



**Birchtree APC**  
**Board Meeting Minutes**  
**Date: December 12, 2016**  
**Time: 3:30 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.

**MINUTES**

**Present:**

Tim Galloway, Chair  
Barbara Andrist, Teacher  
Solvejg Rogers, Teacher  
Cathy Busbey, Principal  
Crystal Spargo, Vice Chair  
Rob Catlett, Parent  
Cathy Lee, Treasurer  
Susan Halseth, Secretary/Teacher

**Not Present:**

Regin Dervaes, Parent  
Jacqueline Gervais, Parent  
Brandt Bowen, Assistant Principal  
Jessica Clarkson, Parent  
Mike Shea, Parent

**I. Call to Order**

3:31 PM

**II. Approval of the Agenda**

- No motion to approve agenda

**III. Old Business**

A. Discussion of APC board retreat and Foraker recommendations

- Go over previous school climate survey
- Discuss a survey for principal evaluation
  - Board does not have a strategic plan so principal does not know where to focus
  - At the Board Retreat the board came up with 3 priorities for principal to focus on for the upcoming year
- Update to be given by the principal each month (on goals from evaluation)
- Dennis (at the Board Retreat) recommended an outside evaluator
  - Tim is going to research a timeline and cost
  - Tim will have a survey from Foraker at the next meeting
- Procedure for principal evaluation to be outlined in a policy by the board

#### IV. Work Session

- A. Develop survey for school community and staff
  - Board members to look at parent satisfaction survey for next meeting
    - Add questions
  - Foraker survey will be used to develop next year's goal for principal (Tim will obtain)
  - Time of elections discussed
    - Change to March after principal survey then have retreat to welcome new members

#### V. New Business/action items

- A. Approval of survey
  - Next meeting

#### VI. Adjournment/Future Meeting

Adjourned: 4:05

Next meeting: Jan 18<sup>th</sup>, 2017

Notes for secretary:

- 2 weeks before next meeting, meet with chair and principal to set agenda
- 2 weeks before meeting send reminder to committees to submit reports (Financial, Principal, BPG)
- 1 week before meeting, assemble packet or reports and send to members to preview
- For meeting, have copies of previous meeting minutes and agenda for each member (+3)

#### APC (Academic Policy Committee) Members:

Tim Galloway, Chair	Susan Halseth, Secretary/Teacher	Jacqueline Gervais, Parent
Cathy Busbey, Principal	Barbara Andrist, Teacher	Regin Dervaes, Parent
Brandt Bowen, Assistant Principal	Solvejg Rogers, Teacher	Rob Catlett, Parent
Crystal Spargo, Vice Chair	Diep Tran, Non-voting Teacher	Jessica Clarkson, Parent
Cathy Lee, Treasurer	Mike Shea, Parent	