

Academic Policy Committee

Thursday, October 18, 2012

3:45 p.m.

Birchtree Charter School

APC MEMBERS PRESENT: Susan McCauley, Dan Klauder, Donna Levesque, Lori Berrigan, Cathy Lee, Brooke Loudon, Pete Houston, Kirsten Gerrish, Cara Horvath

I. Call to Order at 3:45 p.m.

II. Approval of Agenda for today's meeting with addition of New Business Action Items B: Birchtree Middle School Sewing Club.

Motion by Member Berrigan **Seconded** by Member Lee to **(APPROVE THE AGENDA WITH THE ADDITION OF NEW BUSINESS ACTION ITEMS B: BIRCHTREE MIDDLE SCHOOL SEWING CLUB)**. The motion **CARRIED** unanimously.

III. Standing Agenda

A. Motion by Member Levesque **Seconded** by Member Lee to **(APPROVE THE SEPTEMBER 20, 2012 MINUTES)**. The motion **CARRIED** unanimously.

B. Principal's Report - Principal McCauley

The current enrollment is 308 students with our projected enrollment being 300 students.

The early release is going well. Administration is still working on the format and getting into a rhythm with it. A weekly agenda is being used and staff have notebooks specifically for this time. Some work on curriculum has been done. The recess monitors were invited and a common agreement between staff and recess monitors was generated and documented. Child studies are being led by Donna Levesque during this time also.

Bonnie Rivers, Tom ??? and Prairie Adams from the Steiner College will be onsite next week for the staff Professional Development days October 25,26 & 27. Member Berrigan asked if all staff are attending the Professional Development days. Principal McCauley confirmed that all

staff who are required to be at work on these days will be attending and that she has explained to Prairie Adams that this time is not only for those who are currently in the Hybrid Program but also for staff who are not enrolled. This is a challenge due to the Hybrid Program not being set up for rolling enrollment. Principal McCauley suggests looking at how to do our Professional Development days taking into consideration those who are not currently enrolled in the Program. There are different needs for those who have 2 years of Waldorf training and those who do not. Member Berrigan suggested bringing someone up in March 2013 to do a separate workshop for classified employees and those who are working with children but are not currently enrolled in the Hybrid Program.

It was concluded that this is a topic for the Pedagogical Council and that a recommendation from the Council will be brought to the APC.

The APC approved the Quick Phonics screener in grade 1, AIMS Web in grades 2-5 and MAPS in grades 6,7, & 8. The data has been extensively reviewed with grade level meetings attended by Principal McCauley, Vice Principal Busbey and Third Grade Teacher Basner and the teachers. Each child has been discussed with the appropriate teacher and determinations have been made looking at the whole child in regards to direct instruction. It has been determined that, according to the data points and discussions with teachers in grades 2-5 there are a total of 47 out of 152 students who are not where we would expect them to be in reading with regards to the standards in our curriculum. Of the 47, 19 students are using a direct instruction program during the skills time. Of the 19, 10 have IEPs, 12% are using corrective reading or reading mastery several times a week and 52% of them have IEPs in reading.

Principal McCauley feels we need to have a full Board discussion about data intervention and how to go about making these decisions regarding direct instruction versus what we do as part of our core curriculum which is going to require a lot of time. She recommends the APC having their own retreat apart from the BPG due to the nature of the work that needs to be done and suggested having a meeting with Bonnie River either via teleconference or in a retreat format. Member Berrigan suggested we need APC representation for the retreat. It was agreed by all APC

members that a joint retreat is important so we have a common vision with the BPG. It was decided unanimously to keep the joint retreat scheduled for November 30 and December 1 and to have Susan work with Bonnie River on scheduling a separate APC work session in January.

Principal McCauley would also like to establish the process by which Committees and the Pedagogical Council report to the APC along with expectations of the APC and her reporting confidential assessment data in a public forum format.

C. BPG Liaison Report – Member Berrigan

The last BPG meeting made it painfully clear that the BPG was not prepared to have the elections. Member Berrigan ended up taking the reigns of that with BPG Members Terwilliger and Baker to rewrite the by-laws.

Abigail Beecham came and spoke about her issue with the tardy policy. It was explained that no action would be taken at the BPG level and this issue needed to be discussed with the Administrative Staff at BCS. Ms. Beecham did take the parent spot on the Elections Committee at this meeting.

They voted to put a monetary value on the gems at the Fall Festival.

It was determined that the subject of how we disseminate information to the community about fund raising results needs to be added to the joint board retreat agenda.

Motion by Member Levesque **Seconded** by Member Loudon to **(AMMEND THE AGENDA WITH THE ADDITION UNDER NEW BUSINESS, E. MOVE ANNUAL MEETING FROM NOVEMBER 8 TO NOVEMBER 1 IN ORDER TO ACCOMMODATE THE AUCTION ON NOVEMBER 9)**. The motion **CARRIED** unanimously.

