



Fronteras Spanish Immersion Charter School

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APC Board Meeting

Location: (Building A – Multi Purpose Room)

August 9, 2011- 6:00 P.M.

Meeting Minutes

I. Call to Order/Pledge of Allegiance/Roll Call/Determine Quorum

Heather Gluth (by phone), Chris Hamilton, Gwenn Schneider, Nicole W-E, Jennifer Schmidt, Michelle Niland, Jill Bang, Marcus Reum, Andrew Reynolds – we have a quorum

II. Approval of the agenda for August 9, 2011

- Chris – moved to add School Pictures to New Business in Agenda. Nicole Seconded. Motion passed unanimously.
- Andrew moved to add Charter Renewal Committee Report to the agenda. Michelle N. Seconded. Motion passed unanimously.
- Michelle moved to approve agenda. Nicole seconded. Agenda approved unanimously.

III. Review meeting protocol

- Try to keep meetings brief
- Let people give their reports and ask questions after each report
- Keep non-productive comments to a minimum
- **Changes in Board meeting protocol-** what parts of Robert's Rules we will follow; Michelle discussed length of meetings; desire to have participants be recognized by the board so that we avoid having more than one person speaking at the same time and went on to address:
 - a. Public Comment at the beginning of meetings only – 2 minutes to each person; maximum of 30 minutes; questions should occur outside of board meetings; suggestion came up to follow School Board meetings format that allows members of the public to address an issue right before a vote;
 - b. How the Board may ask Guest/APC members questions during meeting – suggestion is for the board to ask a participant for additional information/clarification during a discussion that would allow a non-board member to speak outside of the "Persons to be heard" agenda item;
 - c. Introduction of a policy or agenda item would occur at one open meeting under 'discussion', and following discussion could be moved to an 'action' item at a future meeting providing at least the one month in between when topic is brought up and when the topic could be brought to a vote; If board takes action on an item that is not under "unfinished business" or "action", then it is reasonable for the board to take additional public comment before the vote occurs. This allows flexibility when needed.
 - d. Desire to stick to the approved agenda; the process for forming agenda – agenda items need to be brought to the attention of the Executive Committee;

Motion – Michelle moved that during board meetings: board members and the public wait to be recognized by Chair, speak concisely and to the point, and public comment will be taken at beginning of meeting with only 2 minutes allowed per person; that policies/action items be introduced at one open meeting under discussion and then move to Action at the next meeting or a future meeting; If the board takes action on an item that is not under unfinished business, then it is reasonable for the board to take additional public comment before the vote. This allows flexibility when we need it.

Motion passes – All but one in favor; Andrew opposed;

e. Sergeant at Arms – Jill introduced the concept of establishing the role of Sergeant at Arms on our board to enforce order of direction of chair; motion just passed may help to alleviate difficult situations; role of Sergeant at Arms can be at the discretion of the chair;

Motion - to create a Sergeant at Arms position on board at the discretion of the board chair; Marcus is person nominated for this position. Seconded.

Motion passes unanimously, including Heather on the phone.

f. Committee reports – recommended to make them brief with written reports encouraged

IV. Persons to be Heard - 30 minutes

- Must sign up before meeting begins
- Each person will have up to two (2) minutes
- Minutes may not be shared with others
- Comments shall be civil and are not to repeat earlier statements

V. Consent Agenda

A. Approval of meeting minutes from prior meeting:

Motion - Chris moves that we approve the meeting minutes from the July 12th meeting with Heather's clarification. Heather clarified that for the Music teacher it should be clear that the budget it is being paid out of is the Fronteras School Budget (not the APC budget).

Motion passed unanimously.

B. Chair Report – Michelle drew out chain of command on whiteboard. Regular Public Schools vs. Charter Schools:

For a Regular Public School the chain of command is: School Board – Superintendent – Assistant Superintendent – Directors – Principals – teachers – students;

For a Charter School, the chain of command goes from: School board to APC Board - Principal – teachers – students.

