



# Fronteras Spanish Immersion Charter School

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## APC Board Meeting

Location: Joe Dinwiddie's Portable  
March 6, 2012- 6:00 P.M.

### Meeting Minutes

#### I. Call to Order 6:10 pm

#### II. Pledge of Allegiance – Stated in Spanish

#### III. Roll Call/Determine Quorum:

Board members in attendance: Andrew, Jackie, Michelle, Jill, Heather, Nicole, Jennifer, Gwen - We have a quorum.

Parents Tammy Heimerl and Karen Cordero and Mike Walsh from the Foraker Group, also in attendance.

#### IV. Approval of the agenda for today's meeting:

Introduced possible changes to agenda suggested by Veronica Wolf: Volleyball Team Hoodies reimbursement; VPA ad reimbursement; and Auction Fundraiser budget. Suggestion is to put them under New Business, items C, D, and E.

**Motion:** Michelle moved to approve the meeting agenda with the changes in New Business, items C, D and E. Nicole seconded.

**Motion passed unanimously.**

#### V. Review meeting protocol

- Wait for recognition from the chair to speak
- Let people give their reports and ask questions after each report
- Keep non-productive comments to a minimum

#### VI. 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
- No public comment past this time
- This is not a question and answer time- Comments will not be addressed by the Board at this time.

No persons to be heard.

#### VII. Consent Agenda

- A. Approval of meeting minutes from January, 2012;  
Heather suggested changes to minutes under Treasurer's report – changing sentences regarding Pizza sales and Valley Performing Arts to read:

“Pizza sales are being run through the school’s activities account. Valley Performing Arts is also being run through the school’s activities account.”

**Motion:** Nicole moved that board adopt the January, 2012 meeting minutes with Heather’s changes. Jill seconded.

**Motion carried unanimously.**

B. Approval of meeting minutes from February, 2012;

**Motion:** Nicole moved to approve the February 2012 meeting minutes; Gwen seconded.

**Motion carries unanimously.**

C. Chair Report *5-10 minutes*

- School Board Meeting tomorrow night. Will be reading our Site Selection at meeting. The Site Selection and Planning Commission meeting went very well. Thanks to Chris and Ernie.
- Reimbursement request for Microsoft Office-\$112.45;

**Motion:** Gwen moves that we reimburse this request. Jill seconds.

Discussion –this is a school rate. Otherwise this would cost over \$400.00.

**Motion passed unanimously.**

D. Principal’s Report *15 – 30 minutes*

- 30 Fronteras 3<sup>rd</sup> grade Students went to Chugiak to participate in Spanish Battle of the Books (BOB); Very well run. Chugiak has been doing this for quite a while. Ms. Schmidt received positive feedback regarding our student’s participation, which was that our children answered exceptionally.
- Anna Curry has accepted the 4-5<sup>th</sup> position for the remainder of the school year. At the end of this school year, there will be a regular District run application process, which will likely attract a number of applicants.
- School Board meeting – super important that we have people from the staff at Fronteras to speak;
- Planning Commission meeting last night was fantastic. They spent 1 hour, 45 minutes just on Fronteras; they appear very protective of us. The Chair grilled us, but this was excellent. Many of the members spoke in favor of Charter schools and our Immersion program. They wanted to make sure that they were not voting on anything that would delay our process or cost us any additional money. The Commission unanimously passed request. This is terrific!
- Senator Menard will be at Fronteras on Friday. We are hearing that she is a big supporter of our \$10 million Capital Budget request. She will witness our school, with students changing buildings in winter, etc.. Eldon Mulder – lobbyist – says we’re looking good for the request.
- We understand we’ll have the exact same budget next year as we have this year - \$2.1 million budget. Our staffing will remain the same overall, with perhaps a slight change depending on our 4-5<sup>th</sup> grade higher. \$1.5 million of the \$ 2.1 million budget is staffing.

