



Fronteras Spanish Immersion Charter School

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APC Board Meeting

Location: (Building A – Multi Purpose Room)

September 13, 2011- 6:00 P.M.

Draft Meeting Minutes

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

In attendance: Gwen, Jill, Chris, Michelle, Jennifer Schmidt, Jennifer Ward, Heather, Andrew, Nicole

We have a quorum.

II. Approval of the agenda for September 13th, 2011

Motion: Michelle moved to approve meeting agenda. It was seconded.

Motion 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-

- End time for Board meetings

Motion: Michelle moved to limit board meetings to no longer than two hours. It was seconded.

Motion Approved unanimously.

IV. Persons to be Heard – 30 minutes maximum

- 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
- This is not a question and answer time. Comments will not be addressed by the Board at this time.

Michael Backus – Noted that board has yet to discuss academic targets and goals, and would like to see some attempt to assess Spanish language performance for Fronteras students.

Sandra MacMillan – Alerted board that \$300 would be needed to pay for carpet-cleaning chemicals so that the carpets could be cleaned the following Saturday by volunteers. The volunteers were already lined up and it was difficult to get their schedules arranged.

V. Consent Agenda

- A. Approval of meeting minutes from prior meeting

Motion: Michelle moved to approve meeting minutes from August. It was seconded.
Motion Approved unanimously.

B. Principal's Report *15 – 30 minutes*

1. Budget Approval for 2010-2011 school year
 - A budget report was submitted to the board
 - The 2010-2011 school budget was based on a student count of 225. The school budget for 2011-2012 school year is based on 215 students. This difference resulted in a \$106,000 smaller budget for school year 2011-2012. The school receives \$9,667 per student enrolled.
2. Student performance & curriculum
 - The visit from Senator Murkowski went very well. The students set a great example, and the Senator spent two hours visiting with students and teachers. The Senator's children both attended a Spanish immersion program in Anchorage, and she was very interested in high school opportunities for Fronteras students.
 - Principal Schmidt is meeting with other educators in the Mat-Su School District to look at high school Spanish immersion models.
 - Principal Schmidt invited several Assembly candidates to visit Fronteras. Steve Colligan met with the principal, and was interested in and supports the charter school educational model.
 - The "Imagine It" reading curriculum was ordered for grades 1, 2, and 3. A district trainer who uses this curriculum will visit Fronteras to work with Fronteras teachers on how to implement the curriculum.
 - Fronteras staff is interested in soliciting any ideas to help retain 5th and 6th graders. Please contact Principal Schmidt with any ideas.
 - The iPads are in the classrooms, and staff are currently working out the kinks so that teachers can download iPad apps.
 - Principal Schmidt met with other charter school principals and Superintendent Paramo to discuss how charter schools fit into the district's educational strategy.
3. Enrollment – see also above under budget. Principal Schmidt contacted the local cinema (which is headquartered in the lower 48), to talk about advertising options. Fronteras can secure 3 months of on-screen advertising for \$1,836, and 3 months of advertising via video displays in the lobby for \$1,080. Further discussion focused on targeting the advertising periods so that they closely aligned with registration and enrollment periods.
4. Parent communications/concerns
5. Hiring
 - Linda Eastman was contracted to teach music to Fronteras students. She is foregoing the option to receive insurance, which saves Fronteras roughly \$10,000.
6. Facilities
 - Principal Schmidt met with Chris Whittington-Evans and Ernie Hetrick and district representatives to begin process of securing new facilities. The new school will likely be co-located on property with an existing school; possibly Larson Elementary or Pioneer Peak Elementary. Both of these schools are located on large acreage. Co-locating with another school would help to avoid

the site-selection committee process which could significantly prolong the move to a new location.

7. Fronteras still needs three dozen black frames so that pictures of staff can be hung up in the common areas in the buildings. Efforts to get these from Wal-Mart haven't been successful to date.

