

**Academic Policy Committee**  
**Thursday, November 15, 2012**  
**3:45 p.m.**  
**Birchtree Charter School**

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**APC MEMBERS PRESENT:** Brandt Bowen, Anna Folsom, Lori Berrigan, Cathy Lee, Brooke Loudon, Pete Houston, Cara Horvath, Kirsten Gerrish

**STAFF MEMBERS PRESENT:** Cathy Busbey, Mary Beth Feldman

**PEDAGOGICAL COUNCIL MEMBERS PRESENT:** Donna Levesque, Diep Tran

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

**II. Approval of Agenda**

**Motion** by Member Bowen **Seconded** by Member Gerrish to **(APPROVE THE AGENDA)**. The motion **CARRIED** unanimously.

**III. Seating of New Members**

The Board welcomed Member Bowen and Member Folsom to the Board.

**IV. Election of New Officers**

It was decided to wait until after the retreat. A Board Recruitment Committee will be formed with Member Houston as Chair and Member Lee and Member Loudon on it. A report will be presented to the APC in January.

**Motion** by Member Houston **Seconded** by Member Horvath to **(TABLE THE ELECTION OF OFFICERS)**. The motion **CARRIED** unanimously.

**V. Standing Agenda**

**A. Approval of Meeting Minutes**

**Motion** by Member Houston **Seconded** by Member Gerrish **(TO APPROVE THE OCTOBER 18, 2012 MINUTES AS AMMENDED)**. The motion **CARRIED** unanimously.

**Motion** by Member Lee **Seconded** by Member Gerrish **(TO APPROVE THE NOVEMBER 1, 2012 MINUTES)**. The motion **CARRIED** unanimously.

**B. Principal's Report – Vice Principal Busbey**

The Parent Teacher Conferences were well attended with 8 of the classes having 100% attendance and 6 of the classes having 90% attendance. Conferences have been set up for those parents who were unable to attend on the conference days. New report cards were presented to the parents along with a request to complete the Parent Satisfaction Survey being used to meet the grant requirements. 30 surveys have been completed at this time. Member Lee suggested having a drawing as an incentive for parents to complete the survey. This will be put in the Friday Update.

Three letters have been sent out to parents with children who have children with 10 or more absences and 13 letters have been sent out to parents with children who have 10 or less absences.

Radio Free Palmer would like to have the 5<sup>th</sup> & 6<sup>th</sup> graders on their program. Member Horvath asked about the frequency of the Broadcast. Vice Principal Busbey stated it would be once a week. This will be starting as soon as possible.

**C. BPG Liaison's Report – Member Berrigan**

The BCS Auction went very well with around \$10,000 being collected. \$2,600 went to pay for the Auction with around \$8,400 being the profit. Work on the 2013 auction will begin in January.

#### **D. Joint APC/BPG Retreat Agenda Items**

There is an email going out to the APC with the retreat agenda items to be approved. It was requested for any additions to be submitted to Susan by Tuesday, November 20, 2012.

#### **E. Committee Reports**

##### **1. Pedagogical Council – Teacher Levesque**

The BPG will be presenting the fundraising policy to this Council. The Council is currently discussing developmentally appropriate field trips for each grade level. They have agreed that no field trips will be taken out of the country and that kindergartners will not be going on any field trips. They are looking for ideas that relate to the curriculum with annual trips being a rite of passage experience. The goal is for the cost to be sustainable and manageable from year to year also.

Member Lee stated that there is the fundraising piece and the operating budget piece and volunteered to assist with this as the APC Treasurer.

Member Berrigan will be attending the Monday, November 19 meeting.

##### **2. Adjacent Property – Member Lee**

Member Lee and Member Houston met with Scott regarding the adjacent property acquisition. He is happy to pursue the purchase with the understanding that he would have to carry a note. He estimates it to be between \$3,000 and \$4,000 a month in order for him to do this.

#### **F. Treasurer's Report**

##### **1. Property Tax Resolution**

Member Lee and Member Houston met with the MSBSD Superintendent, Deena Paramo and Ken Forrest regarding their presentation to the School Board of the property tax initiative passed by the borough. The meeting sought to clarify the District's presentation to the school board regarding how this initiative would be funded. In short, conversation clarified the fact that the original intent of the Borough Assembly and the resolution passed in the spring was to return tax money to the charter schools through the MSBSD with additional funding above and beyond established borough funding. Dr. Paramo noted that additional monies to fund this resolution have not yet been received by the MSBSD, but conversations with Borough Administration have taken place and a resolution should be reached by the December 6<sup>th</sup> school board meeting.

While meeting with Superintendent Paramo and Mr. Forrest, Member Lee discussed Birchtree's desire to obtain adjacent property to develop much needed gym space for the school. Ken Forrest and Dr. Paramo offered to submit a Casis Request on Birchtree's behalf for the sum of 2 million dollars from the State of Alaska. If approved, this money could be received as early as Spring of 2013. Member Lee suggests that if the money is obtained, Birchtree works with MSBSD to determine how the adjacent property might be obtained and developed. Additionally, Member Lee advises that Birchtree should investigate the possibility of restructuring our current lease into a lease purchase contract.

