

MINUTES



Birchtree APC

Board Meeting

Date: April 2, 2014

Time: 6:00 p.m.

Place: Birchtree Charter School

Mission of Birchtree Charter School: to nurture and promote the development of healthy, responsible, and creative human beings.

The Birchtree Learning Plans includes:

- that the personal behavior of adults and teachers at BCS will be an example to the pupils.
 - that each class will be a learning community for respect, tolerance, and understanding.
 - that BCS is designed to function as a living system that balances initiative and accountability.
- All teachers, staff and participants will be asked to make a commitment to develop him or herself along with the pupils.

APC MEMBERS PRESENT: Anna Folsom, Lori Berrigan, Abigail Sheldon, Rob Catlett, Debbie McKimmey, Cathy Busbey, Brandt Bowen

I. Call to Order at 6:00 p.m.

The meeting was called to order at 6:05 p.m.

II. Approval of the Agenda

Sheldon moved, McKimmey seconded approving the agenda. The agenda was approved unanimously.

III. Mission Moment

The mission moment was provided by Prairie Adams, Pedagogical consultant..

III. Standing Agenda

A. Approval of February 4, 2014 APC Meeting Minutes

Folsom moved, Catlett seconded approval of revised minutes. Minutes approved unanimously.

B. Approval of March 19, 2014 APC Meeting Minutes

Bowen moved, McKimmey seconded approval of minutes. Minutes approved unanimously.

C. Principal Report – Cathy Busbey

Reviewed.

D. Pedagogical Council Report – Donna Levesque

Reviewed. Board encouraged putting some of the proposals in our Strategic Plan and consider funding by the APC as needed.

E. Treasurer's Report – Rob Catlett

Reviewed.

F. BPG Liaison Report – Anna Folsom

BPG had a work session. They worked on, among other things, next year's calendar. They considered the possibility of sending the chair of APC and/or BPG to visit Winterberry. The APC discussed the shared liaison position and decided bylaws will need to be changed for both the APC and BPG to allow for sharing. This will be included in New Business for our next regular APC meeting.

G. Committee Reports

- 1.** Communication and Bylaws - No Report
- 2.** Building Expansion – No report other than there will be a change in leadership and they will address the possibility of portables when we hear from the district as to if and when we will have them.
- 3.** Charter Rewrite – The committee will meet Friday 4/4/14 with people from the district. The school board wants the charter re-write by mid-May.
- 4.** Principal Evaluation – The parent survey has been sent. So far 75 families have responded. The board discussed the staff surveys.

IV. Persons to be Heard

Prairie Adams, consultant, spoke the principal evaluation and offered many valuable suggestions. She will reduce them to writing for us soon.

Jessica Clarkson, parent, expressed concerns about changes to the early release schedule, increased class sizes and portables.

V. Old Business

A. Principal Evaluation Survey

Sheldon moved to encourage staff to include signatures in their surveys. Catlett seconded. Motion approved unanimously.

Sheldon moved and Folsom seconded distributing the staff survey electronically. Motion approved unanimously.

Bowen moved and Catlett seconded sharing the survey results and names with the Principal. Motion approved unanimously.

B. Board Development

The board currently has two book suggestions. New ones will be added when we've read and reviewed the two we currently have.

VI. New Business/Action Items

A. Pupil/Teacher Ratio (PTR)

Catlett moved and Folsom seconded accepting the proposed PTR with a change in the language "grades 6-8" to "grades 7-8."

B. Lottery

Sheldon moved, Catlett seconded the proposed Lottery Error Procedure. Motion approved unanimously.

C. Budget Transfer Request

Folsom moved, McKimmey seconds approving the proposed budget transfer request. Motion approved unanimously.

D. Early Release

Sheldon moved, Folsom seconded changing the day of early release from Friday to Thursday beginning in the Fall of 2014. Motion approved unanimously.

E. Debrief of Strategy Meeting

This item will be moved to Old Business for the next regular meeting of the APC.

F. Next Regular Meeting

The next regular meeting of the APC will be May 7, 2014 from 6-8 pm. There will be an executive session of non-staff members of the APC on April 15, 2014 from 5:30-8:00pm

VII. New Business/Non-Action

Parent Surveys should be returned by 4/7/14

Staff Surveys should be returned by 4/14/14

APC Executive Committee will review both sets of data 4/15/14

VIII. Future Items/Future Business

A. Next Meeting Items

Debrief of the Strategy Meeting

Changing the bylaws of the APC and BPG to allow sharing the BPG Liaison position among two people.

Summary of Motions:

Agenda – approved

Minutes – approved for both February 4 and March 19, 2014.

Encouraging Staff to sign staff surveys – approved

Distributing survey to staff electronically – approved

Sharing names and survey results with the principal – approved

New PTR – approved

New Lottery Error procedures – approved

Changing Early Release from Friday to Thursday – approved

Budget transfer request – approved

Survey – approved with changes

The meeting adjourned at 7:55 p.m.

Board of Directors

- A Jamey Duhamel, Chair
- B. Lori Berrigan, Vice Chair
- C. Cathy Busbey - Principal
- D. Rob Catlett, Parent, Treasurer
- E. Abigail Sheldon, Parent, Secretary
- F. Anna Folsom, Teacher, BPG Liaison
- G. Kirsten Gerrish, Parent
- H. Brandt Bowen, Teacher
- I. David Ralph, Parent
- J. Debbie McKimmey, Parent