



Fronteras Spanish Immersion Charter School

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APC Board Meeting

Location: (Building A – Multi Purpose Room)
July 12, 2011 7:00 P.M.

Approved Meeting Minutes

I. Call to order/pledge of allegiance/roll call/determine quorum

In attendance: Andrew, Joe, Marcus, Michelle, Heather, Chris, Jennifer, Jill, Nicole

II. Approval for the agenda for July 12, 2011

Motion: Michelle moved to approve the agenda, seconded.
Motion approved unanimously.

III. Review meeting protocol

IV. Persons to be heard

Jordan Reynolds - Before the board votes on motions, would they please allow APC members in attendance to be able to voice any concerns or make contributions?

IV. New Business

Motion: Chris moved to approve minutes from May 10th, June 2nd, and June 14th meetings, seconded.

Motion approved unanimously.

Board membership update - Connie Bamberg resigned APC Board membership. She held a community member at large position. The Frontiersman can advertise the board position at no cost. The board has two months to fill this vacant position.

Andrew – Expressed concerns related to violation of the Open Meeting Acts requirements. Email communication may be a violation.

Nicole - Mat-Su School Board has a lawyer that may be available to Fronteras APC Board.

Marcus - Seconded Andrew's concerns.

Heather – Recommended that board should let committees do their work.

Joe – Noted that public relations-type activities should be routed through school management.

All Seasons Family Medical donated \$200 for flowers for Dr. Burnley's memorial.

Motion: Andrew moved that the board only use email to disseminate information - no discussion via email, seconded.

Motion approved.

Committee and team reports -

Chair's report - The role of the APC is to govern of the school, not management of the school. The principal was hired to manage the school, and Principal Schmidt will begin working towards the end of July.

Facilities Committee - Ernie Hettrick would like 20 signs procured for the parking lot. Total cost is estimated at roughly \$500. Parking lot is very big, and it is hard to direct traffic without some signage. Most popular idea right now is to co-locate Fronteras with another school when the current lease expires. At some point the board must approach the district and talk about co-locating with another school. The process for locating a school has changed since Fronteras was founded. Schools can now go to the district and ask for help identifying a site. After last meeting, it seems as though the co-location option is the most favorable for Fronteras. Ernie Hettrick offered to chair the facilities committee to accommodate scheduling difficulties. Michelle will act as the liaison between the board and the committee. Meeting is currently held on the 3rd Tuesday of every month.

Motion: Michelle moved that the board suspend the requirement for a current board member to chair the Facilities Committee, and to let Ernie Hettrick and Chris Whittington-Evans co-chair, seconded.

Motion approved unanimously.

Joe - Willing to donate sod if someone will donate topsoil and labor to help make the play area green. Discussions related to getting the logistics set up. This issue will be referred to the facilities committee.

Treasurer's report - Five families have been reimbursed for Puerto Rico trip so far. The board is reimbursing families going forward, receipts are required. Funding was raised by parents for this specific trip. The funding is being moved from one account to another to cover these costs. Funds that were raised were initially put into an account that wasn't specifically intended for these types of activities.

The question was asked "can print cartridges just be purchased, or is approval required?" These types of costs will come out of school budget, not the board budget.

Battle of the Books expenses should also come out of the school budget, not the APC budget.

\$7800 was available from last year's budget for the music teacher this year. Discussions with school staff indicated that Fronteras budget would cover the music teacher expense. In April, 2011 the board approved \$8400 to pay for 2011-2012 music teacher expense if necessary. Fronteras may cover this expense, and this is to be determined. This may free up some funding within the board budget.

There is a desire among board members to review signage options. Options will be researched; donated services are an option. Signs are needed to help with the parking lot traffic flow.

Action Item: Why is the street in front of Fronteras not a 25 MPH zone? This is a research item for the Facilities Committee.

Motion: Andrew moved to move item "e." (new business) up on the agenda to account for board member scheduling, seconded.

Motion approved unanimously.

Chris Hamilton is unable to continue duties as secretary due to job duties that will begin in the fall.

Nicole Whittington-Evans volunteered to be secretary.

Motion: Michelle moved to appoint Nicole as secretary, seconded.

Motion approved unanimously.

Principal's Report – Principal Schmidt will be meeting soon with school staff. No date or time identified yet.

What items might the board want to see on a principal's report? What are the expectations for the school? Once these are identified it will be easier for the principal to report on the status of achieving goals. Enrollment goals are set out in the charter.

The board will wait for principal to begin duties before discussing the goals for the board.

There is a lot of information available related to federal and state standards for school administrators. These could be used to help set goals for the board.

Nicole - We should move forward with some standard sets of measures so that we have some mechanism for evaluating the principal at the end of next year. In the meantime, we can spend time refining these.

Action Item: Board members should be prepared to discuss APC board goals at a future meeting.

Nicole - APC members should review A-Z charter school governance document that was disseminated.

Motion: Michelle moved to approve a principal's report dashboard that consists of the following target indicators: budget, student performance & curriculum, enrollment, parent communication, other, seconded.

Motion approved.

Fundraising – Demetria McGrew presented for Amigos de Fronteras. The previous board voted to manage fundraising from within the board rather than through Amigos. Current Amigos volunteers feel that fundraising should be embedded within Amigos de Fronteras. The current Amigos' coordinators feel that parent participation dropped off when the previous board made the decision to manage fundraising internally.

