



Birchtree Charter School

Birchtree Charter School APC Board Meeting Minutes

Date: October 14, 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
Craig Evans, Parent	Solvejg Rogers, Teacher, Secretary
Tim Galloway, Parent	Cathy Busbey, Principal
<u>(Jennifer Sundquist, Parent)</u>	Brandt Bowen, Assistant Principal

- I. Call to order: 6:00 pm**
- II. Motion to approve Agenda:**
Motion to approve agenda Tim Galloway, second by Donna Levesque .
- III. Standing Agenda:**
 - A. Motion to approve Minutes:** Debbie McKimmey moves to approve, second by Tim Galloway
 - B. Principal Report**
See written attachment
Enrollment over projection
Cathy is working on three small grants
Heather Lee has found parents who are interested in grant writing
Volunteer hours: parents need to be made aware and engaged
 - C. Treasurer's Report**
No formal report
Cathy Busbey and team have worked out parameters of the lease agreement
Cathy Busbey and Cathy Lee meet to look at long term goals
 - D. BPG Liaison Report**
See written report

Working on job description such a lead parents in class rooms
Looking at quarterly report for volunteer hours
Teacher appreciation
Simplicity parenting night

E. Committee reports

1. Communication and Bylaws

Jennifer absent no report

2. Building Expansion Update

See written report
Ribbon cutting is being organized
Question on janitorial hours for addition

3. Board Development

Searching for grant writers for open board positions
A new kindergarten parent has grant writing skills and is interested in serving on the board

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

None

V. Old Business

- Confirmed Board Retreat Date December 5 at Palmer Senior center 9:00-2:00
- Draft Recruitment Letter to be read over. Amendments as needed. Replies have to be addressed it to Rob Catlett.
- Antioch and other teacher training centers to receive that recruitment letter
- Board Composition Analysis: need more business and legislative connections
- Cathy will write up blurb for elections to recruit skills needed on the board

Discussion: BPG/School needs a set up for donations. Such as setting up needs categories towards which the community businesses can donate, so they know what it is they are giving for.

- Letter for fund raising within 10 days (Cathy B. and Cathy L)

VI. New Business/Action Items

- Budget Transfer - Donna motion to Approve Budget transfer second McKimmey, Board, Approved
- Motion to approve change in Bylaws to accommodate extension of terms from 2-3 years by Cathy Lee, Second Tim, Board Approved
- Moved from non-action item to action items (motioned by Rob Catlett; seconded by Tim Galloway):

Motion to extend terms for Rob Catlett, Tim Galloway, Cathy Lee, Mike Shea, Solvejg Rogers to match the new three year rotation.

New terms will be as follows:

Rob Catlett extend to 2018
Tim Galloway extend in 2018
Cathy Lee extend to 2017
Mike Shea extend to 2017
Solvejg Rogers extend to 2017

Motion by Tim Galloway and seconded by Rusty Clark. Board approved.

VII. New Business/ Non-action items

Current APC members and terms based on new by-laws:

<u>Member:</u>	<u>Elected:</u>	<u>Term Expires:</u>
Jen Sundquist	Nov. 2014	Nov. 2016
Craig Evans	Nov. 2014	Nov. 2016
Rusty Clark (Teacher)	Nov. 2014 (Appointed)	Nov. 2016
Cathy Lee	Nov. 2014	Nov. 2017
Mike Shea	Nov. 2014	Nov. 2017
Solvejg Rogers (Teacher)	Nov. 2014	Nov. 2017
Rob Catlett	Nov. 2013	Nov. 2018
Tim Galloway	Nov. 2014 (Appointed)	Nov. 2018
New Seat	Nov. 2015	Nov. 2018
New Seat	Nov. 2015	Nov. 2018

Will revisit Donna Levesque as Pedagogical Dean to become permanent member. This would require a bylaws change. Cathy will work on wording for change.

Discussion: Elections:

- Needs one more call in Fridays Update
- Elections 2nd through 6th November
- Set special meeting on **October Monday 26, 2015, 4:00pm** to approve ballot.

Next meeting:

Special meeting October Monday 26 4:00 pm

Annual Meeting November 18, 2015, 6:00pm. Will ask George Hoffecker as guest.

Meeting Adjourned: 6:53pm.