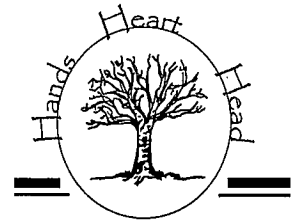


AGENDA



Birchtree APC

Board Meeting

Date: October 8, 2014

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.

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

I. Call to Order

II. Approval of the Agenda

III. Standing Agenda

- A. Approval of September minutes
- B. Principal Report – Cathy Busbey
- C. Pedagogical Council – Donna Levesque
- D. Treasurer's Report – Rob Catlett
- E. BPG Liaison Report – Debbie McKimmey/Anna Folsom
- F. Committee Reports
 - Communication and Bylaws – Lori Berrigan
 - Building Expansion – Rob Catlett/Brandt Bowen
 - Board Development-Jamey Duhamel
 - Waiver request committee – Abigail Sheldon

IV. 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

V. Old Business

- A. Strategic Plan Discussion
- B. Board attendance at APC meetings

VI. New Business/Action Items

- A. Budget Transfer – transfer money from one account into another account in order to cover cost

VII. New Business/Non Action Items

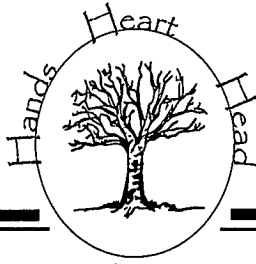
- A. APC Board Elections

VIII. Future Items/Future Business

Board of Directors

Jamey Duhamel, Parent, APC Chair
Kirsten Gerrish, Parent
Debbie McKimmey, Parent
Abigail Sheldon, Parent, Secretary
Cathy Busbey, Principal, Ex Officio

Lori Berrigan, Parent, APC Vice-Chair
David Ralph, Parent
Anna Folsom, Teacher, BPG liaison
Rob Catlett, Parent, Treasurer



Birchtree Charter School

Principal Report for APC Meeting

October 8, 2014

- **Enrollment Update:** Currently we have the following breakdown for enrollment:

- 51 Students in Kindergarten
- 38 students in 1st grade
- 44 students in 2nd grade
- 47 students in 3rd grade
- 47 students in 4th grade
- 46 students in 5th grade
- 47 students in 6th grade
- 20 students in 7th grade
- 20 students in 8th grade

Total= 360 students. The budget was based on a projection of 345 students.

- **State Mandated Testing/Screening:** Gene Stone delivered a letter from the Commission of Education on Friday, October 3rd. The letter is attached. Based on the information in the letter, Birchtree administration sent a letter to the entire Birchtree community explaining why the school needed to comply with the directive from the Commission of Education. Several parents met with Brandt and me on Thursday, October 2nd. During that meeting the screener was demonstrated to the parents by Susan Halseth. The screener will be given to students in grades K-2 who were not screened last Spring before the end of October.
- **Professional Development:** Anchorage Waldorf through Antioch is offering a Foundations class the week of October 6-10th. Three teachers and I are attending the training.
- **Building Update:** Scott Johannes did send us some preliminary sketches for a building on the land next to Birchtree. At this time he has not be able to purchase the land, but believes the purchase will occur.



THE STATE
of **ALASKA**
GOVERNOR SEAN PARNELL

**Department of Education
and Early Development**

Office of the Commissioner

801 W 10th Street, Suite 200
P.O. Box 110500
Juneau, Alaska 99811-0500
Main: 907.465.2800
TTY/TTD: 907.465.2815
Fax: 907.465.4156

September 23, 2014

Dr. Deena Paramo, Superintendent
Mat-Su Borough School District
501 N. Gulkana
Palmer, AK 99645

Dear Superintendent Paramo:

During the 2013 legislative session, the Legislature appropriated funds to implement literacy screenings in kindergarten through third grade. The State Board of Education followed up on that intent with the adoption of regulation 4 AAC 06.713, which states:

Early literacy screening. (a) As part of the comprehensive system of student assessments required under AS 14.07.020(b) and 4 AAC 06.710, each district shall administer an approved early literacy screening assessment tool at least once during each school year to

- (1) all students in kindergarten, first, and second grades; and
- (2) third-grade students identified as experiencing delays in attaining early literacy skills during the second grade.

Upon reviewing data from the 2013-2014 school year, it appears that Birchtree Charter School did not conduct a literacy screening assessment for 11 of its 49 kindergarten students. There is no language in 4 AAC 06.713 that allows for a waiver from early literacy screening for students enrolled in the applicable grades.

The funding of public schools requires that schools comply with the statutes and regulations that guide our education system in Alaska. As such, it is imperative that Birchtree Charter School administer one of the five approved early literacy screeners to all students not screened last spring. The administration of this assessment and the submission of the data must occur prior to the end of the 20-day student enrollment count on October 24, 2014. The data should be submitted according to the process described in the attached letter which you received from Erik McCormick on May 29, 2014.

