

**Academic Policy Committee  
Tuesday, July 31, 2012  
2:30 p.m.  
Birchtree Charter School**

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**APC MEMBERS PRESENT:** Susan McCauley, Dan Klauder, Donna Levesque, Lori Berrigan, Cathy Lee (on phone), Brooke Loudon, Pete Houston, Kirsten Gerrish, Cara Horvath

**STAFF MEMBERS PRESENT:** Cathy Busbey

Convened at 2:40 p.m.

**I. New Business**

**A. Approval of Minutes from April 25, 2012 & June 6, 2012**

Minor correction to April 25, 2012 minutes under III.:

Thank you to Joe Nolting for Land Donation: "Susan would like to have" instead of "Susan is concerned about having".

**Motion** by member Houston **Seconded** by member Levesque **(TO APPROVE, WITH CORRECTION, THE APRIL 25, 2012 MINUTES)**. The motion **CARRIED** unanimously.

Minor correction to June 6, 2012 minutes on page two, third line down:

"It would be good to look at a more holistic, broader, intelligence-based testing tool" instead of "It would be good to look at a more holistic broader intelligence-based testing tool."

**Motion** by member Houston **Seconded** by member Levesque **(TO APPROVE, WITH CORRECTION, THE JUNE 6, 2012 MINUTES)**. The motion **CARRIED** unanimously.

**B. Attendance Policy Changes**

1. Family Guide states that family travel can be qualified as an excused absence. The School District has travel under the extenuating circumstances with approval coming from the Principal.

What do we want to define as an excused and unexcused absence? How does travel fall into this?

"Little else replaces the experience of lessons delivered as live education" will be added to paragraph 1.

2. Tardies and absences will be recorded as per school district policy:
  - D. Students who arrive or leave after 11:00 will be counted for a full day absence.
  
4. Absences will be considered excused for the following reasons:
  - F. Family travel may be considered excused based on the following criteria:
    1. Written notice of at least 2 weeks is provided to the teacher;
    2. A plan is developed with the teacher for the completion of commensurate work;
    3. The plan is completed to the teacher's satisfaction.

This will be inserted in the Family Guide. It will be at the Registration.

**Motion** by member Loudon **Seconded** by member Levesque **(TO APPROVE THE ATTENDANCE POLICY WITH THE ABOVE CORRECTIONS)**. The motion **CARRIED** unanimously.

#### **C. Hiring of .75 Elementary Teacher to Teach Movement**

The hiring of a .75 Certificated Movement Teacher was approved in the budget. Dr. McCauley would like to hire Tisha Jones vacating the .5 Parent Partnership position which has been posted. The Movement Teacher was initially hired under a professional service contract which is not ideal due to liability issues. The Physical Education position in the MSBSD is a certified position. Tisha is a certified Elementary Teacher and will be given additional duties using this certification.

**Motion** by Member Loudon **Seconded** by member Gerrish **(TO APPROVE THE HIRING OF TISHA JONES AS THE .75 ELEMENTARY TEACHER TO TEACH MOVEMENT.)** The motion **CARRIED** unanimously.

#### **II. Executive session to consider appeal to policy regarding "withdrawn students" and preferential placement in lottery.**

**Motion** by member Houston **Seconded** by member Gerrish **(TO MOVE OUT OF EXECUTIVE SESSION AT 3:54 P.M.)**. The motion **CARRIED** unanimously.

**Motion** by Member Horvath **Seconded** by member Klauder **(TO REINSTATE SIBLING AND FOUNDING FAMILY STATUS FOR STUDENT ID ??? AND REESTABLISH STUDENT'S ENROLLMENT STATUS AS APPROPRIATE)**. The motion **CARRIED** unanimously.

**Next Meeting Agenda:**

Budget Requests

Assessment Plan

Set the monthly meetings for the year

Lori will present the election process

Schedule Election

Schedule Retreat for after the election either the first or second week of December.

Dr. McCauley is at .75 with BCS. She will be gone one week a month for her contract with the State of Alaska.

**Next Meeting Date:** Thursday, August 30, 2012 at 3:45 p.m. at Birchtree Charter School.

**Motion** by Member Houston **Seconded** by member Levesque **(TO ADJOURN AT 4:20 P.M.)**.  
The motion **CARRIED** unanimously.