C. **Principal's Report** - budget, student performance & curriculum, enrollment, parent communication, hiring 15 – 30 minutes

- Welcome and thanks to teachers at meeting for supporting the changes made so far;

- Nathan Totten is our new K-1 teacher; He loves children and is very excited to be here. He is a wonderful asset to us. A huge thank you to Chris H. who has been working with Principal to get information out to Fronteras Community.
- Fronteras School is here to serve students. Student contact time is so important. We started full day Kindergarten to increase student contact time and help families out.
- Our Charter is very exciting and inspiring. There are some items missing in our Charter – big piece – p. 102, 103; Teachers are in agreement that they will work extra 15 minutes and students would have additional school time.
- New Principal Decision - Early release is the first Friday of every month – Teachers can get planning, curriculum decisions under way;
- New Principal Decision - Instilled changes to our Reading curriculum – we're incorporating an English reading program called "Imagine It!". District is using it right now. Has master set for K – 2; Grades 3 – 6 is called "Reading Streets"; Principal is working on purchasing the programs. First grade alone is over \$10,000, but Principal is hoping for some deals.
- School Auction idea – a great fundraiser and money-maker. We need to be very sensitive re: how much we are asking our parents to put out. Principal went to Kendall Ford – school friend running it – he will let us use the upstairs without charge. Huge bonus not to have to pay for room.
- Our new Assistant Superintendent, Gene Stone, was Principal at Palmer Junior Middle School. Was slated to be Principal at Tech Highschool. This is terrific news as he is a great addition to the Superintendent's team.
- Lease - Superintendent, Dr. Paramo, is addressing our lease; District is very interested in helping us with our lease.
- Favor to ask the board – would board be interested in using some funds to do radio ads to promote registration? Doesn't have estimate right now.
- Promoting Fronteras – our newsletters need to get sent to School Board members and Assembly members.
- School Charter gaps – community service projects; interested in getting moving with how our students can give back to the community; We are going to be building business partnerships. Water donated to school, for example, would be great. We could recognize donations in our newsletter or other materials or somehow.
- We have great baker and cook within our community – let Amigos de Fronteras figure out what our parent talents are; Principal knows some pilots; Ken Moore is working with Principal on demonstration in Spanish;
- Professional Development – Principal's mother (long time educator) is going to be teaching Art in curriculum; Ethics training / Code of ethics for teachers will be addressed on August 16th also by Principal's mother.
- Photographer – want to have portraits taken of staff members, framed with names in both Spanish and English, that are displayed at the School; Any volunteers for begging at Walmart for 20 black frames?
- Technology – Principal is blown away by how well set up we are at Fronteras.
- Nothing to report yet on budget. Solveig reassures Principal it is o.k.. We're doing o.k.. Enrollment of 220 is our cut-off. Music can't speak to yet due to budget gaps.

Paula's costs have gone up. Unless the numbers come back money will not be there for Music teacher or PE teacher. Waiting on PE teacher because of budget.

- Board input regarding support for promoting Fronteras. Board members indicated there are options for free advertising available – 99.7 radio station has 8 am free time; APRN – Public Service announcements; Greatlander advertising option; Frontiersman has free opportunities as well; Issue of Spanish level for upper grade children is real and needs to be considered. We do have a waitlist for Kindergarten at this time;

D. Committee/Team Reports –*brief as possible; highlights of written reports encouraged;*

1. Facilities -

- Ernie will cover immediate needs to school. Chris W-E will take long term items. Greenhouse – hasn't been moved yet. Sod – Joe Dinwiddie has free sod, willing to deliver; 4 inches of top soil needed for 15 cubic yards of sq. feet per sod; 5,000 sq. feet of dotted area on map; Discount top soil, not get charged \$1,000 for 5,000 sq. feet of topsoil; Can be done into September; Does not have to go through landlord approval; Concrete trucks generally don't run much past September, which we need to consider.
- Parking Lot Signs – plan of parking lot signs. 29 signs. Aluminum with reflected grade. They look like regular road signs. \$548 – not cheap. Parent, Angela Harbor, here has access to aluminum and can cut them out and put signs together with black vinyl at 2/3's the cost. The board can consider how much they want to spend and then determine how many signs we get. There are priority areas (right at entrance, for example). Ernie recommends working with Angela
- Should have permits for our driveways from the State. We decided to bypass this because of our status here – not knowing how long we'll be here. Ernie will approach engineering firm to create school zone, which would help slow down traffic.
- Building Names. Ernie proposes we let students name the school buildings.
- Chris W-E. – long term issues: Long term facilities plan; also the renegotiation of our lease. Chris has done analysis. We pay 21 – 53 % more than other Charter Schools do for their better facilities (Birch Tree and Midnight Sun). We are also paying for improvements made by the owner to make the property code compliant for school use. Recommends approaching landlord about renegotiating lease. Issues like – water, emergency stair, signage, etc., could be dealt with during this renegotiation.
- Creating a long-term home for Fronteras. We've been working on this for

18 months already. Our lease expires on June 13th, 2013. We have less than 24 months to deal with our long-term facility. We will be working with the School District to implement a new MSB policy that provides permanent facilities to Charter schools operating for five years. 320-350 Students – is the target enrollment in order to have a full graduating class of 8th graders. Approximately 35,000 sq. feet is what we'll need. We are having ongoing dialogue with School District personnel about this. The Committee, with permission of Chair liaison for the facilities committee, will continue this effort. We are working on putting together a brochure/fact sheet to make parents aware. Another facilities committee will take place next Wednesday.