D. Committee Reports

1. Playscape – Cathy Busbey

Vice Principal Busbey obtained some temporary solutions from School District Engineer Chris Remick and suggested this be put in the Friday Update. Rockridge is going to be coming back this summer for landscaping.

2. Communication

Due to the complicating aspect of creating a communication plan, this is going to require some time. Member Berrigan suggested we form this committee at the joint retreat so that there is both BPG & APC representation. Member Houston requested an update be put in the Friday Update.

3. Volunteer Policy

Principal McCauley recommends that Mary Beth Feldman chair this committee. Member Berrigan recommends having a teacher from the BPG on the committee also. Principal McCauley will work with Mary Beth on forming this committee.

4. Elections

Currently we have three applications for APC; Lori Berrigan, Pete Houston, and Brandt Bowen. Anna Folsom will be turning one in for the APC. The extension of the APC application period to October 22 to coincide with the BPGs will be in the Friday Update. A ballot will be done. Voting will be done up to an hour before the Annual Meeting. Winners will be announced at the Annual Meeting. Member Houston suggested we have the Annual Meeting in connection with one of the activities such as the auction in the future. This will be put on the retreat agenda.

Member Houston will email the ballot to the APC for approval.

IV. Person to be Heard

V. New Business – Action Items

A. Pedagogical Council

The Bylaws were approved for the Pedagogical Council and require approval of members annually by the APC.

Motion by Member Horvath **Seconded** by Member Gerring to **(APPROVE THE THE PEDAGOGICAL COUNCIL MEMBERS BELOW)**. The motion **CARRIED** unanimously.

Kindergarten – Kim Detert

Grades 1-5 – Diep Tran and Donna Levesque

Grades 6-8 – Dan Klauder

Specialist - Solveig Rogers

At Large - Diana Slone Basner

B. Adjacent Property

Susan spoke with Scott about purchasing the adjacent property. He is interested.

Motion by Member Houston **Seconded** by Member Loudon to **(PURSUE THE PURCHASE OF THE PROPERTY ADJACENT TO THE SCHOOL)**. The motion **CARRIED** unanimously.

APC Members Houston and Lee will be on this committee with Member Houston being Chair. Teacher Levesque will also be on this Committee. A report will be brought back to the APC.

C. Treasurer's Report

A copy of the updated budget is not available due to the School District's issues with the implementation of the new financial software.

Member Lee will be inviting the other Charter Schools to meet with Superintendent Deena Paramo and Ken Forrest at the MSBSD regarding the property tax rebate issue before the next School Board meeting.

The Pedagogical Council needs to discuss the student activities fee.

MSBSD Materials/Activities Fees

Materials/activity fees may not be charged for required courses.

- Middle School Sports \$60 Per Activity
- Middle School Exploratories \$20 Per Course/Per Semester
- Elementary Activities \$10 Per Activity

Motion by Member Houston **Seconded** by Member Levesque to **(CHARGE WHAT THE MSBSD CHARGES FOR STUDENT ACTIVITIES)**. The motion **CARRIED** unanimously.

Budget Transfers Approval – October 12, 2012

Acct. to be reduced	Acct. to be increased	Amount	Explanation
Contingency	Repayment	\$10,278	Loan repayment
Contingency	Non-cert salary	\$10,000	Increase FTE from .6 to .75 – Charter School Assistant
		\$13,810	
		Or	
Contingency	Student Activities	\$10,160	Co-curricular activities (with current or district fees)

Motion by Member Houston **Seconded** by Member Levesque to **(TO APPROVE BUDGET TRANSFERS WITH UP TO \$13,810 FOR CO-CURRICULAR ACTIVITIES)**. The motion **CARRIED** unanimously.

Update on Supply Fees for next agenda.

D. Birchtree Middle School Sewing Club

Fridays 2-3:30 with a maximum of 6 students.

Motion by Member Horvath **Seconded** by Member Lee to **(APPROVE THE MIDDLE SCHOOL SEWING CLUB TO MEET ON FRIDAYS FROM 2-3:30 WITH A MAXIMUM OF 6 STUDENTS)**. The motion **CARRIED** unanimously.

E. Move Election from November 8 to November 1

Motion by Member Houston **Seconded** by Member Levesque to
(MOVE THE ELECTION FROM NOVEMBER 8 TO NOVEMBER 1, 2012).

The motion **CARRIED** unanimously.

VI Future Items/Future Business

- Next Regular Board Meeting November 15, 2012

- Agenda Items

 Elections Report

 Agenda for Joint Retreat

 Follow Up on Property Tax Resolution

 Land Acquisition Committee

 Supply Fees Update

Motion by Member Loudon **Seconded** by Member Horvath to
(TO ADJOURN THE MEETING AT 5:01 P.M.). The motion **CARRIED**
unanimously.