To fully comply with 4 AAC 06.713, Birchtree Charter School will also need to administer the literacy screening to its students in the spring of 2015. The applicable regulatory language is below:

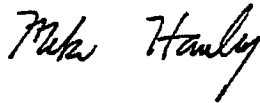
Superintendent Paramo
September 23, 2014
Page 2 of 2

(c) Not later than July 15 of each year each district shall submit to the department assessment data yielded by an administration of the district's early literacy screening assessment tool conducted between April 1 and May 30 of that year. The district shall submit assessment data on a form prescribed by the department.

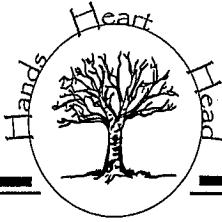
It is important to note that the Matanuska-Susitna Borough School District receives funds to meet these requirements. EED anticipates receiving the data that were required to be submitted for the 2013-2014 school year by the end of October. Additionally, we look forward to Birchtree Charter School being in compliance with these requirements from this point forward.

Please contact Brian Laurent at brian.laurent@alaska.gov or (907) 465-8418 with any questions about the process to submit data to meet this regulatory requirement.

Sincerely,

A handwritten signature in black ink that reads "Mike Hanley". The signature is written in a cursive, slightly slanted style.

Mike Hanley
Commissioner



Birchtree Charter School

Budget Transfers Approval

October 8, 2014

Account to be reduced	Account to be increased	Amount	Explanation
Supplies 100.066.110.0000.1.0.450	Equipment over \$500 100.066.110.0000.1.0.457	\$3,000	Furniture expense for new staff members
Supplies 100.066.110.0000.1.0.450	Purchased Services 100.066.110.0000.1.0.440	15,000	Send 3 staff members to a weeklong training in Anchorage/ Mr. Bowen to Boston November

110 = Regular Education
200 = Special Education
301 = School & Student Safety
320 = Guidance Counseling
330 = Health Services
400 = School Administration
450 = School Admin Support
600 = Custodial
770 = Student Activities

Budget Report
10/08/14

Non Discretionary		Approved budget*	Actual budget	Revised Budget	
Regular Education (110 F)		2,102,868	2,102,868	2,102,868	
Special Education (200 F)		409,512	409,512	409,512	
Recess Monitors (301F)		53,781	53,781	53,781	
Guidance Counseling (320F)		29,902	29,902	29,902	
Health Services (330F)		20,845	20,845	20,845	
School Administration (400F)		247,726	247,726	247,726	
Admin Support (450F)		177,838	177,838	177,838	
Operations and Maintenance (600F)		57,799	57,799	57,799	
Student Activities (700F)		20,391	20,391	20,391	
Total Non Discretionary		3,120,662	3,120,662	3,120,662	
Discretionary					
<i>Regular Education (110F)</i>	Approved budget	Actual budget	Revised Budget	Expended as of 09/10/14	
Staff Travel (420 OC)	20,000	20,00	20,000	2,641	
Student Travel (425 OC)	13,000	13,000	13,000	0	
Purchased Services (440 OC)	10,000	10,000	20,000	6,265	
Supplies (450 OC)	476,156	347,802	312,802	64,946	
Supplies > \$500 (457 OC)			0	1,975	
Textbooks (471)			5,000	4,048	
Other Expenses (490 OC)			0	0	
Contingency (527 OC)		128,354	128,354	0	
Admin Support (450 F)			15,000	1,433	
Communication (Postage) (433 OC)			0		
Total	486,156	519,156	514,156		
Total					
Indirect (550 F 495 OC)	149,462	149,462	149,462	149,462	
<i>Operations and Maintenance (600 F)</i>					

09/10/2014

Budget Report
10/08/14

Communications (433 OC)		0		0		
Purchased Services (440 OC)		30,000		30,000	105	74,815
Rental/Lease (441 OC)		443,400		443,400	368,400	122,800
Ins/Bond (445 OC)		2,796		2,796	2,796	0
Supplies (450 OC)		8,000		8,000	8,000	3,362
Supplies > \$500 (457 OC)						
Total		484,196		484,196	484,196	
<i>Utilities</i>		<i>36,604</i>		<i>36,604</i>	<i>36,604</i>	<i>5,540</i>
Total Discretionary		1,157,814		1,157,814	1,157,814	437,286
Total Operating Budget		4,278,476		4,278,476	4,278,476	
*Current approved budget is based on salary and additional fund estimates. Actual additional funds and other staffing situations caused the actual budget to look slightly different than the estimated budget.						