

**Academic Policy Committee
Monday, February 25, 2013
6:00 p.m.
Birchtree Charter School**

APC MEMBERS PRESENT: Brandt Bowen, Anna Folsom, Brooke Loudon, Pete Houston, Cara Horvath, Kirsten Gerrish, Cathy Lee, Lori Berrigan (on phone), Cathy Busbey (on phone)

STAFF MEMBERS PRESENT: Mary Beth Feldman, Dan Klauder, Kim Deitert, Amy Sharrer; Diana Basner, Donna Levesque

Call to Order at 6:06 p.m.

The meeting was called to order at 6:06 p.m.

Persons to Be Heard

The following persons spoke in regards to the funding of the 8th grade trip:

Ruth Western
Dan Klauder
Jamey Duhamel
Laura Sampson
Jessica Clarken (sp?) for Stephanie Nielson
Christian Dahl (sp?)
Olivia Holland
Kim Detert for Dana Phillips
Lisa Shield
Melissa Olson for Liona Mixbaden
Melissa Olson
Heather Lee
Richalyn Smith
Mike Shea
Alex's Dad
Diana Basner
Angie Newbold
Ingrid ?

Ended at 7:00 p.m.

Conflict of Interest

Member Houston, Chair of the APC, stated there is currently no conflict of interest policy for BCS. We also have not adopted parliamentary procedures so we do not have a set of rules. Per Roberts Rules, a member of a board has to declare their own conflict of interest. The Chair asked that everyone be recognized by the Chair prior to speaking.

Principal Busbey stated that she sees two options: APC funding trip which is now \$10,000 or that we take the money that has been earned - \$12,500, \$5,500 and \$2,000 which totals \$20,000 leaving a shortage of \$250 per student. Parent amount \$1350 instead of \$1100. American history is taught in

all 8th grade classes in the MSBSD. She asked Dan to speak to the curriculum piece. Mr. Klauder stated there was never a promise made. Family 50%/Fundraising 50% was the agreement.

Treasurer Report

We are 9 months into our budget. Begins July 1 and ends June 30. Budget was created by Finance Committee. There was specific conversation around funding the 8th grade trip. The FY13 budget was approved with the full knowledge that there was no money allocated for the 8th grade trip. This was due to the clarification that was made that the gift given towards the 8th grade trip in FY12 was a one time expenditure. The only people who can transfer money is Kelly Nelius at the direction of the Principal who receives approval from the APC for fund transfers. The District adopted a new enterprise finance system and when they implemented it, there were major problems hence the challenge in getting a handle on where we are financially. We know that as of last Wednesday, we were showing \$15,000 in contingency.

Kelly Nelius did a full budget review and report last Friday that the following funds might be reallocated:

1. \$27,500 extra in this account.

\$40,000 was budgeted for music. The music professional services contract was drawn up for \$22,000 based on an hourly rate and the hours being worked.

\$15,000 was approved for handwork. The handwork professional services contract was drawn up for \$5,500 based on an hourly rate and the hours being worked.

2. \$15,426.06 of expenses from this account will be recoded to the Capital Improvement Fund (#3).

This was the Lindamood Bell curriculum purchase. The curriculum was purchased with money from our operating budget. However, the operating budget will be reimbursed for this purchase out of the Capital improvement fund (last year's carryover).

3. \$20,519.69 of expenses from this account will be recoded to the Capital Improvement Fund (#3).

This was the computer lab purchase. The computer lab was purchased with money from our operating budget. However, the operating budget will be reimbursed for this purchase out of the Capital improvement fund (last year's carryover).

4. \$2,846.25 of expenses from this account will be recoded to the Capital Improvement Fund (#3).

Curriculum was purchased with money from our operating budget. However, the operating budget will be reimbursed for this purchase out of the Capital improvement fund (last year's carryover).

5. The contingency is currently at \$92,868.

This amount includes the \$65,070 that is from the adjustment for our enrollment being over our projected enrollment. It also includes the \$10,278 dollars that was approved as a loan payment. Because we did not use the loan, I left the money in contingency.

6. This contingency account (\$29,162) is holding the money approved for the Office Extended Days at the end of the year.

It includes 11 days for Parent Partnership, 10 days for Admin Secretary, 10 days for Secretary I, 18 Days for Cathy Busbey, and 15 days for Susan McCauley. It is likely that a portion of this will not be

needed, because Susan is no longer working here and Cathy's end date has moved up with the change in her title.

7. \$15,000 was budgeted for phone service.

It is possible that the district will cover our phone costs again, as they did last year. I have put in a call to district office, but do not yet have an answer.

8. \$29,577.72 of expenses from this account will be recoded to the Legislative Grant (#1).

These expenses were for the playscape. The account will be reimbursed for this amount leaving the balance at almost zero (Will require a budget transfer of less than \$100).

9. \$45,858.76 of expenses from this account will be recoded to the Legislative Grant (#1).