- Our Ad is terrific at the Wasilla Theater.
- There is a lot going on.
- The potential for us to acquire land for our new school is going really well. If we get the \$10 million budget allocation from the State, \$500,000 will automatically go to the District. The new school budget projection is – \$8 – \$9 million.
- 3 new students coming to Fronteras. K – 6<sup>th</sup> grade. Discussion had about process for allowing new students into the school and what, if anything, is clarified by our Charter. We need to make sure we are following our Charter so that we don't end up in a bad public relations situation and/or being sued in the future.

E. Treasurer's Report- *5 minutes*

\$1,583.00 was invoiced and came back to Accounts receivable. This improved our bottom line. \$615.00 has been expensed and there is a check that needs a signature for this here tonight.

F. Committee/Team Requests- *Written reports should be submitted to the Secretary 1 week prior to Board meeting for all Committees so that they be reviewed by APC prior to meeting*

Please keep oral reports as brief as possible

Need meeting notices and minutes from Committee meetings.

### VIII. Unfinished Business- Action Items

A. Elections:

Jill, Veronica, Barrie and Gwen met March 1<sup>st</sup>. Applications are due March 22; March 23<sup>rd</sup> tentative next Elections Committee meeting to make sure applicants are eligible. Applications will be posted.

Proposal from Elections committee: Balloting would be available starting April 24<sup>th</sup> in morning and evening at the Open House. Allow three days for voting. Sign out ballot and immediately cast vote. Committee believes this will help improve community members' sense of confidentiality and integrity in the process. April 27<sup>th</sup> ballot counting. Feedback – including Solveig to be able to sign ballots in and out would be more efficient for people. One application is back in to Committee. Need to check web site to make sure that the updated application form is on the web site.

Discussion: With these ballot times, there is only one opportunity for people who work in Anchorage to vote. Academy mailed ballots to families. Fronteras allows 2 votes per family, even if there are step parents involved. There are a few families that have step-parents. Our Charter says one vote per legal guardian. Sign the ballot out to parents and allow them to bring it back. 2 per family. Return within the 3 days of election process – by Thursday at end of voting period. Chris's seat is available. Also 4 teacher board member seats are up for re-election. One other seat may be available - Andrew is being deployed for 3 - 6 months starting in July. He is considering ending this term. He will let us know as soon as possible.

**Motion** – Michelle moved that if any board member decides to vacate their seat between now and next meeting - a maximum of three spots - we will start their term when elected this year for two year terms.

Gwen seconded.

**Motion passed unanimously.**

- a. Upcoming elections plans

- b. Review of and recommended changes to bylaws, Article IV, Section 3  
Gwen read from election meeting notes regarding bylaw changes. These Section F changes could mean that board has less than 60 days to fill the seat. Foraker consultant suggested adopting a looser policy, such as:  
“Vacancies on the board shall be filled as soon as practicable.”

**Motion:** Gwen moves that we adopt a bylaw change stating that, “Vacancies on the board shall be filled as soon as practicable.” Nicole seconds.  
Motion passed unanimously.

Gwen read proposed Section B. changes from election notes which were as follows for CML positions: “Such a seat is filled by appointment and may be vacated by the majority vote of the board.”

Discussion - Academy appointed CML for one year terms, subject to continued appointment. Right now there are three possible CML's on the Fronteras board. Some desire to lessen that to one CML seat.  
The way the board seat compositions bylaws are written, it is so confusing that no one can figure it out.

Foraker consultant suggested that we adopt a bylaw change similar to the following: “In order to seat a CML, such a seat must be filled by appointment.”

**Motion:** Michelle moved that we adopt the following bylaw language change: “In order to seat a CML, such a seat must be filled by appointment.” Jackie seconded.

**Motion carried. 6:1.**

Section B(4): This portion of bylaw is very vague. It could be argued that any number of groups would be entitled to a seat this way. It could also be construed to mean that a member of any Community organization could demand a seat. How would we filter those organizations? CML seats can go to community organizations. Also, we have no means of discerning between which Parent organizations we would want to give it to if more than one parent organization were to ask for it. There is plenty of opportunity for APC members to join the board. It would be best if they were elected. That allows us to include all of our volunteer groups, not just one.

**Motion:** Gwen motions that we strike section B(4) from our bylaws. Nicole seconded.

**Motion passed unanimously.**

Election committee will meet to finalize all that we have decided this evening.

