

**Birchtree Charter School
Academic Policy Committee Meeting
Thursday, October 13, 2011
3:30 p.m.
Birchtree Charter School**

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

ABSENT: Pete Houston

Executive Session began at 3:35 p.m. without Brooke Loudon present.

Regular Session began at 3:40 p.m. with Brooke Loudon present.

Motion by Member Horvath **Seconded** by Member Levesque to **(INDUCT BROOKE LOUDON TO THE BIRCHTREE ACADEMIC POLICY COMMITTEE)**. The Motion **CARRIED** unanimously.

Motion by Member Gerrish **Seconded** by Member Lee to **(MAKE BROOKE LOUDON THE SECRETARY OF THE BIRCHTREE ACADEMIC POLICY COMMITTEE)**. The Motion **CARRIED** unanimously.

Motion by Member Gerrish **Seconded** by Member Levesque to **(INDUCT PETE HOUSTON TO THE BIRCHTREE CHARTER ACADEMIC POLICY COMMITTEE)**. The Motion **CARRIED** unanimously.

Motion by Member Horvath **Seconded** by Member Gerrish to **(GO BACK INTO EXECUTIVE SESSION)**. The motion **CARRIED** unanimously.

Clarification is needed from Foraker Group on Executive Session minutes process.

Motion by Member Horvath **Seconded** by Member Gerrish to **(COME OUT OF EXECUTIVE SESSION)**. The motion **CARRIED** unanimously.

NEW BUSINESS FROM EXECUTIVE SESSION

Motion by Member Lee **Seconded** by Member Klauder to **(ACCEPT THE FOLLOWING POLICY: ALL GROUPS THAT ARE REPRESENTATIVE OF BIRCHTREE CHARTER SCHOOL AND THAT ARE USED TO COMMUNICATE WITHIN THE BIRCHTREE CHARTER SCHOOL COMMUNITY WILL BE ADMINISTERED AND OVERSEEN BY THE BIRCHTREE CHARTER SCHOOL PRINCIPAL AND/OR DESIGNEE)**. The motion **CARRIED** unanimously.

Motion by Member Horvath **Seconded** by Member Gerrish to **(ACCEPT AND ENDORSE A-LETTER GOING OUT TO ERIC CORDERO)**. The motion **CARRIED** unanimously.

Motion by Member Gerrish **Seconded** by Member Loudon to **(ACCEPT THE FOLLOWING POLICY: COMMUNICATION FOR ALL BIRCHTREE CHARTER SCHOOL COMMITTEES AND/OR SUBGROUPS WILL NOT TAKE PLACE ON ANY SOCIAL NETWORKING SITES)**. The motion **CARRIED** unanimously.

Motion by Member Gerrish **Seconded** by Member Horvath to **(TO APPROVE THE APC MINUTES FROM MAY 12 & 27, 2011 AND SEPTEMBER 8, 2011 WITHOUT PUBLIC DISPLAY)**. The motion **CARRIED** unanimously.

Susan McCauley and Brooke Loudon will meet to discuss the correct format for the APC minutes.

OLD BUSINESS

The business for the July 21, 2011 meeting was as follows:

It was motioned and approved to remove Christina Cranston from the Birchtree APC due to absences.

It was motioned and approved to move Susan McCauley from a .6 to a .75 employee of Birchtree Charter School.

It was motioned and approved to accept the bylaw changes as follows: Article II, Section 2, B: Expectations and Removal: APC members are expected to attend, at a minimum, all regular monthly APC meetings. Although absences at times cannot be avoided, the APC may remove any APC member who fails to attend three such meetings during he/her term. Additionally, the APC may remove a member with or without cause when it determines that the best interests of the APC and the school would be served thereby. Removal shall require a super majority vote of the APC, including the APC member who is subject to removal.

The APC Board Matrix was decided upon and was published as follows:

- Accounting and Budgeting
- Fundraising and Grant Writing
- Lobbying for Funding at Local & State Levels
- Previous Board Experience
- Legal Expertise

PRINCIPAL REPORT

Susan McCauley presented her report. The current enrollment is 290, way above the projected 268. The count period started this week. Our budget is determined based on our enrollment during the count period. Additional monies will be received for those students over and above the projected 268 and money will not be lost for students who leave after the official count is completed.

A \$360,000 grant was received. An increased infrastructure is needed for the administration of the grant and meeting the compliance and financial requirements. The specifics will be determined after a meeting with the US Department of Education October 14, 2011. \$15,000 was included in the grant for a contracted evaluator. The BPG has applied for a grant from Rasmusson Foundation for accounting hardware and software.

The APC Committee thanked Cathy Lee for all of her hard work on this grant and congratulated her for this achievement.

