

**Academic Policy Committee**  
**Wednesday, January 16, 2013**  
**3:45 p.m.**  
**Birchtree Charter School**

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

**APC MEMBER ON PHONE:** Cathy Lee

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

**PEDAGOGICAL COUNCIL MEMBERS PRESENT:** Donna Levesque

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

**II. Approval of Agenda**

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

**III. Election of New Officers: Chair, Vice-Chair, Secretary, Treasurer, BPG Liaison**

Bylaws state this is supposed to be done at the next APC meeting. This will be postponed until next APC meeting date certain to the next meeting. Loudon, Folsom

**IV. Standing Agenda**

**A. Approval of Meeting Minutes**

**Motion** by Member Gerrish **Seconded** by Member Bowen **(TO APPROVE THE NOVEMBER 15, 2012 MINUTES)**. The motion **CARRIED** unanimously.

**Motion** by Member Gerrish **Seconded** by Member Bowen **(TO APPROVE THE DECEMBER 18, 2012 MINUTES)**. The motion **CARRIED** unanimously.

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

It was clarified that Cathy Busbey have the official title of Principal. Principal Busbey would like to discuss the attendance policy in regards to excused and unexcused absences. Member Gerrish shared concern about the accuracy of the attendance keeping process. It was determined that this will go to the committee level. Member Houston stated that the APC will send the attendance policy to the Pedagogical Council.

**Motion** by Member Berrigan, **Seconded** by Member Gerrish **(TO REFER THE ATTENDANCE POLICY TO THE COMMITTEE LEVEL WITH A REQUEST FOR A REPORT BACK TO THE APC IN FEBRUARY)**. The motion **CARRIED** unanimously.

Mid-year assessments have been completed. A report will be provided at the February APC meeting.

Principal Busbey has requested a part-time half-time assistant principal (.49). Additional money will not need to be transferred for this. It was determined that Board approval was not required for this administrative hiring action. Member Berrigan asked about having someone with Waldorf training and what the teachers need. Member Folsom, stated that teachers are okay for the rest of this year not having an administrator with Waldorf experience. Member Gerrish asked about him dealing with discipline issues. Member Bowen confirmed that the kids will really like him and with the discipline process in place there should be no issues.

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

Member Berrigan let Jennifer Budde, BPG Chair, know the APC would like a report on money raised for the 8<sup>th</sup> grade trip at the next meeting.

### **D. Committee Reports**

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

The council is currently reviewing the enrollment policy with the understanding that it drives the budget. They have looked at the process and putting ourselves out in the public with our art and music programs which would draw families that fit in well with school's mission. There were a couple of classes that were not at their full range of enrollment at the beginning of this school year requiring 1/3 of the classes to be new students which in turn has an impact on the class as a whole. A report will be given to the APC at the February meeting.

#### **2. Evaluation Criteria – Brooke Loudon**

A group of APC members, BPG members, BCS teachers and staff all met with Dr. McCauley to brainstorm on the Principal evaluation criteria. The suggestions made at this meeting are being used by the Evaluation Criteria Committee to create the mechanism that will be used in conducting the evaluation. This committee will be meeting February 2 to complete the work and will present it to the APC at the February 20 meeting.

### **E. Treasurer's Report**

**Motion** by Member Loudon, Seconded by Member Gerrish **(TO APPROVE THE TRANSFER OF \$24,377 OUT OF CONTINGENCY AND INTO CERTIFIED TEACHERS SALARY FOR THE CURRICULUM WORK DONE AND \$18,605 OUT OF PRINCIPAL SALARY AND INTO OFFICE SUPPORT SALARY FOR THE PPC FTE INCREASE TO 1.0)**. The motion **CARRIED** unanimously.

There is \$80,000 left in Contingency after the \$24,377 transfer.

A preliminary budget has been requested by the District by January 29. They have been provided with a very basic budget based on keeping status quo will be submitted with the understanding that it has not been approved by the APC.

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

Tax reimbursement funds are not available from either the School District nor the Borough. We have also been informed that our taxes were actually \$71,000 and not \$45,000. This is a complicated scenario that requires a discussion to happen at the February APC meeting.

### **F. Parent Partnership Coordinator's Report – Mary Beth Feldman**

The Communication Committee is in the process of being formed. The school website has been updated to include biographies for new staff and updates on veteran staff. Mary Beth has a draft of the school flyer and a brochure in preparation for the upcoming enrollment period. The Volunteer Policy will be reviewed at the February APC meeting.

### **V. Persons to be Heard**

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

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

- The next APC Meeting will be Wednesday, February 20, 2013 at 3:45. The third Wednesday of every month at 3:45.
- Formation of the Principal Hiring Committee
- Next Meeting Agenda Items
  - Volunteer Policy
  - Pedagogical Council Bylaw Revision Approval

Attendance Policy Report  
Board Development & Recruitment Committee Report  
Capsis Request Update  
Facilities Committee Report  
Parent Satisfaction Survey Update  
Property Taxes  
Mid Year Assessment Report

- 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 Berrigan **Seconded** by Member Loudon to **(ADJOURN THE APC MEETING AT 5:00P.M.)**.  
The motion **CARRIED** unanimously.

Pete Houston, Acting Chair  
Brooke Loudon, Secretary  
Cathy Lee, Treasurer  
Lori Berrigan, Parent  
Kirsten Gerrish, Parent  
Cara Horvath, Parent  
Pete Houston, Acting Chair  
Brandt Bowen, Teacher  
Cathy Lee, Treasurer  
Anna Folsom, Teacher  
Cathy Busbey, Principal