coordinator: Cathy Busbey

Staff Representative: Parent Recess Monitor

Food Coordinator: ?

Build Logistics Coordinator: Ken ???