C. Treasurer's Report –

Motion: Heather moved to amend photo backdrop cost from \$300 to \$347.49 to cover the actual cost of the backdrop which was originally estimated to cost \$300. It was seconded.
Motion Approved unanimously.

Motion: Heather moved to authorize payment of up to \$300 to cover the cost of carpet-cleaning supplies to be used by volunteers to clean the carpets. It was seconded.
Motion Approved unanimously.

- The Treasurer's report (attached) provided to the board at this meeting did not account for the \$647.49 that was mentioned in the two previous motions.

- D. Committee/Team Reports –*brief as possible; highlights of written reports encouraged; written reports should be submitted to the Secretary prior to Board meetings via email in order that they may be included in meeting minutes.*

VI. Unfinished Business- Action Items

A. Principal Evaluation process-

1. Principal Feedback Form – available on District web site.
Motion - Michelle moves to adopt the Fronteras Charter School Survey of Principal Performance. Joe seconded.
Discussion: form will be available for people to fill out.
Motion Passed unanimously.
2. Executive limitations Policy – Principal expressed dislike over negative framing. Question came up if there is a way to frame this more positively. Joe has agreed to edit this to be more positive.
3. Board Management Delegation to Principal – Discussion over whether or not this particular document is part of the principal evaluation or simply clarifying roles around Board Governance and delegation to the Principal.
Motion - Michelle moves that board adopt policy. Nicole seconds.
Discussion ensued.
Motion fails. 3 in favor; 6 opposed.
4. Board member Policies and Ethics document – table this; Discussion around concern over redundancy and whether or not this is covered in Bylaws.

B. Greenhouse window replacement – Jill Bang paid for broken glass window in greenhouse window to be replaced.

Motion – Michelle moved to reimburse Jill \$180.00 for Greenhouse window replacement. Motion seconded.

Motion passed unanimously.

C. Dissemination of Board info to the APC in our newsletter –

Motion - Nicole moves that the President and Secretary work together with input of the board to get a small paragraph into newsletter(s) following the board meeting to update

the greater APC community about board actions. Michelle seconded. Discussion - Chris H. also suggests we have a standing space for the board in the newsletter to post upcoming meeting dates and any other news. Any vote outcome would be reported in newsletter.

Motion passed unanimously.

VII. New Business-

- A. **Assignment of Elections Committee** – Jennifer is currently on and willing to stay on the elections committee. Composition of committee – one board member who is a teacher; one board member who is parent; and one non-board member parent. Chris Hamilton has volunteered to be the board member parent on the committee. We can advertise for the APC parent member in the newsletter with deadline to apply. We need to make appointment by next meeting. Chris H. will send Secretary some language for the newsletter.
- B. **Re-evaluation of Charter Renewal Committee** – Working on new facility. Need to have Charter renewal underway as a Charter Renewal Committee, which should be pretty pro-forma as opposed to re-writing Charter committee. Charter renewal should be very cautionary approach. Principal Schmidt believes we have a brilliant Charter, and supports improving the Charter with some current events that are showing progress. Principal Schmidt believes that Charter should remain basically the same. Committee is looking at bylaws and Charter discrepancies; any superfluous changes that need to be made (such as listing the original board members which no longer is necessary, for example); need to add community member at large information; conflict of interest information; Governing board make-up. Make up of our Governing board is specifically listed in our Charter – teachers on board, number of board members, etc.. Support expressed for addressing the conflict of interest issue straight-on to determine whether or not we as a board want to change make-up of board (i.e. teachers on board and Chris Hamilton being married to Solveig, etc.) and decide how to proceed. After discussion, Andrew indicated he will continue to take on the Charter renewal committee. We can do this by the December meeting.
- C. **Review of Indirect Actions Policy and establishment of Committee** – Michelle moves to table this to next meeting.

VIII. 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.

VIII. Future Items/Future Business

Next meeting: **October 11th, 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