



# Fronteras Spanish Immersion Charter School

P. O. Box 871433 Wasilla, Alaska 99687-1433  
(907) 745-2223 (info@fronteras-k8.us)



## APC Board Meeting

Location: (Behind Building A in Joe D's portable)

**February 7, 2012- 6:00 P.M.**

## Draft Meeting Minutes

**I. Call to Order** – Meeting began by 6:15 pm.

**II. Pledge of Allegiance** - In Spanish

**III. Roll Call/Determine Quorum:** Jill Bang, Michelle Niland, Jennifer Schmidt, Nicole

Whittington-Evans, Hilary Mauldin, Heather Gluth, Andrew Reynolds, Jackie Cochran, Gwen Schneider, Joe Dinwiddie – we have a quorum;

Ernie Hetrick and Tammy Hemmerl also in attendance.

**IV. Approval of the agenda for today's meeting**

**Motion** – Nicole moves that we approve the agenda for February 7, 2012. Hilarie Seconded.

**Motion approved 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.

**VII. Consent Agenda**

**A. Approval of meeting minutes from January, 2012**

**Motion** - Michelle moved that we bump approval of meeting minutes to March meeting due to technical difficulties with copier machine. Andrew seconded.

**Motion approved unanimously.**

**B. Chair Report** *5-10 minutes*

**Board vacancy** - Chris Hamilton stepped down from the board. He was a tremendous help with the Charter Renewal. We thank him for his contributions.

**New facility** – important for all board members to get involved with; We could have an answer from the Assembly within 3 – 4 months regarding the viability of our public facility proposal. It's very important for the School Board to support this process. It's also important for Fronteras members to come to this week's Thursday meeting and show support.

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

- **Budget Approval for 2011-2012 school year** – there's not a lot to report. District schools just got budgets last week. Ours is still not completely finalized, though we are in good shape financially.

**Auction** – April 7<sup>th</sup>, Kendall Ford Building, Wasilla. We will be upstairs in large banquet room. 4 pm set up time. Chris Hamilton may be a charismatic MC. Need possible other suggestions. 5:30 pm doors will open. Silent Auction begins. 6 pm Live auction begins. Board members can attend meeting regarding planning for the auction at 2 pm tomorrow.

**Site selection Committee meeting** – attend at 3 pm for testifying on Thursday. Also, there is an **New Facility Open House** tomorrow evening.

**Information going out to Fronteras Community** – should be accurate. Anything going out should go through Principal and Solveig. Principal will review and edit. Mass e-mail should be used sparingly. Principal has been working towards this end for a while and really wants all to make an effort in this realm.

**Spanish Battle of the Books** – Hilarie reported re: Chugiak event this week. Fourth graders go next week. Second and third graders may go in March if it all works well.

**Movie Theater advertising.** February 17<sup>th</sup> – opening of our ad at Theater. Our ad for Fronteras will run 2 times before each movie, every day for 6 weeks. 48 movies are shown in a day. Our ad with sound will also run on the 46 LCD's in the lobby, 2 per hour; through March 29<sup>th</sup>. June 28<sup>th</sup> – August 29<sup>th</sup> also same advertising scheme. \$2,709.00 for full screen advertising. Compared to Anchorage Daily News, this is a very good financial deal. Starts Friday. Our ad is very good and very darling. Looks great with stock photos. Phoenix is up there the whole time, as well as our web site address and phone number.

- Student performance & curriculum
- Enrollment
- Parent communications/concerns
- Hiring
- Other

D. **Treasurer's Report**- 5 minutes

Current balance sheet distributed at meeting. A couple of new items from e-script. Heather transferred money back from Music teacher fund into general account. Parking Lot signs are in the office.

E. **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

## VIII. Action Items

### A. Site selection- Evaluation of potential Bogard Road site

\*Additional Public Comment for this action item will be allowed prior to Board vote\*

Dr. Paramo is not concerned about safety issues related to this site being adjacent to the Day School. District is very supportive of Fronteras getting a facility. There is so much that can be done now with technology. It's an amazing site. Location is very central.

Principal Schmidt – teacher/student ratio is very good at Day School. There are many school safety protocols. We will have a very safe school, perhaps safer as a result of this.

**Motion:** Gwen moves that the Fronteras Board gives our emphatic support of the Bogard Road Site as the location for our new school. Jackie Seconded.

**Motion approved unanimously.**

### B. Principal evaluation process- 5-10 min

Discussion regarding following through with an “informal” Administrator Evaluation process this year, as we have experienced a lot of change and have not formally adopted a process or guidelines. Ernie Hetrick described process used last year and the 360 survey. Our Administrator's standards are developed and we can use them as a guide for our evaluation. There was caution expressed regarding doing an “informal” evaluation this year.