The second training with Bonnie River and Winterberry Charter School is scheduled in November. Due to mandatory AIMS and Core K12 testing for the Anchorage School District, Winterberry is not able to have scheduled teacher in-service days for this training. This requires Birchtree faculty to travel to Anchorage for this training again. Susan is checking on a better location for the training. The BP Energy Building was suggested as a possible sight since it is free for non-profits to use. Providing a hotel room in Anchorage for our faculty and staff was also discussed. Brooke Loudon suggested paying for their gas costs also.

TREASURER REPORT

When Kelly Nelius, Susan McCauley & Cathy Busbey have expenditure requests for \$5000 or less, Cathy Lee approves them per the by-laws. The Budget Transfers Approvals since the last APC meeting are as follows: Playscape - \$5,000 out of the Contingency Account; Library hardware and software - \$4,000 out of the Supplies Account; Fence – an additional \$600 out of the Contingency Account; Alliance for Public Waldorf Membership - \$150 out of the Contingency Account; and Library Materials - \$2000 out of the Supplies Account.

A \$30,000 in-kind gift will be received for the Library. \$6,000 has been already been spent and will be replaced with money out of the \$30,000.

Cathy Busbey submitted a request to the APC for approval of \$7,500 to be spent for two additional recess monitor positions for the remainder of the 2011-2012 school year. There are currently four (4) recess monitor positions. If two monitors were added, all teachers would be able to have lunch coverage. If hired, Victoria Nielson would be able to teach handwork to the 6th & 7th graders during the last recess time.

Motion by Member Horvath **Seconded** by Member Gerrish to **(APPROVE THE EXPENSE OF \$7,500 FOR TWO ADDITIONAL RECESS MONITORS)**. The motion **CARRIED** unanimously.

\$72,823 is currently in the Contingency Account of which \$7,500 is coming out of. The enrollment count will bring additional money into the budget since our projection was for 268 students and we are currently at 290 students. The allocated money for professional development after the first semester will be covered by the \$360,000 grant. This will free up this money in the budget for other expenditures.

MISCELLANEOUS BUSINESS

Susan McCauley presented the recommendation to have the APC approve all extracurricular activities sponsored by Birchtree Charter School for the future to ensure alignment with the mission. This received a positive response and support from all APC Members.

The need to train leaders of all extracurricular activities was also discussed. Cathy Busbey and Donna Levesque will be working on a pamphlet with the principles of our Charter for both leaders and parents.

More activities are needed for the younger group of first through third graders.

Motion by Member Horvath **Seconded** by Member Gerrish to **(APPROVE A LEGO CLUB FOR THE FIRST THROUGH THIRD GRADERS TO BE FACILITATED BY RACHEL BAILEY AS THE LEAD AND AT LEAST THREE ADDITIONAL PARENTS ON MONDAYS FROM 3-4 PM EVERY WEEK OR EVERY OTHER WEEK THROUGH DECEMBER 2011)**. The motion **CARRIED** unanimously.

Motion by Member Lee **Seconded** by Member Loudon to **(APPROVE THE FOLLOWING POLICY: THERE WILL BE NO SCHOOL SPONSORED AFTER SCHOOL ACTIVITIES FOR KINDERGARTNERS IN ORDER TO STAY ALIGNED WITH OUR CHARTER)**. The motion **CARRIED** unanimously.

The discussion about starting a Soccer Club was tabled for the next meeting.

Susan McCauley is working on getting a Board Retreat for both the BPG and APC Boards together on December 8&9, 2011. The Birchtree Charter School Charter will be gone over in great detail in a session together along with the requirements that we need to meet for the grant that was received – including the Compassionate Campus curriculum on Thursday evening from 4-8 p.m. On Friday, the APC will be going over the student achievement data and success indicators while the BPG will be discussing a strategic plan, parent education and volunteer management. Mike Walsh will be the facilitator from the Foraker Group and Birchtree Charter School will be paying for his round trip airfare from Fairbanks and his room and board while here. Susan believes this is money well spent. He will be advising us on a code of ethics in addition to helping the BPG with a strategic plan.

FUTURE ITEMS/FUTURE BUSINESS

Clarification is needed from Foraker Group on Executive Session minutes process.

Bylaw changes were reviewed by a Lawyer from the Foraker Group. Brooke and Lori will update the bylaws for approval at the next APC meeting.

Susan McCauley and Brooke Loudon will meet to discuss the correct format for the APC minutes.

The discussion about starting a Soccer Club was tabled for the next meeting.

Cathy Busbey and Donna Levesque will work on Birchtree Charter School pamphlet.

APC & BPG joint retreat to be scheduled for December by Susan McCauley.

ADJOURNMENT MOTION by Member Lee **SECONDED** by Member Gerrish to **(ADJOURN)**. There was no objection. The meeting was adjourned at 5:45 PM.

Respectfully Submitted by,

Brooke Loudon, Recording Secretary

Lori Berrigan, Chair