2. **Treasurer's Report** – no change to our budget. Total, \$29,153.23. Funds were already set aside for Music teacher; \$11,442 – not designated; Also, \$2,662 – set aside for playground;

Motion - Michelle moved that we move up to \$1,000 from the playground fund committee to Facilities committee to move forward with sod project. Andrew seconded.

Motion passed: One opposed - Marcus, the rest in favor.

Signage – Ernie's discussion of working with Angela so that we pay 2/3 of 600.

Motion – Michelle moved that we approve up to \$450.00 from APC fund toward signage as described by Ernie at this board meeting. Chris H. seconds. Discussion regarding placement of signs. Marcus suggests modifying to exclude signage from directing traffic out front on main road due to liability concerns. All the signs seems to be in the parking lot, not on the road.

Michelle amended motion so that these signs will only be placed on our leased property. Marcus seconded Michelle's amendment.

Motion passed unanimously.

3. **Budget** – No budget report as there has been no meeting yet.
4. **Academic & Curriculum** - establish committee – Principal is the Ex-Officio Chair of that committee. Board composition – Joe D. is currently the Chair. A previous curriculum committee included Hilary, Sonya, Wendy Bowen; Discussion regarding how we hold the Principal accountable for maintaining the standards if they do not chair this committee? Principal would like to see a primary school teacher on the committee.

Motion - Andrew moves that the Principal chair the committee. Marcus seconds.

Motion withdrawn - Andrew withdraws motion. Michelle as APC Board Chair is appointing Principal to Chair the committee. Principal will determine members of committee.

5. **Information & Communication** – Amigos is now handling communications for APC that is non-board related. District site should be the primary site for our School Information. We have two sets of information with only one quality control. Chris suggests we use District site. Board has limited needs for web site – board meeting minutes, agendas, etc.. Newsletter, social media, web site – a lot of perspectives and opinions. We can't completely do away with paper announcements because some parents are not using computers. We have a very energetic volunteer for newsletter, which is terrific.

Motion - Chris H. moved to allow parent participant to speak to this issue. Michelle seconded.

Motion passed unanimously. Parent stated that the amount of paperwork that came home last year was huge and not all necessary. Can the school address this?

6. **Enrollment** – total of 227 returning. 47 in K; 41 in 1st; 69 – 2,3; 38 4,5; 32 6,7,8. 26 on waitlist for Kindergarten.

7. **Amigos de Fronteras / Family Activities** –

- August 24th is first meeting for “Tissues for Tears” in the multi-purpose room. The meeting will run for a ½ hour after that. September 27th will be first official meeting.
- Parent work days: Work session August 15th for cleaning and setting up school.
- Fundraising – still plan to use the form last board created. Completed forms will go to the Principal. Amigos did discuss allowing each grade to do a fund raiser that raises funds for their class activities.
- Volunteer web site development and information dissemination - Other schools do have paper newsletters to access all community members. Suggestion that there be extra paper copies available for the community overall. Also, could cut down on paper by only providing paper copies that are the same only to the youngest child in a family.

Motion - Chris Hamilton moves that Kati Saunders, founding board Treasurer, be allowed to speak to this agenda item. Nicole seconded.

Motion passed unanimously.

Kati Saunders - Raffle is biggest fundraiser Fronteras does. Playground was built on parent donations, which is why it is separated out from other APC Board budget items. Everything that has been done is in a record in the office. All APC financials were handwritten for the first 2 – 3 years. Starting last year, financial records were entered into a Quicken-type computerized format.

- Amigos – scope and goals; Amigos representative did not prepare to speak to the scope and goals of Amigos overall. Amigos is a place for Parents to be able to come to and voice their opinions. There was some definition regarding Amigos that are in board minutes from last year. Fundraising and volunteering and getting parents involved is the purpose of the group. It is reasonable that these activities get done with the Principal. Also, Amigos can help to make carpool connections.

Chris Hamilton raises concerns over fundraising being separated out and away from the board. The board must go to Principal to coordinate.

