

APC Minutes
Birchtree Charter School

Board Meeting

Date: January 14, 2015

Time: 6:00-8:00 pm

Place: Birchtree Charter School

Mission of Birchtree Charter School: To nurture and promote the development of healthy, responsible, and creative human beings.

APC Members Present: Jamey Duhamel, Debbie McKimmey, Mike Shea, Abigail Sheldon, Cathy Busbey, Craig Evans, Donna Levesque, Jennifer Sundquist, Solvejg Rogers, Brandt Bowen and Rob Catlett

I. **Call to Order**

The meeting was called to order at 6:00 pm

II. **Approval of the Agenda**

Donna Levesque moved to approve the agenda. Abby Sheldon seconded. The agenda was approved unanimously, followed by a round of introductions to welcome new people.

III. **Standing Agenda**

A. Approval of Minutes:

Debbie McKimmey moved and Rob Catlett seconded approval of the November Minutes. The minutes were approved unanimously.

B. Principal Report – Cathy Busbey provided a report.

C. Pedagogical Council Report – Donna Levesque provided a report.

D. Treasurer's Report- Rob Catlett provided the treasurer's report.

E. BPG – Laura Sampson provided information from the BPG about their plans for a parent night. It was decided that new board member Jennifer Sundquist will assist Debbie McKimmey as BPG liaison.

F. Committee Reports:

-Bylaws Committee – Nothing new to report, but Brandt Bowen, Solvejg Rogers, Cathy Busbey and Abigail Sheldon will be on the committee and will meet before the next APC meeting. Donna Levesque requested the Bylaws committee consider adding a new position to the APC, the role of Past APC President. This new position would be for the immediate past president of the APC to stay on and mentor the new president, as that office changes hands.

-Building expansion – This was moved to New Business.

- Board Development – This was moved to New Business.

-Waiver Request- This report was presented by Abby Sheldon. We will address it at the February meeting, as the school board is meeting later in January to address this issue and we want to see what they decide so we may better word our waiver request.

IV. Persons to be Heard

Cathy Lee expressed frustration with the late distribution of materials to be discussed at APC meetings so parents can be better informed prior to meetings.

Jessica Clarkson echoed Cathy Lee's frustration.

Laura Sampson came to see how we run.

V. Old Business

-Strategic Plan Discussion: Brandt Bowen discussed the options and factors we need to consider. We discussed when and how to do Board 101 training and the Board Retreat and who would lead the training.

VI. New Business/ Action Items

A. Budget Transfer Request

Abby Sheldon moved and Solvejg Rogers seconded approval. Transfer request was unanimously approved.

B. Election of Officers:

Treasurer: Rob Catlett was initially retained as Treasurer, but as he later was elected as Chair, Solvejg Rogers was elected Treasurer by unanimous consent.

Secretary: Abigail Sheldon was retained as secretary by unanimous consent.

Vice Chair: Mike Shea was elected Vice Chair by unanimous consent.

Chair: Rob Catlett was elected as Chair by unanimous consent.

At 7:55 pm, Jamey Duhamel moved to extend our regular meeting time to 8:30. Craig Evans seconded that motion. Solvejg Rogers proposed amending that extension to 8:15 and the board unanimously approved extending our regular meeting time to 8:15.

VII. New Business/Non Action Items

-Lottery: Cathy Busbey proposed adding two extra steps to the lottery process. It was decided that the Bylaws committee would discuss this and bring it to the board as an action item in February with suggestions.

-Building expansion: Craig Evans moved to begin the loan application process for building expansion. Abby Sheldon seconded. The motion carried unanimously.

-Principal Evaluation – Jamey Duhamel will do a draft evaluation and the board will rely on the previous evaluation tool we used last year to complete this year's principal evaluation.

VIII. Future Action Items

New Waldorf compliant Second grade assessment will be an action item in February.

Meeting adjourned at 8:16 pm.

MOTIONS:

Levesque moved and Sheldon seconded approval of the agenda. Agenda approved unanimously.

McKimmey moved and Catlett seconded approval of the minutes. Minutes approved unanimously.

Sheldon moved and Rogers seconded to approve the budget transfer requests. Motion carried unanimously.

**All four officer positions with the APC were filled unanimously as follows: Rob Catlett, Chair; Mike Shea, Vice Chair; Abigail Sheldon, Secretary; Solvejg Rogers, Treasurer
Duhamel moved, Evans seconded and Rogers amended extending our regular meeting time beyond 8 pm. The board unanimously approved extending our meeting to 8:15.**

Evans moved and Sheldon seconded beginning the loan application process for building expansion. The motion passed unanimously.