

Meeting Minutes for Academic Policy Committee Annual Meeting (Monday, March 5, 2018)

Generated by John Weetman, Principal on Thursday March 28, 2018

Reviewed by Paul Page, Secretary on Thursday March 28, 2018

- I. Meeting called to order at 5:35 PM**
- II. Determination of a Quorum**
 - a. Members present**

Quorum established with members present: Tim Kelly, Karen Olson, Jodi Vandike, Lisa Tcheripanoff, Amanda Leonard, Paul Page, Kelly Schoolfield, Mike Taylor, Raylene Sinnett and Emily Hardy (telephonically)
- III. Approval of Agenda**
 - a.** Karen Olson made a motion to amend the agenda by adding Summer Sessions to VIII Administrative Report
 - b.** Motion by Lisa Tcheripanoff, second by Jodi Vandike to approve the agenda. Motion carries unanimously.
- IV. Approval of Minutes**
 - a.** Motion by Karen Olson, second by Paul Page to approve the minutes for February 15, 2018. Motion carries unanimously.
- V. Introduction of APC to Audience**
 - a.** Danielle Page
- VI. Persons to be heard on non-agenda item**
 - a.** None
- VII. Election of APC Officers, Committee Chairs, Committee Members**
 - a.** Chair – Lisa Tcheripanoff
 - b.** Vice Chair – Karen Olson
 - c.** Secretary – Paul Page
 - d.** Treasurer – Emily Hardy
- VIII. Administrative Report**
 - a.** TB Coffee: March 2017 to February 2018 Over \$8,400 in sales
 - b.** Summer Sessions were discussed as a possibility and forwarded to the Session Committee
- IX. New Business**
 - a.** Two week add/drop for sessions: member Taylor suggested a review of the drop/add policies for vendors.
- X. Action Business**
 - a.** Volunteer of the Month: Sadie Leader
 - b.** Calendar 2018/2019

- i. motion by Emily Hardy, second by Jodi Vandike to approve the calendar. Motion carries unanimously.
 - c. Non-Compliance
 - i. Twindly Bridge Student Handbook, Non-Compliance Section 1, "A certified letter is mailed to the parent/guardian **the day after grade conference are due** stating the details of noncompliance which includes possible consequences. Consequences of non-compliance may include:
 1. Frozen allotment funds
 2. No session enrollment
 3. Cancellation of current services thru purchase orders
 4. No reimbursements
 5. No grades posted to official district transcript
 6. Withdrawal
 7. Denied re-enrollment
 - If parent does not meet the specified request within 10 business days after the date of the non-compliance letter:
 1. A letter will be mailed stating ~~our~~ intent to withdraw the student(s)
 2. ~~10 business days later official withdrawal from school will occur~~
 - ii. motion by Emily Hardy, second by Jodi Vandike to approve the non-compliance changes. Motion carries unanimously.
 - d. APC Member Bylaws
 - **Proposed: The APC board may remove an APC member, whenever in its judgment the best interests of TBCS will be served. Removal is without prejudice and without cause will require a two thirds-vote.**
 - **APC Members are required to adhere and sign a Code of Conduct stated below:**
 1. **Making attendance at all meetings of the board a high priority. (APC may remove any member who fails to attend three (3) meetings during his/her term.)**
 2. **Being prepared to discuss the issues and business on the agenda, and having read all background material relevant to the topics at hand.**
 3. **Cooperating with and respecting the opinions of fellow APC Board members, and leaving personal prejudices out of all board discussions, as well as supporting actions of the APC Board even when the APC Board member personally did not support the action taken.**
 4. **Putting the interests of the organization above personal interests.**
 5. **Representing the organization in a positive and supportive manner at all times and in all places.**
 6. **Showing respect and courteous conduct in all board and committee meetings.**
 7. **Refraining from intruding on administrative issues that are the responsibility of the principal.**
 8. **Observing established lines of communication and directing requests for information or assistance to the principal.**

9. Be in compliance and good standing with current policies, procedures and practices

I, _____, recognizing the important responsibility I am undertaking in serving as a member of the APC Board of Directors of Twindly Bridge Charter School, hereby pledge to carry out in a trustworthy and diligent manner the duties and obligations associated with my role as an APC Board member and abide by this Code of Conduct. I understand that failure to abide by this Code of Conduct may result in my removal as an APC Board Member, pursuant to the requirements and processes provided in the organization's governing documents.

- i. motion by Emily Hardy, second by Mike Taylor to approve the amended bylaw. Motion carries unanimously.

XI. Committee Reports

- a. BUILDING COMMITTEE – Paul (Chair) and all APC members
- b. BY-LAW COMMITTEE – Raylene Sinnett (Chair), Emily Hardy, Karen Olson, Lisa Tcheripanoff members
- c. CURRICULUM COMMITTEE – Kelly Schoolfield (Chair), Bettina member
- d. HIGH SCHOOL OPPORTUNITIES COMMITTEE - Lisa Tcheripanoff (Chair), Jodi Vandike, Karen Olson members
- e. PARENT INVOLVEMENT / EVENT COMMITTEE – Karen Olson (Chair), Amanda Leonard, Lisa Tcheripanoff, Raylene Sinnett members
- f. WRITTEN POLICIES COMMITTEE – Emily Hardy (Chair) Karen Olson member
- g. SESSION COMMITTEE – Karen Olson (Chair) Jodi Vandike and Lisa Tcheripanoff members

XII. Future Agenda Items

NA

XIII. Adjournment

- a. Motion to adjourn by Jodi Vandike, second by Mike Taylor at 7:25 PM motion carries unanimously