

MINUTES

Birchtree APC

Board Meeting

Date: January 18, 2017

Time: 4:00

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

- **Call to Order**
 - 4:00
 - **Present:**
 - Brandt Bowen, Cathy Busbey, Tim Galloway, Solvejg Rogers, Jessica Clarkson, Cathy Lee McCauley, Crystal Spargo, Barb Andrist, and Susan Halseth
 - **Not Present:**
 - Diep Tran, Mike Shea, Jacqueline Gervais, Regin Dervaes, and Rob Catlett
- **Approval of the Agenda**
 - Motion to approve, Crystal
 - Solvejg 2nd
- **Consent Agenda**
 - Approval of November, December 5th and 12th minutes
 - Motion to approve, Solvejg
 - 2nd by Crystal
 - Principal Report/Budget Presentation – Cathy Busbey
 - Shortage on budget because 6% borough contribution is predicted at 3%
 - To balance budget reduction of 2.75 certified teachers, 3.5 classified employees, no staff travel/conferences, no teacher training, George and Donna only one time for the year, supply reduction from \$60,000 to \$20,000
 - This is not final because of a rollover of approximately \$450,000 from this year and final budget will not be out until June
 - MAP data for 6th thru 8th grade students who have been here from founding.
Matt Everdeen was on vacation and we will have it for February
 - Treasurer's Report – Cathy Lee
 - See principal report
- BPG Liaison Report – position vacant
 - No liaison at this time and Solvejg will step in temporarily
- Committee Reports
 - Bylaws Committee

- 1) Jessica scheduling a meeting and asking for others to join her to update bylaws of election rotations
- 2) Bylaws update to be emailed to board before the February meeting, approve to post February meeting, post to public in March, approve bylaw change at March meeting
- 3) Post the changes considered on the school website under APC

- **Persons to be heard on non-agenda and agenda items**
 - Sign up before meeting begins.
 - Each person will have two (2) minutes to talk.
 - Comments shall be respectful, tolerant and civil.
 - Comments will not be addressed by the Board at this time
- **Old Business**
 - Principal Evaluation
 - Received documents from Dennis about Executive/Director/CEO evaluations
 - Tim has not spoken to Dennis about outside survey
 - 1) Agreed on an independent surveyor for teacher input
 - 2) Need to know what Foraker is offering for the independent survey
 - Goal is to find out what will move this school forward
 - Climate Survey
 - 1) Needs more details and specific questions to be for goal setting
 - 2) Add an open ended questions at end for "Any concerns?"
 - Board asked Cathy to have "artifacts" to support criteria areas on the approved evaluation
 - Tim will set up meeting with Dennis to discuss (with a committee)
 - 1) Edit climate survey
 - 2) Develop teacher survey to be administered by Foraker to obtain information needed to complete the Evaluation Rubric and define the goals established at board retreat. All this to be completed in the next week
 - 3) Have climate and teacher surveys completed by February 1
- **New Business/ Action items**
 - Approval of FY 18 Budget/Presentation
 - Motioned by Susan
 - 2nd by Solvejg
 - Budget transfers
 - Motioned by Barb
 - 2nd by Cathy Lee
 - Approval of community survey
 - table
- **New Business/Non action items**
 - ~~Finalize Principal Evaluation 2016/17~~
 - Committee formation
 - Committee Formations
 - In progress in forming an Evaluation committee
 - Placement of items on APC agenda