##### **2. Supply Fees Update**

Thus far we have had \$14,000 total received with \$1,900 yet to be collected. \$800 in scholarship requests have been received and need to be processed by the BPG. A scholarship process for the BPG will be put on the retreat agenda. The next step will be for Principal McCauley to determine how to collect the outstanding \$1,900.

The budget is lining up and there are no big surprises. We budgeted for 300 students and our actual number approved is 308. With 8 more students, BCS will receive an additional \$66,000 to be put into contingency. The \$45,000 for the property tax rebate will also be put in contingency upon receipt.

### **G. Parent Partnership Coordinator's Report**

The parent workroom is currently being utilized. It was a great space for the Auction items to be stored.

The Volunteer Policy Committee met and the first draft of a policy is being worked on currently. The policy will address the suggestion made for money and materials to be counted as volunteer hours. This will be presented to the APC upon completion.

The 8<sup>th</sup> grade has asked for more volunteer opportunities in addition to the babysitting.

The Holiday Concert is for 4<sup>th</sup> through 8<sup>th</sup> grades and will be at the Palmer First Baptist Church.

### **VI. Persons to be Heard**

#### **VII. New Business –Action Items**

##### **A. Capsis Request**

Member Lee stated that we are making a commitment to staying in our current location if we approve the submission of the Capsis Request.

Member Bowen and Member Folsom stated that teachers have concerns with the current building and temperate issues, noise issues etc. There are some things that need to be fixed with our current facility.

Member Horvath stated she is concerned about the bathroom situation and whether more toilets are needed. It was agreed that this can be addressed with the other concerns.

Member Houston stated that a Facilities Committee would be good to form. Members Bowen and Teacher Levesque would like to be on this Committee. This will be added to the retreat agenda.

Member Loudon asked if another piece of property become available, could the Capsis money be used on it instead. Member Lee believes that the Capsis request specifically defines the use of the funds to purchase the adjacent property, not another site.

**Motion** by Member Lee **Seconded** by Member Bowen **(TO SUBMIT THE CAPSIS REQUEST FOR THE ADJACENT PROPERTY ACQUISITION FUNDING)**. The motion **CARRIED** unanimously.

##### **B. Board Development Committee**

**Motion** by Member Loudon **Seconded** by Member Houston **(TO FORM A STANDING BOARD DEVELOPMENT & RECRUITMENT COMMITTEE)**. The motion **CARRIED** unanimously.

##### **1. Alliance for Public Waldorf Education Conference – January 2013**

Principal McCauley would like to send as many APC Board Members as possible to the Alliance for Public Waldorf Education Conference in January 2013. APC Members must let her know of their interest by Monday, November 19 so arrangements can be made as soon as possible. Member Lee will be emailing for Board approval once cost is determined.

### **VII. EXECUTIVE SESSION**

Teacher Levesque and Vice Principal Busbey were invited to stay for the executive session.

**Motion** by Member Lee **Seconded** by Member Houston **(TO MOVE INTO EXECUTIVE SESSION AT 5:05 P.M. IN REGARDS TO A SIBLING PREFERENCE REQUEST WITH TEACHER LEVESQUE AND VICE PRINCIPAL BUSBEY IN ATTENDANCE)**. The motion **CARRIED** unanimously.

A request was made for an exception to the current Sibling Preference Policy.

The APC deemed that the withdrawal of the student was not due to circumstances outside of the parent's control.

**Motion** by Member Horvath **Seconded** by Member Houston (**TO UPHOLD THE SIBLING PREFERENCE POLICY AS PRESENTED IN THE NOVEMBER 15, 2012 APC EXECUTIVE SESSION**). The motion **CARRIED** unanimously.

It was agreed that when a student is withdrawn, parents be required to sign a statement that they understand the Sibling Preference Policy.

**Motion** by Member Houston **Seconded** by Member Horvath (**TO MOVE OUT OF EXECUTIVE SESSION AT 5:25 P.M.**). The motion **CARRIED** unanimously.

#### **IX. Future Items/Future Business**

- The next APC Meeting will be set at a later date.
- The joint APC/BPG retreat will be on November 30 & December 1 at Turkey Red.
- Next Meeting Agenda Items
  - Board Development & Recruitment Committee Report
  - Capsis Request Update
  - Property Tax Rebate Update
  - Facilities Committee Report
  - Parent Satisfaction Survey Update
- Next Meeting Follow-up Items
  - Document with all teachers, administrative staff, APC and BPG Members created by PPC
  - Assessment Plan Document for Parents

**Motion** by Member KIRSTEN **Seconded** by Member HOUSTON to (**ADJOURN THE APC MEETING AT 5:30 P.M.**). The motion **CARRIED** unanimously.

- Items for Retreat Agenda
  - Facilities Committee
  - Federal Grant due in February
  - Communications Committee
  - Dissemination of Fund Raising Results
- Items for Pedagogical Council
  - School-wide Enrollment Policy
  - Professional Development for Teachers & Staff not in the Hybrid Program
  - Student Activities Fees