

Birchtree Charter School APC Board Meeting Minutes

Date: 10/19/2016

Members in attendance (absent members will be in parentheses):

Rob Catlett Chair	Crystal Spargo, Parent
Mike Shea, Vice Chair	vacant seat, Parent
Cathy Lee, Treasurer	Solvejg Rogers, Teacher
Vacant seat parent	vacant seat, Teacher
(Jessica Clarkson), Parent	vacant seat, Teacher
(Tim Galloway), Parent	Cathy Busbey, Principal
	(Brandt Bowen, Assistant Principal)

- I. **Call to order: 18:02 pm**
- II. **Motion to approve Agenda:** Motion by Crystal Spargo, seconded by Mike Shea, approved
- III. **Standing Agenda:**
 - A. **Motion to approve September Minutes:**
 - Motion by Cathy Lee, second by Solvejg Rogers, approved
 - B. **Principal Report (Cathy Busbey)**

Please refer to the handout provided on the following topics:

 - Enrollment
 - USDA loan information
 - Professional Development
 - C. **Treasurer's Report (Cathy Lee)**
 - Refer to provided handout
 - D. **BPG Liaison Report (Tim Galloway)**
 - No report due to absence
 - E. **Committee reports**
 1. Elections update (Crystal Spargo, Solvejg Rogers)
 - Two parent's seats are on the ballot
 - So far two parents applied

- Teacher representative's seats need review due to bylaws stating that also aids and assistants can run for that seat.
- Re-voting of pre selections by teachers will occur this Thursday October 20 in order to stay in compliance with the bylaws.

IV. Persons to be heard on non-agenda and agenda items

- Reagan Dervaes on Alumni positions (Thorin Finster)

V. Old Business

A. Timeline for Principal evaluation:

- Nov/Dec survey needs to be developed
- By Jan 16 surveys are distributed
- February 1st Executive session to review data
- March 1st Finish evaluation
- approved

VI. New Business/Action Items

A. Budget transfers

- Purchase of two new computers
- Health insurance for new hires
- motion to approve budget transfer Cathey Lee, second Crystal Spargo

B. Board elections ballot

- Approval of revised form at short meeting on Monday October 24
- Motion by Solvejg Rogers, second by Crystal Spargo, approved

VII. New Business/ Non-action items

- A. USDA loan will be pursued due to significant savings in the future

VIII. Future Items/Future Business

- November 16, 2016 Annual meeting at 5:30
- APC meeting at 6pm
- New members are introduced
- Invite district reps and legislators
- Work session immediately after next week's annual meeting

Meeting adjourned: 18:50 pm