These expenses were for the playscape. The account will be reimbursed for this amount. The playscape spent about \$5000 more than the cost of the legislative bond.

10. \$4347 of expenses from this account will be recoded to the Legislative Grant (#1).

These expenses were for the playscape. The account will be reimbursed for this amount leaving the balance at zero.

Student Activities Account – Supply Fees

There is currently \$26,272 in our supply account in Student Activities. This can be used to reimburse the budget for specific PO expenses.

Summer Training

The details have not yet been finalized for Summer Training. However, it does not look like we will need to use any of the operating budget to fund the training. The grant budget currently shows two new employees joining the hybrid program. If this does not happen, quite a bit of money is freed up.

Playscape

We do not yet have the quote for finishing the playscape. We spoke with the company that we worked with last year and are waiting to receive the quote. We will also have the expense of approx.. \$5000 above the amount of the legislative grant.

Member Houston clarified that there are two ways to fund the 8th grade trip: proportional distribution between the 4th, 5th and 8th grade trip or all of the BPG money adding up to \$12,500 being given to the 8th graders, leaving the 4th and 5th grade trips unfunded by the BPG. Heather Lee has applied for a grant to cover the 4th and 5th grade trips. Member Houston clarified with Principal Busbey her intent being for all of the \$12,500 from the BPG to be allocated towards the 8th grade trip.

Member Lee stated 15% of charters schools close with the number one reason being financial. Inequity of resources is the reason, not always financial irresponsibility. When making decisions regarding public goods, money meant for the whole school we must be careful and consider the impact on all students, not just one grade.

Member Lee stated that she is the Aunt of an 8th grade student. She suggested that it is very important that a financial gain by an immediate family member be recognized and shared the research she had done on this which states that conflicts of interest regarding family members includes immediate members living within the family and/ or to blood relatives such as a sister or

brother. Thus, she wanted to disclose the relationship but did not consider it a conflict. Member Berrigan declared that she has an 8th grader in the class. She asked for a vote by the Board on whether she can vote or not. Member Lee further stated that it was important to note that Member Bowen was going to be going on the trip. member Bowen stated that although going on the trip, he did not feel he had a conflict.

Member Horvath asked for clarification on APC Members who are parents paying for their child's trip if they are in the 8th grade and being able to vote. Member Houston shared his opinion that you cannot buy your way out of a conflict. He does not think this is acceptable.

Motion by Member Houston, **Seconded** by Member Lee that **(LORI BERRIGAN SHOULD NOT VOTE ON THE 8TH GRADE TRIP FUNDING DUE TO A CONFLICT OF INTEREST)**. The motion **CARRIED** unanimously.

Motion by Member Bowen **Seconded** by Member Folsom to **(TO ALLOCATE UP TO \$6,000 TO FUND THE GAP NEEDED FOR THE 8TH GRADE TRIP)**. The motion **CARRIED** with Members Horvath, Folsom, Bowen approval and without Members Lee, Loudon, and Houston approval.

Motion by Member Bowen to **(AMMEND THE MOTION TO ALLOCATE UP TO \$6,000 TO FUND THE GAP NEEDED FOR THE 8TH GRADE TRIP OUT OF CONTINGENCY)**. The motion **CARRIED** with Members Horvath, Folsom, Bowen and Houston approval and without Members Lee and Loudon approval.

Motion by Member Lee **(TO REPLACE BYLAWS ARTICLE VI UNDER SECTION 1. PRINCIPAL SELECTION/REMOVAL WITH ADDITIONAL APC MEMBERS MAY BE ADDED TO THE HIRING COMMITTEE WHEN THE COMMITTEE IS FORMED.)** The motion was withdrawn by Member Lee.

Motion by Member Houston, **Seconded** by Member Lee **(TO REPLACE THE EXISTING BYLAWS IN ARTICLE IV. SECTION 1. PRINCIPAL SELECTION/REMOVAL WITH THE FOLLOWING: THE PRINCIPAL AND/OR VICE PRINCIPAL POSITION(S) WILL BE SELECTED THROUGH A 4 TO 6 MEMBER HIRING COMMITTEE THAT WILL CONSIST OF 1 TO 2 APC MEMBERS, 1 TO 2 STAFF, 1 BPG MEMBER AND CURRENT PRINCIPAL OR VICE PRINCIPAL. THE COMMITTEE CHAIR WILL BE AN APC MEMBER. ADDITIONAL APC MEMBERS MAY BE ADDED TO THE HIRING COMMITTEE WHEN THE COMMITTEE IS FORMED.)** The motion **CARRIED** unanimously.

Forming the Hiring Committee

Motion by Member Houston, **Seconded** by Member Gerrish **(TO FORM THE PRINCIPAL HIRING COMMITTEE WITH CATHY LEE AS CHAIR)**. The motion **CARRIED** unanimously.