



Fronteras Spanish Immersion Charter School

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APC Board Meeting

Location: (Building B-2nd floor Conf Room)

January 13, 2009 7:00 P.M.

Meeting Notes

- I. Call to Order/Pledge of Allegiance/Roll Call/Determine Quorum
- II. Approval of the meeting notes for December 9, 2008, and approval of the agenda for January 13, 2009
- III. **Consent Agenda**
 - A. **Minutes** December 9, 2008
 - B. **Board Updates**, as available. Non reported.
 - C. **Committee / Team Reports:** Provide update, if available

Facilities:

We have lights in the parking lot, sometimes. We should have the sprinklers ready in about two weeks. The stairs for the dumpster will appear sometime this coming week.

Portables: Robert spoke with Maintenance about the availability. Presently, Maintenance is performing an inventory. The question is: Are they going to decommission any portables? Will they be up for grabs or will there be a lottery? Robert to contact "Henry." The portables (2) will need to be re-roofed, painted, and sheet-rocked or pay \$120,000 for new ones. Su-Valley's portables won't be available until December and have to go to other schools first.

We could build a storage container for Christa Hayes.

W.H. Pacific might be able to donate time and services to Fronteras (D. McGrew). They build module-style buildings. This would be fine as long as the buildings meet the school district's specifications.

Public Relations: Purchased a moveable sign material to add to the Fronteras sign along the street.

Treasurer's Report: See attached, by Kati Sanders. H. & R. Block is checking to see if they will be able to do the tax return for the APC.

Academic & Curriculum Report: Doing great.

Principal's Report:

Some are paid a stipend. Casey is working on this issue with the school district. Since we are a non-profit, the district has to do some paperwork for I.R.S. (W-9's). Some feel the money should not in the APC account until we become a non-profit. For now, send paper work through the school's activity funds. Janet Stotts wants to be paid as soon as possible and Casey will check on how to pay her.

The school will be getting back \$50K from the original \$200K (to guarantee the sprinkler install). Terri Erwin says it looks like the funds were never taken out of our

budget. Casey and Lori went through the budget reports, line by line, to verify this fact.

The group discussed the post office box.

Motion: For the APC to relinquish P.O. Box to the school by Ernie, seconded by Joyce.
Vote: Unanimously approved.

Fundraising:

Sandra stated that she needs a co-chair. Wants to have a meeting, come up with new fundraising activities-the group discussed some possibilities. Sandra to include information in the newsletter for needing a co-chair and the upcoming meetings.

Teacher's Requests:

Automatic staplers, toner, purchase risers for student performances (\$3-\$4K) and possible band stands for the students.

Monthly Family Activities: See attached, by Melissa O'Rourke

Miscellaneous Reports: See attached, by Nina Shaw.

We need a responsible person to check on the school during the summer and holidays.

IV. Unfinished Business

06-001ba Update on Risk Management Team (Casey).

06-001c: Update on Playground Equipment (Sandra/Nina). Closed.

06-009b Intent Forms (2009-2010 school-year). Update. The new forms are on the web site. Item closed.

11-003 Budget Committee to meet the first week in January (Members: Casey, Wendy, Lori, Ernie, and Kati) Update. Item postponed.

12-102 Can we show a movie without a license? (Ernie)
The group discussed Movie Night at the school and do we need a license. Monthly Movie Account, do need a license, but as a school it would be \$75 per movie, the movie has to come from their library. Every time you show a movie it is \$75 or \$300-\$400 for a site license. If we change the name of the movie that was advertised, it will cost us another \$25.

Motion: To use this service by Ernie, seconded by Rob

Vote: Unanimously approved.

12-104 Ask Mary Ann what funds are available in the Activities Fund (Casey)

12-105 Obtain two portables: See information on the first page.

12-106 New music teacher (Wendy): Paula Monroe is the new music teacher. Item closed.

12-107 Send a letter to parents regarding volunteer hours not being met (Nina) A letter will be mailed to the parents who have not met the volunteer requirements. Lori will check with Barb Gerard at Academy to see what they do with the parents who do not meet the requirement.

12-108 Establish Work Day on the 1st Saturday of each month (Nina). Not agreed-upon. Closed.