Foraker consultant recommended that something else to think about with our board composition is to have “up to 3, 4, 5 . . .” members of one kind or another on the board.

- B. Charter renewal-working session; we are getting very close to being done. Michelle is very sorry that she has not e-mailed it yet. Formatting issues have been a problem. Michelle will get it out soon. It's looking very good.
- C. Reschedule Board Training - 5 min; April 21<sup>st</sup> 9 – noon. Be inclusive of other candidates for board, Tammy and possibly others interested. Training homework,

Good to Great for the Social Sectors. Jim Collins, Author. Carpenter – 5 Dysfunctions of a Charter School Board.

- D. Principal Evaluation Update – Nicole introduced and discussed. Distributed draft evaluation form for board members and staff to fill out. These will inform the final evaluation that the non-parent board members will put together and present to the Principal. Nicole also drafted a proposed process for next year’s evaluation process, with the hopes of the board finalizing and formally adopting an evaluation process for the next academic year. Part of this introduction was setting the tone of the evaluation process, which is intended to be a healthy dialogue about areas that are working well and areas that need improvement.

Issue of “evaluation” form going out to staff raised. Staff cannot evaluate the Principal, though they can provide feedback. Decision was made to change the title of the form to be a “Feedback” form to be in compliance. Also, issue of teacher comfort in filling these out was raised. Those filling out the feedback forms can remain anonymous if that makes them more comfortable.

Foraker consultant asked if the board also had a process to evaluate itself. Response is that the board really needs training with a hope of evaluating ourselves down the road once everyone agrees to board role. The Administrator evaluation process may also reflect board performance and the board may get feedback during this process.

- E. Hiring Committee – Spring, Summer interviews: There will be 3 members of the hiring committee - Jackie, Sonya and Principal Schmidt.

**Motion:** Michelle moves that the board adopt the members of the hiring committee to include: Jackie C., Sonya C. and Principal Schmidt. Nicole seconded.

**Motion unanimously approved.**

## **IX. New Business-**

- A. Purchase of tables, coffee urns for auction  
Principal requests approval from APC budget of \$6,000.00 for tables, cloths, food, invitations.

Question raised about whether or not Fronteras already owns round tables that may be stored in Connex. Round tables have been used in the past at Fronteras. Discussion regarding purchasing tables vs. renting them ensued. Veronica Wolf’s two coffee urns will be loaned to us for the event. Discussion ensued regarding the theme of the event and concerns were raised that the event is not family friendly, and that all school related events should be family friendly. The organizers expressed that the fundraiser is intended to extend out to the community and attract a broad spectrum of community members.

**Motion:** Heather moves that the board approves up to \$6,000 to be used for the auction. Principal Schmidt seconded.

**Motion passed. 5:1.**

- B. Time permitting, non-agenda items
- C. Volley ball Hoodies –

**Motion:** Nicole moved to reimburse the volley ball team their sweat shirts. Principal Schmidt seconded. **Motion failed.**

D. VPA Ad. There is a need to pay for a Fronteras VPA ad.

**Motion:** Principal Schmidt moved to approve VPA ad cost. Andrew seconded. Motion passed unanimously

E. Auction budget – dealt with above in item A under New Business.

#### **X. Executive Session**

Matters generally include those affecting finances and personnel, the public knowledge of which might prove adverse or prejudicial.

#### **XI. Future Items/Future Business**

Next regular board meeting: **April 10, 2012 6pm**

Principal evaluation meeting (non-teacher board members): March 27, 2012 6pm

#### **XII. Final Actions and Adjournment**

##### **APC Governing Board Members**

Jill Bang  
Jackie Cochran  
Joseph Dinwiddie, Vice Chair  
Heather Gluth, Treasurer  
Michelle Niland, Chair  
Hilarie Mauldin  
Marcus T. Reum  
Andrew Reynolds  
Gwen Schneider  
Nicole Whittington-Evans, Secretary  
Jennifer Schmidt, Principal

Signature: , Fronteras Board Secretary

Date: April 10<sup>th</sup>, 2012