

**Birchtree Charter School  
Academic Policy Committee Meeting  
Wednesday, January 4, 2012  
3:30 p.m.  
Birchtree Charter School**

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**PRESENT:** Susan McCauley, Cara Horvath, Dan Klauder, Donna Levesque, Lori Berrigan, Brooke Loudon, Kirsten Gerrish, Cathy Lee

**ABSENT:** Pete Houston

Convened at 3:35 p.m.

**Motion** by Member Loudon **Seconded** by Member Levesque to **(CHANGE AGENDA TO INCLUDE APC & BPG MEETING DATES AS ITEM #1)**. The Motion **CARRIED** unanimously.

Agenda Additions: APC Meetings & BPG Meetings as item 1.

**APC & BPG Meeting Dates**

January 12 @ 3:30 pm – APC

January 26 to February 1 @ 3:30 pm – BPG

February 9 @ 3:30 pm – APC

February 29 @ 3:30 pm – BPG

March 8 @ 3:30 pm – APC

March 28 @ 3:30 pm – BPG

April 12 @ 3:30 pm – APC

April 25 @ 3:30 pm – BPG

May 10 @ 3:30 pm - APC

May 16 @ 3:30 pm – BPG

**Motion** by Member Loudon **Seconded** by Member Levesque to **(ACCEPT THE ABOVE MEETING DATES FOR THE APC & BPG)**. The Motion **CARRIED** unanimously.

**Grant Activities for Semester 2 in 2011-2012**

The BPG holds the money. Susan is the project coordinator. The money is not connected to the School District. It is the Birchtree Parent Guild's sole responsibility to comply with the grant requirements. The BPG makes sure the grant is implemented and that we are in compliance.

The Parent Partnership Coordinator will be accountable for some of these activities and will be supervised by Susan McCauley.

**Objective 3: Promote Parent Involvement and Satisfaction with BCS**

- Create a system to track volunteer hours. Anchorage Association of Volunteer Administrators is having a training that the Parent Partnership Coordinator can attend. (Get date from Kelly) BPG will be checking in with the Coordinator on a regular basis.
- Parent Partnership Coordinator will tell us who to thank. Once a month kids will watercolor cards and then the BPG will use these cards for thank you notes. A thank you banquet is another possibility. The BPG needs to create the system and then it will be given to Susan who will report it for the grant requirements.
- A monthly newsletter will be done by the Parent Partnership Coordinator.

- Information Seminars/Student Assemblies – BPG needs to determine how to include parent education included in these seminars/assemblies.
- Parent Satisfaction Survey in April – BPG Subcommittee

The APC strategic plan and the grant requirements overlap. The attendance plan needs to be approved by the APC. The grant requires us to conduct a review of the student achievement records which is also required by the charter.

The grant is going to help determine our roles as APC and BPG.

Parent Partnership Coordinator position will be closing on Tuesday, January 10. A hiring committee needs to be formed. This person will start to report to both boards in February.

The grant and the strategic plans overlap.

The grant language for example identifies who is going to be a payee in the G5 account. Susan is the payee. She is the only one who can go into the G5 account and draw down funds and she is also a signer on the BPG account.

- A Policy for spending grant money needs to be written with procedures clearly defined.

Playscape master plans are going to be ready for next week's APC meeting. Friday update will have an invitation in it to the APC meeting on Thursday, January 12. Leon will repeat the presentation for parents if necessary.

The joint activities calendar will be sent out to BPG and APC committees for review.

APC adjourned at 4:37 p.m.

Respectfully Submitted by,

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Brooke Loudon, Recording Secretary

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Lori Berrigan, Chair