12-109 Mandatory Meeting to review the volunteer requirement, how the Board operates, getting the newsletter and reading it, and checking their e-mails regularly (suggested by Sandra). No action was decided.

99-998 Review *Task Report* items (Team). Changes noted on next report.

V. New Business

- Yearbook discussion (Sara Wise): See attached information.
Photo Report: Sara asked, if we wanted to have another photo day. The group decided it was best to wait until the fall. FYI... The photo equipment belongs to Fronteras. Regarding the year book, the quote from Chance Mayberry was \$50 per book. The group considered this to be too high. Interstate's costs would be around \$10 per book, depending on the number of pages. The groups discussed how many pages and decided upon 32 pages so that candid shots could be included.

Motion: To use Interstate to produce the yearbook and we would charge \$15 per book, with an option to have the student's name embossed on the front for an extra \$2 by Kati, seconded by Lori.

Vote: Unanimously approved.

Sara will put the information in the newsletter.

The fees that are collected for the yearbook purchases will go through the APC. Casey will notify Mary Ann of this.

- Discuss staffing for next year, deferred to January, 2009. The Board is to send their thoughts to Wendy and Lori on staffing needs.
- Discuss placing a stop sign by building A to prevent the reckless driving by some as they proceed to building B. Several people have noted how fast people drive through the parking lot from building A to building B, as they make that turn coming down the hill. The group discussed installing a stop sign at the bottom of the hill (in front of building A) as you turn to the left.
- There are chain link fence pieces underneath the portable.
- Use of the student bathrooms by adults-Some feel uncomfortable having adults in the children's bathrooms. The Security Guard should the faculty bathroom. Casey will speak to him. Nothing else was decided.
- We will need to apply to the State DOT for a new permit to use Bogard. Apply to the Borough for a permit on Keith. Traffic studies need to be performed by a registered engineer. Demetri and Ernie will discuss some possibilities.
- Jennifer Ward would like to have a Military wall in each building with pictures, assignment information, and contact information.
- The group also discussed adding military information to the web site. No "active" link should be included.

VI. Future Items/Future Business

Next meeting: February 10, 2008, at Fronteras, 7:00 P.M.

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

VIII. Adjournment: 9:26 P.M.

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APC Governing Board Members
Present, Unless Noted Otherwise:

Wendy Bowen
Joyce Boyd, Secretary
Kevin Cochran
Ernie Hetrick
Robert Kalander, Chair
Lori Koutsky, Vice Chair
Shelly Lund
Chance Mayberry-Not Present
Sandra McMillian
Kati Sanders, Treasurer
Nina Shaw

Additional Attendees

Casey Bowen, Principle
Demetri McGrew
Sara Wise

Budget Report: From Kati Sanders

Fronteras Spanish Immersion Charter School, 2008

Income:	\$88,524.77
Expenses:	
office / bank / postage	\$597.63
utilities - MTA	\$114.72
gas reimbursement	\$145.05
fund raising	\$19,292.55
legal	\$2,827.00
building (including playground)	\$25,936.41
advertising	\$2,129.00
teaching supplies	\$8,647.55
misc.	\$7,400.82
Total Expenses:	<u>\$67,090.73</u>
Balance (matches checkbook)	<u><u>\$21,434.04</u></u>

Spoken for:

playground	\$2,685.25
PE equipment (Christa)	\$7,772.00
game night	\$94.50
library	\$1,500.00
after school suppliments	\$1,000.00
Viernes Fantastico	\$1,620.00
after school classes	\$2,025.00
teaching supplies	\$568.00
Janet Stotts	\$650.00
Total	<u>\$17,914.75</u>

waiting for Dec banking fee total
waiting for Elks return on raffle \$9000+

Spoke to H&R Block about doing taxes
In the process of getting W-2G out

Miscellaneous Information Report: From Nina Shaw

501c3: I called on the 501c3. They are now working on applications turned in during July. Ours was turned in at the end of that month. The gentleman I talked to said they are very backlogged and that the best possible scenario would be 60 to 90 days until it is returned.

Mural: During the break Leo Lopez started painting the mural. Looks great! He will continue this week sometime.