8. **Miscellaneous** – Charter Renewal Committee will provide report. Report from Andrew Reynolds: The majority of the last meeting was spent discussing the Charter.

The rest of meeting was spent talking about timeframe. Prior to March meeting we want to present first draft to the Fronteras APC board and then by April to Fronteras APC board approval. Then School Board has 4 months to decide. Tuesday nights, the week before regular Fronteras board meetings at 6 pm is when committee meeting is held. The committee is working toward consensus decision-making. Draft Charter renewal application – bylaws and charter contradictions will be included in proposed changes.

Request to committee is to forward sections as they are revised to board. Agreement reached to do this.

V. Unfinished Business

- A. **Open Meetings Act guidelines** – Getting greater clarification on Open Meetings Act guidelines. What do we need to discuss outside of our board meetings? Discussion regarding Open Meetings Act ensued. Nicole indicated that either the School District lawyer, Rick Allen – Parent lawyer, and/or Wasila-based lawyer, Richard Deuser, are all potential options to provide expertise regarding the OMA to our board.

Motion – Michelle moved that we withdraw our policy from last board meeting regarding our interactions in between meetings, with e-mail, etc.. Gwenn S. seconded. **Motion passed** with all in favor, except Andrew and Marcus opposed. Discussion about board approval for expenditure regarding acquiring legal expertise for board. Board’s decision is to wait to hear back from District lawyer regarding availability and potential costs before determining whether or not to allocate funds for this information.

- B. **Foraker membership** – Board development training. Committee met today. Consensus is to get some training. Doesn’t matter who, just move forward with it.

Motion – Michelle moved that we join the Foraker Group. Nicole seconded. **Motion passed unanimously.**

- C. **Open Board Seat and APC membership guidelines for CML (Community Member at Large):** Andrew handed out a draft Community Member application process.

Motion - Chris H. moved to allow Tammi (the one member of the APC present) to speak to this issue. She expressed interest in the board having a policy.

Motion - to approve policy submitted by Andrew.

Motion passed - Four board members voted in favor of the policy submitted by Andrew and the committee; Michelle opposed. Nicole and Jill abstained.

Motion - Nicole moved to clarify the second sentence to indicate that the application be for a general membership of the APC.

Gwenn suggested we get additional opinion before moving forward.

Policy just adopted rescinded 4 – 3.

Elections committee needs to be set up – to receive nominations.

Motion - Andrew moved we extend the deadline until the November board meeting for filling the board seat. Michelle seconded.

Motion approved unanimously. All 7 board members present voted in favor (Heather was no longer on the phone).

- D. **Principal Evaluation process** – Michelle has two documents to add to the 2 that have already been presented to the board. The Global Ends policy for Fronteras is one. Also, Michelle will bring forward a Fronteras Governing board code of ethics/conduct. The board's development of the Executive limitations policy and board management delegation policies also are to be considered - the Fronteras Survey of Principal performance. All of these have been approved by the committee and will be moved into board consideration. Michelle will forward via e-mail tomorrow.

- E. **Agenda Dashboards** - move that we remove delete this item.

Motion - Michelle moved to delete item from the agenda. Jill seconded.

Motion passed unanimously.

- F. **Dissemination of Board info to the APC in our newsletter** – address at next meeting.

Motion - Michelle moved we move item F and B under new business to our next meeting.

Motion passed unanimously.

VI. New Business

- A. **Board Education:** Board Member Guidelines

- B. **Introduce Possible new or Ex-Officio board member** – moved to next meeting.

C. **School Pictures** - purchase a backdrop - \$300.00 for Fronteras. Parent purchased and took back drop with them elsewhere. Photo proceeds have been used to pay for Principal's discretionary fund.

Motion - Chris H. moved to spend \$300.00 of APC general fund to pay for a photo background. Nicole seconded.

Motion passed unanimously.

VII. VII. Executive Session -

Matters generally include those affecting finances and personnel, the public knowledge of which might prove adverse or prejudicial. Working discussion session about the Principal Evaluation process.

Motion - Michelle moved to remove Executive Session from the agenda. Motion Seconded.

Motion approved unanimously.

VIII. Future Items/Future Business

Next meeting: **September 13th, 2011 6pm**

IX. Final Actions and Adjournment

APC Governing Board Members

Jill Bang
Joseph Dinwiddie, Vice Chair
Heather Gluth, Treasurer
Chris Hamilton
Michelle Niland, Chair
Marcus T. Reum
Andrew Reynolds
Gwen Schneider
Jennifer Ward
Nicole Whittington-Evans, Secretary
One open Seat