

## Birchtree Charter School APC Board Meeting Minutes

**Date: September 10, 2015**

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

Rob Catlett, Chair	Debbi McKimmey, Parent
Mike Shea, Vice Chair	Rusty Clark, Teacher
Cathy Lee, Treasurer	Donna Levesque, Teacher
<u>(Craig Evans, Parent)</u>	Solvejg Rogers, Teacher
Tim Galloway, Parent	Cathy Busbey, Principal
Jennifer Sundquist, Parent	Brandt Bowen, Assistant Principal

- I. **Call to order: 6:10 pm**
- II. **Motion to approve Agenda:**

Motion to move "appointment of secretary " to action items by Rob Catlett, second by Russel Clark.

Motion to approve Amended Agenda Solvejg Rogers, second by Donna Levesque.
- III. **Standing Agenda:**
  - A. **Motion to approve Minutes:** Mike Shea moves to approve, second by Solvejg Rogers
  - B. **Principal Report**

See written report. Discussion on volunteer hours and parent involvement.
  - C. **Treasurer's Report**

See written report, no discussion
  - D. **BPG Liaison Report**

No news
  - E. **Committee reports**
    1. **Communication and Bylaws**

See written report

Rotations of members have to be adjusted to facilitate proper renewal of board
    2. **Building Expansion Update**

MSBSD Superintendent Deana Paramo signed off on lease
    3. **Board Development**

Board election update will be in Friday update.

Possible date for Board Retreat is December 5
- IV. **Persons to be heard on non-agenda and agenda items**

none

**V. Executive session: 6:35 until 6:50**

**VI. Old Business**

**VII. New Business/Action Items**

1. Budget Transfers: Motion to approve by Solvejg Rogers, seconded by Tim Galloway.
2. Secretary duty transfer from past member Abigail Sheldon to Solvejg Rogers, Motion by Russel Clark, Second by Mike Shea.

**VIII. New Business/ Non-action items**

1. Board Analyses to be send out to all board members to fill out
2. Bylaws change for sound rotation (Cathy/Jennifer Sundquist)
3. Recruitment letter to form pool of applicants/add MSBSD application process
4. Jennifer Sundquist to take over the Chair of the Bylaws Committee

**IX. Future Items/ Future business:**

**Meeting Adjourned: 6:53pm**