

# MINUTES

## Birchtree APC

### Board Meeting and Work Session

Date: August 9, 2017

Time: 4:00 PM

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.

## AGENDA

### **I. Call to Order**

4:00 PM

Present: Cathy Busbey, Susan Halseth, Barb Andrist, Jessica Clarkson, Mike Shea, Diep Tran, Solvejg Rogers, Brandt Bowen, Tim Galloway, Crystal Spargo

A. Absent: Rob Catlett

### **II. Approval of the Agenda**

Motion: Mike

2<sup>nd</sup>: Jessica

### **III. Approval of June 7, 2017 minutes**

Motion: Mike

2<sup>nd</sup>: Susan

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

none

### **V. Old Business**

#### A. Budget Update

- i. Cathy reviewed budget process
- ii. Operating budget from January was revised since the state approved their budget. We have carryover that was used to rehire a teacher, prepaying lease, and additional monies in supplies and contingency. We are waiting for Fall revisions from district and money will be transferred to accounts and brought to board for approval.
- iii. Jenn Sundquist rehired (handwork and 7<sup>th</sup> grade skills block) and Dan Klauder (7<sup>th</sup> grade mail lesson and woodworking)

### **VI. New Business/ Action items**

#### A. Assessment Plan for Birchtree

- i. Added PEAKS
- ii. Removed 2<sup>nd</sup> Grade assessment (no Remedial Teacher to administer)

Motion: Solvejg

2<sup>nd</sup>: Crystal

#### B. Request to go over PEAKS results at next meeting

### **VII. Work Session**

- A. Do we need insurance? Attorney? (Cathy to ask Timi)
- B. Cathy had discussion with Amy Spargo (supervisor) to use the district evaluation for principal evaluation
  - i. September meeting for presentation from district
- C. Suggested to open Board Retreat to public- most members agreed the retreat is not the time
- D. Priorities for retreat
  - i. Number of board members and who on board (teachers? Alumni? Community members? Examine our matrix)
  - ii. duties and responsibilities of board
  - iii. The 30/30/30 model
  - iv. Board Conduct Policy

- v. School and Board Exit survey (Jessica and Susan)
- vi. Principal evaluation with district
- vii. Board quorum

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

**IX. Future Items/Future Business**

- A. Board Retreat at Turkey Red on Saturday, August 26, 2017
- B. Elect vacant officer seats at September meeting
- C. Results of PEAK testing
- D. More information about the budget

**X. Adjourned  
5:09 PM**

**APC (Academic Policy Committee) Members**

Tim Galloway, Chair  
Crystal Spargo, Vice Chair  
Jessica Clarkson, Parent  
Diep Tran, Non-voting Teacher

Susan Halseth, Secretary/Teacher  
Barbara Andrist, Teacher  
Solvejg Rogers, Teacher  
Mike Shea, Parent

Rob Catlett, Parent  
Cathy Busbey, Principal, non-voting  
Brandt Bowen, Assistant Principal, non-voting