Fundraising levels should be a target goal for the APC board. A specific target should be set that helps the board to measure fundraising success.

One goal is to have each grade level receive a certain amount of funding to help fund specific activities. APC board needs to identify specific activities to conduct the fundraising.

Motion: Michelle moved to give fundraising responsibilities to Amigos de Fronteras, seconded.

Motion approved unanimously.

Grants - No report.

Academic & Curriculum - No report.

Conflict of Interest Committee – The committee discussed the conflict of interest memorandum received by United Way of Mat-Su. Andrew will type up and present to the board at the next meeting. Effective dates need to be considered for implementing conflict of interest policy, as it has ramifications for current board members.

The issue of staff on the board is under consideration for future by-law amendments. With a new principal, teachers may be able to be represented on the board by the principal. Teachers will be consulted with to determine how to integrate teachers with board activity.

Community member at large process wasn't discussed at last meeting, and will be discussed again later on the agenda. Andrew will have conflict of interest proposal prepared and post to APC for consideration and feedback.

Information & Communications Committee - see attachment

Concerns about using confidential contact information for parents.

Motion: Chris moved to use Amigos de Fronteras to communicate non-board information to APC members, seconded.

Motion approved unanimously.

Nicole – Clarified that role of secretary was specifically for managing communications from board. It was clarified that Jill and Andrew will act as points of contact for Amigos de Fronteras.

Chris will work with Amigos de Fronteras to make sure documents are getting posted to the website as needed.

Action Item: Heather will check into what APC member contact information is allowed to be made available to district staff.

Amigos de Fronteras - BBQ on July 22, Principal Schmidt may be there if she is available. Volunteer website will be tested as replacement for current website. First official meeting will be August 22.

VI. New Business

a. Times for future Board meetings.

Motion: Michelle moved to start regular meetings at 6:00 pm, seconded.

Motion approved unanimously.

b. Foraker membership.

Foraker offers a variety of training opportunities for board members. Annual membership is \$100 per year, and \$100 per hour for trainings held on-site. Fees are \$25 per person if training is attended at Foraker facilities.

Motion: Michelle moved that the board join the Foraker Group for board training opportunities.

No second.

Andrew - The Alaska State Board of Education also provides training to APC boards. The cost is \$650 for training; day-long and evening training are available. Both agencies are able to help with charter development.

The board can also provide some self-training by setting aside time each meeting to familiarize selves with laws and requirements.

c. APC membership guidelines for community member at large

Review of two documents related to approving community members at large. There was discussion of variations between two draft documents.

Motion: Michelle moved that APC community at large members meet the following criteria: two sponsors, two-thirds majority vote of board, and letter of interest.

Motion tabled until conflict of interest committee does more work.

d. Discussion of teachers on the Board

Issue being researched and discussed through the Conflict of Interest Committee.

f. Assignment of Board members to committees

Partnership and Public Relations committee needs chair. This position shall direct marketing and public relations efforts of the board. Marcus volunteered to chair this committee.

Motion: Michelle moved to create board development committee, seconded.

Motion approved unanimously.

Michelle will chair this new committee.

Conflict of interest committee will take on the task of heading the renewal of the charter and bylaws. The committee will also be renamed.

g. Volunteer and school activities for the upcoming year.

Amigos de Fronteras handles all volunteer activities.

h. Principal evaluation process

Review of a tool that can be used to evaluate the principal. Proposed tool was developed and used by the Mat-Su school district. The tool is being proposed for, but hasn't been approved; for consideration at this time. The proposed tool can also be used by the APC as well as the board for evaluating the principal. The tool helps to set policies that guide the activities and work conducted by the principal.

i. Hiring processes for teachers

The current hiring process was affected by policy established by the previous board. A committee was established to conduct teacher hire. The committee was to be comprised of the principal, two teachers, and two non-teacher board members. The hiring focus should be on Spanish-speaking teachers. The PE teacher position has been posted by district, but Spanish-speaking wasn't specified in the hiring post. It's the principal's responsibility to hire teachers. The principal has never been historically restricted by the board on hiring decisions.

Motion: Joe moved to change the existing policy from two non-teacher board members to two APC members, seconded.

Motion approved unanimously.

Motion: Michelle moved to assign members to hiring committee, seconded.

Motion approved unanimously.

Jennifer Ward, Joe Dinwiddie, Erick Cordero, Sonya Cook and new principal are on teacher hiring committee.

Motion: Michelle moved to close the posted PE position and repost position with emphasis on Spanish-speaking, seconded.

Motion approved unanimously.

j. Sharing of Political Information with APC members

School and board can't participate in political efforts or campaigns. An equal voice to all candidates would have to be given.

k. Moving the greenhouse

This decision had been previously approved by the board. The greenhouse does need to be moved; it's currently unusable, and is getting vandalized. The board agreed that this is an administrative issue, and the principal will address this issue.

VII. Future Items/Future Business

Next meeting: Not scheduled at this time

VIII. Final Actions and Adjournment

Motion: Michelle moved to adjourn meeting, seconded.

Motion approved unanimously.

APC Governing Board Members

Jill Bang

Joseph Dinwiddie, Vice Chair

Heather Gluth, Treasurer

Chris Hamilton, Acting Secretary

Michelle Niland, Chair

Marcus T. Reum

Andrew Reynolds

Gwen Schneider

Jennifer Ward

Nicole Whittington-Evans