

**Academic Policy Committee
Tuesday, December 18, 2012
3:45 p.m.
Birchtree Charter School**

APC MEMBERS PRESENT: Brandt Bowen, Anna Folsom, Lori Berrigan, Brooke Loudon, Pete Houston, Cara Horvath

STAFF MEMBERS PRESENT: Dr. Susan McCauley

PEDAGOGICAL COUNCIL MEMBERS PRESENT:

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

II. Approval of Agenda

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

III. Motion to Enter into Executive Session

Motion by Member Loudon **Seconded** by Member Horvath to **(MOVE INTO EXECUTIVE SESSION WITH BRANDT BOWEN AND ANNA FOLSOM INVITED AS REQUIRED BY THE BYLAWS)**. The motion **CARRIED** unanimously.

IV. Motion to Move Out of Executive Session

Motion by Member Loudon **Seconded** by Member Berrigan **(TO MOVE OUT OF EXECUTIVE SESSION AT 4:45 P.M.)**. The motion **CARRIED** unanimously.

V. Motion to Accept Principal McCauley's Resignation

Motion by Member Loudon **Seconded** by Member Berrigan to **(ACCEPT AND SUPPORT THE RESIGNATION OF BIRCHTREE PRINCIPAL, DR. SUSAN MCCAULEY)**. The motion **CARRIED** unanimously.

VI. Motion to Ask Cathy Busbey to be Interim Principal

Motion by Member Horvath **Seconded** by Member Folsom **(TO ASK VICE PRINCIPAL CATHY BUSBEY TO STEP INTO THE INTERIM PRINCIPAL POSITION)**. The motion **CARRIED** unanimously.

VII. Motion to Refine Evaluation Criteria Committee Membership

Motion by Member Berrigan **Seconded** by Member Loudon to **(REFINE THE EVALUATION CRITERIA COMMITTEE MEMBERSHIP TO INCLUDE MINIMALLY 1 TO 2 APC MEMBERS, 1 TO 2 STAFF MEMBERS AND 1 BPG MEMBER)**. The motion **CARRIED** unanimously.

VIII. Motion to Increase Parent Partnership Coordinator Position to 1 FTE

Motion by Member Berrigan **Seconded** by Member Horvath to **(INCREASE THE PARENT PARTNERSHIP COORDINATOR FROM .5 FTE TO 1 FTE WITH THE UNDERSTANDING THAT A BUDGET IMPACT REPORT FROM THE TREASURER WILL BE PRESENTED AT THE NEXT APC MEETING)**. The motion **CARRIED** unanimously.

IX. Motion to Send Letter to BCS Community

Motion by Member Horvath **Seconded** by Member Loudon **(TO SEND SUGGESTED LETTER BY PRINCIPAL MCCAULEY WITH ONE MINOR CHANGE TO THE BIRCHTREE COMMUNITY UPON RESIGNATION APPROVAL FROM THE MATSU BOROUGH SCHOOL DISTRICT.)**. The motion **CARRIED** unanimously.

X. Future Items/Future Business

- The Evaluation Criteria Committee Chair, Brooke Loudon, will send out an invite to BPG, APC and staff members for the meeting on Thursday, January 10, at 3:45. Principal McCauley will be assisting with determining the criteria at this meeting.
- January 14 and/or 15 the Evaluation Criteria Committee will meet to formalize the criteria to be reported at the January 16, 2013 APC meeting at 3:45.
- **Next APC meeting will be on Wednesday, January 16 at 3:45 p.m.**

Agenda Items for Next APC Meeting

- APC Treasurer Report for Personnel Changes
- Evaluation Criteria Committee Report

Agenda Items that may or may not be completed at the January 16 APC Meeting. These items will be put on the following meeting agenda:

- Board Development Committee Report
- Capsis Request Update
- Property Tax Rebate Update
- Facilities Committee Report
- Parent Satisfaction Survey Update

Motion by Member BERRIGAN **Seconded** by Member LOUDON to **(ADJOURN THE APC MEETING AT 5:10 P.M.)**. The motion **CARRIED** unanimously.