



**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