

MINUTES



Birchtree APC

Board Meeting

Date: January 8, 2014

Time: 6:00 p.m.

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.

APC MEMBERS PRESENT: Brandt Bowen, Anna Folsom, Kirsten Gerrish, Lori Berrigan, Cathy Busbey, Jamey Duhamel, Abigail Sheldon (late arrival), David Ralph, Rob Catlett

I. Call to Order at 6:00 p.m.

The meeting was called to order at 6:00 p.m.

II. Approval of the Agenda

The agenda was approved.

III. Standing Agenda

A. Approval of December 16, 2013 APC Meeting Minutes

The December 16, 2013 meeting minutes were accepted subject to the following changes. 1) adding a roll of those present at the meeting for Dec. 16, 2013: Abigail Sheldon, Brandt Bowen, Lori Berrigan, Anna Folsom, Rob Catlett and Cathy Busbey. 2) correcting the spelling of Berrigan (from the incorrect Barrigan.)

B. Principal Report – Cathy Busbey

Reviewed and approved.

C. Pedagogical Council Report – Donna Levesque – No Report

D. Treasurer’s Report – Rob Catlett

Report discussed and approved.

E. BPG Liaison Report – Anna Folsom

Report discussed and approved.

F. Committee Reports

Board discussed combining committees for Communication and Bylaws into one committee and further refining committees with written objectives and expiration dates. The Board Development Committee will be in Old Business for our next meeting.

- 1.** Communication - No Report
- 2.** Bylaws – No report
- 3.** Building Expansion – Cathy Busbey
Discussed.
- 4.** Charter Rewrite – Cathy Busbey
Discussed. This committee will remain as-is.

IV. Persons to be Heard on non-agenda items – None.

V. Old Business

A. Principal Evaluation –

Discussed. A Principal evaluation must be done this year. The Principal Evaluation committee will meet on January 9, 2014, to discuss options. After a question from the audience and some discussion, it was agreed that a BPG member can be on the Principal Evaluation committee, if agreed upon by the BPG. Otherwise, the committee will have only those members already chosen by the Board.

Option 1: A Board sub-committee with no teachers will perform an internal review using the tool we already have. The sub-committee will be given our three most important priorities. The Board will have an executive session with the sub-committee, first without the principal, then including the principal. The principal will evaluate the Board at the same time.

Option 2: The Board will hire an outside agent, well versed in Waldorf, to perform a neutral, large scale 360 degree evaluation of the board, the principal and the school as a whole. Board 101 training suggests this kind of evaluation be done every 3-5 years.

VI. New Business/Action Items (Persons to be heard)

A. Procedure for Changing Date of APC Board Meetings

Members of the audience asked the Board to consider more approachable seating arrangements. After discussion, the Board approved the following guidelines for changing APC Board Meetings: Members commit to make attendance a priority, to maintain rhythm and consistency. In the event a Board member cannot make a meeting, all effort is to be made to notify the Parent Coordinator as soon as possible. If the parent-coordinator gets three or more phone calls for a given meeting, she is to notify the APC Chair and the Principal. Together, the APC Chair and the Principal will make a decision with respect to cancelling or continuing the meeting, again, with every effort paid to provide as much notice as possible to the Birchtree community. If a meeting is continued or cancelled, notice will be provided by email and written on the chalk calendar before 12:30 pm so the Kindergarten parents are notified.

B. Budget Transfer Request

Discussed. Ms. Berrigan moved to approve the Principal's report. Ms. Sheldon seconds the motion. Budget approved unanimously.

C. Confirm Next Regular Board Meeting Date and Time

Next regular meeting will be February 5, 2014 at 6 pm. There will be a Board Retreat at Turkey Red on February 22, 2014 from 9 am to 4 pm.

D. Music Teacher

Ms. Berrigan moved to waive the usual hiring process to hire the available music teacher. Seconded by Ms. Gerrish. Unanimously approved by the Board.

E. Board 101 Training Debrief

We discussed various ways to improve efficiency including developing a consent agenda to be agreed upon in advance and dealt with early in the meeting. We discussed getting all reports, minutes and information turned in by the last Tuesday of the month, getting the packet out by the Wednesday one week prior to each Board meeting. Ms. Busbey will communicate with the committees to get reports on time. We discussed changing or eliminating "persons to be heard." It was the recommendation of the Board 101 training to eliminate "persons to be heard" from APC Board Agenda, suggesting instead that if the Board seeks parental input into a decision, the Board acquire such input prior to the meeting via a written survey, face to face communication, Survey Monkey or some other method, saving the meeting time for voting and action. The Board discussed this possibility, among others. Parent input was given and discussed. This topic will be added to the next agenda under Old Business.

VII. Future Items/Future Business

A. Next Meeting Items

Committee report from the Principal Evaluation committee. All other standing committees as well. Board development. Board 101 Debrief, part Deux. Review Strategic Plan.

The meeting adjourned at 7:50 p.m.

Board of Directors

- A. Jamey Duhamel, Chair
- B. Lori Berrigan, Vice Chair
- C. Cathy Busbey - Principal
- D. Rob Catlett, Parent, Treasurer
- E. Abigail Sheldon, Parent, Secretary
- F. Anna Folsom, Teacher, BPG Liaison
- G. Kirsten Gerrish, Parent
- H. Brandt Bowen, Teacher
- I. David Ralph, Parent
- J. Debbie McKimmey, Parent