

Birchtree Charter School APC Board Meeting Minutes

Date: 01/12/2016

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

Rob Catlett, Chair	Crystal Spargo
Mike Shea, Vice Chair	Rusty Clark, Teacher
Cathy Lee, Treasurer	Donna Levesque, Teacher
Craig Evans, Parent	Solvejg Rogers, Teacher
Tim Galloway, Parent	Cathy Busbey, Principal
Jessica Clarkson	(Brandt Bowen, Assistant Principal)

- I. Call to order: 6pm**
- II. Motion to approve Agenda: Tim Galloway, Second Rob Catlett**
- III. Standing Agenda:**
 - A. Motion to approve Minutes:**
 - Oct. 26th meeting minutes. Motion Shea, Second Galloway,
 - Nov. 18th meeting minutes. Motion Cathy Lee, Mike Shea second
 - B. Principal Report**

Please refer to the handout provided on the following topics:

 - Budget
 - PD
 - Property Tax
 - Student Advisory Board
 - Administrative Structure/Grants
 - C. Treasurer's Report**
 - Please refer to provided handout (Cathy Lee)
 - D. BPG Liaison Report**
 - No report
 - E. Committee reports**
 1. Finance (report was given in joint meeting)
 2. Communication and Bylaws (was given in joint meeting)
- IV. Persons to be heard on non-agenda and agenda items**
 - None

V. Old Business

A. Board Retreat recap

- We need to contact Mike Welsh for his write up of the training

B. Board Composition Analysis – discuss vacancies

- Jenn Sunquist stepped down (need her notes for C&B committee)
- Craig Evans stepped down
- Debby McKimmeys position is open
- Skillset needed: fundraising
- Jessica Clarkson is the new Bylaws and Communication committee chair
- Tim to be a BPG Liaison

VI. New Business/Action Items

A. Election of Officers:

- Rob Catlett to remain Chair, motion Cathy Lee, second Rusty Clark. Vote: Unanimous
- Mike Shea to remain Vice Chair, motion Rob, Cathy Lee second. Vote: Unanimous
- Treasurer to remain Cathy Lee, motion Rob Catlett, second Solvejg Rogers. Vote: Unanimous
- Solvejg Rogers to remain secretary, motion Donna Levesque, second Rusty Clark. Vote: Unanimous

B. Budget Transfer

- Discussion/question about the use of old outdated computers (Donna/Cathy L.)
- Possibility of recycling to be given to school community member/ 8th grade class to reduce costs and/or keep money within student body for DC trip. (Mike/Cathy L.)
- Clarification on yearly prepay of lease (Cathy L.)
- Motion to approve the Budget transfer Donna Levesque, second Solvejg Rogers
- Vote: unanimously

C. Presentation of FY 17 budget (Cathy Busbey)

- Please refer to provided handout
- Staff survey showed need in interventionists and custodial services as well as class room aids and specialists
- Money for teacher training to be generated by grants and fundraising

- **Motion to approve FY2017 Budget Solvejg Rogers, second Tim Galloway.**
- **Vote: 8 approved, 1 sustained**

VII. New Business/ Non-action items

- **Question about deadline for current waitlist. Waitlist stays in place until the new lottery happens (Donna)**
- **First Charter school meeting/ coalition meeting 01/12/17. Next meeting February 16, 5pm at American Charter. Each Charter School will have a representative. Meetings aim to improve positions of charter schools in changing political climate, which is not favoring charter schools.**

VIII. Future Items/ Future business

- **Brandt to debrief about is visit to Alice Burney Charter School**

Meeting adjourned: 7:04pm