Work Days: We had two fairly productive work weekends. One advertised and one not. Two weekends ago about five parents came to help get the school ready for our return from vacation. Snowdrifts were shoveled, signs, post & barrels up-righted. We have three barrels in the woods near building A. Building B and part of A were cleaned. All Christmas decorations were taken down and Lost & Found was taken care of. All of this was done while the temperature was at -30. It would be nice to have someone responsible to check on the buildings over holidays/summer. During Christmas break the doors in building A were completely drifted in up to my knees and the back door was frozen shut. I showed up to let Leo in to paint the mural and he ended up shoveling it.

TV Install: This last weekend the large TV was installed into the multipurpose room by Marcus Reum. All we need now is a sheet-rock person to finish. Jamie Moore came by and put all the books on the shelves in the library & started to organize them. Lori & I think it would be a reasonable goal to have it completely ready by the next school year.

Book Fair: Jamie Moore has already started to plan the next book fair during parent/teacher conferences.

Newsletter: The first edition of the newsletter was sent out on the last day before we went on break. It is a work in progress and right now we are trying to get it out on a regular schedule. Depending on the amount of information we get, it could end up being sent bi-weekly. For now there is no problem filling it.

How do we get parents to read the newsletter, e-mails, and the web site? Joyce & I have been discussing ways to get parents to read the website, e-mails, newsletter, & teacher pages. We could have a contest each week and the winners could be awarded things like lunch with the principal, opportunity to raise the flag, or other special prizes. They would have to answer trivia questions from the different locations. We could list their name in the newsletter & website. Ideas???

Yoga: 25 Yoga mats are being purchased with the money from Veronicas Yoga class. She will be gone for two weeks. Ms. Pesman will be filling in for her during her absence.

Musical Instruments: We have discovered a great program at Matanuska Music. They will take donated instruments, refurbish them and then give them to whomever the donator determines, i.e., Fronteras. Band started last week.

Family Activities: From Melissa O'Rourke

The January Family Activity will be arts and craft night on Friday, January 23 from 6-8. There will be no charge.

We would like to have a Reading Night on Wednesday, February 18. Is this date acceptable? Connie Bamburg has volunteered to organize this activity. She has an invited a local author to participate. The date may change based on the availability of this author. There will be no charge for this activity.

I would like to invite the Imaginarium to come to the school for a Science Festival in March. This has to be reserved far in advance. I am looking at Thursday, March 26 from 6-8? I am working on the funding for this activity. There will be no charge for families to attend. We may do "Sundaes for Science" and sell ice cream sundaes. I would like to have a school "Science and Learning" Fair in conjunction with the Imaginarium science activities. It would not be competitive, no judging projects, but the students could display a science experiment or research project. Is there anyone I should speak with or work with to organize the student science fair aspect of this activity?

We would like to have a Spring Carnival in April. I have not looked at dates, or worked on any details, but this is an activity that needs extra planning. I am asking for board approval to have a carnival in April so we can begin planning for this activity.

Thank you all for your hard work and support. Fronteras is a truly an amazing school thanks to the vision and effort you have all put into it.

Melissa O'Rourke

Yearbook Information: From Sara Wise

I am going to present all the details for ORDERING the yearbook. Costs, etc... AND I need the board to vote on:

1. If they want to use this program (if we book it by next Friday we get Free shipping, free laminating, and free custom cover work)
2. We need to decide HOW much to charge for the books (to cover shipping of pages to them and printing of the original PLUS a bit for fundraising) We need to also decide how much to charge for NAME being foiled onto the cover. The company charges \$1.00 extra per book for this. We can charge a bit more but need to decide how much. (or we can add the cost of this into the Yearbook TOTAL cost and give it to everyone)
3. Decide on DEADLINE for payment (we have several options they offer for payment)
4. Do we want to order any more than 100? Should we send out a pre-survey to see how many people are interested in ordering them? (Quote is for 100 books)
5. How many pages in the book. Quote is for 24 pages.
6. Do we want to send out the flyers for ordering once or twice? (they provide these)
7. Is it a problem for the yearbook to have FULL names under the pictures? Just want to make sure I can do this and if I can get a copy of all class lists with FULL names. I only have first names at this time.