Agreement on board that we will take the Administrator's Standards and turn them into questions. Allow for 1 – 5 scale and place for comment. Nicole will take the lead on putting a form together. Responses need to be returned by Spring break; Goal is to do evaluation with non-teacher board members on **Thursday, March 22 at 6 pm.**

### C. Reschedule board training- 5min

Rescheduling our board training – dates provided in next several weeks don't work. Michelle will find new dates in March or later. E-mail communication to choose. Open to APC at large.

### D. Upcoming board elections 5-10 min

Election timeline – Gwen handed out sheet with timeframes. Also need new board member on committee; Jill volunteered to be on the committee.

**Motion** – Michelle moves to accept Jill on committee. Hilarie seconded.

**Motion approved unanimously.** Chair needs to be designated.

### E. Community member at large guidelines 10 min

Included in Gwen's packet is a form for application from the Community Member at Large for the APC at large. Form would be filled out. Recommendation made to include a reference from a Fronteras APC member. The Board would receive application, review it and approve or reject application. Concern raised regarding Community Member at large seat on the board, which is dedicated, and their application cannot go uncontested. Recommendation is that we have Community members at large and they should be elected onto the board by the whole APC, just like any other board applicant. Perhaps there should be a percentage requirement of votes by APC to elect them onto the board. Of any seat that is uncontested we have the option to deny them or vote them down among board members. Nominee approved by the board. After long discussion, we determined we would discuss process more in the future.

**Motion:** Michelle moves we approve this revised form (see changes on sheet) for the Community Member at Large. Andrew seconds.

**Motion approved unanimously.**

**F. Curriculum committee seats confirmed 5-10 min**

**Motion:** Principal moved that we approve committee members, Hilarie, Joe, Jennifer S., and Jordan Reynolds.

Discussion: We can approve the membership and board chair approves Chair of committee. Joe will continue to be Vice Chair. Concerns were expressed over composition of committee – currently there is no primary teacher and no Native speaker in the proposed committee members and the committee should have both. Principal indicated that those currently being considered for membership on the committee have volunteered their time and expressed interest. No primary teacher or Native Spanish speaker have volunteered their time.

Nicole seconds Principal's motion..

**Motion approved unanimously.**

**G. Immersion presentation- 20min – cancelled again. Technology difficulties again.**

**H. Charter Renewal (added)** – we have gotten information back from Kathy Moffit, the contact at the District for our Charter renewal process. Some things will need revision in our document, for example items that are not up to date. Chris Hamilton, Jennifer and Michelle are working with District to determine what this specific information is that is not up to date. There is a meeting with District set for Thursday at 1 pm.

**I. Fronteras Web site** – managing our site is a bear. Right now there is no one managing the web site. It is not user friendly. Chris H., who has experience with web sites, does not recommend our keeping it. Teachers agree with this recommendation. Solveig suggesting we use the District site that can have a page on the District site. Chris H. can help us disassemble current site.

**Motion:** Michelle moves to move to District web site. Jackie seconds.

**Motion approved 7 – 1.**

**IX. New Business-**

**A. Current Advertising with Frontiersman- 5min**

**Motion:** Hilarie moves to approve the \$498.00 for Frontiersman advertising. Heather seconds.

**Motion unanimously approved.**

**B. Elections Committee Seats- which seats will be open?**

Open seats will be: 2 teacher, 2 staff, 1 parent at this coming election.

**Motion:** Michelle moves that we leave Chris H.'s seat vacant until the election. Andrew seconds.

**Motion approved unanimously.**

**Motion:** Michelle moves that we reset Chris's seat to start a new 2-year term with this spring's election. Jill seconded.

**Motion carries unanimously.**

**C. Pick, Click, Give- Should Fronteras APC enroll?**

Michelle asking that we consider this. \$250.00 to join for a year. Need to get 10 people at \$25.00 per gift to break even.

**D. Time permitting, non-agenda items**

Fundraising – flocking your friends with flamingos. There is web site for this. This was really fun. Fishing derby – another fundraising committee.

**X. 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.

**XI. Future Items/Future Business**

Next regular board meeting: **March 6th, 2012 6pm**  
Principal evaluation meeting (non-teacher board members): March 22, 2012 6pm

**XII. Final Actions and Adjournment**

Andrew moves to adjourn. Seconded. Unanimously approved.

**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

Board Secretary Signature:  Date: March 6, 2012