



Fronteras Spanish Immersion Charter School

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APC Board Meeting

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

April 13th, 2010 7:00 P.M.

Meeting Minutes

- I. Call to Order/Pledge of Allegiance/Roll Call/Determine Quorum
- II. Robert Kalander, Jennifer Ward, Sharon Lasalle, Wendy Bowen, Joyce Boyd, Heather DeBerry, Mike Backus, Nicole Whittington-Evans, Chris Cadieux, Ernie Hetrick, Joe D., Nina Shaw, Kati Sanders;
- II. Approval of the meeting notes for March 16th, 2010 and approval of the agenda for April 13th, 2010.

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

IV. Consent Agenda

A. Minutes

B. Board Updates

C. Committee/Team Reports

- a. **Facilities** – We are a couple of days away from submitting plans to the Fire Marshalls. The District ran a Request for Information that resulted in a two companies wanting to bid for the new portables. Now we need to run a Request for Proposals in the paper to solicit bids. The District has slowed us down by this. We should have just run the RFP to begin with and skipped the RFI. They hope to issue ht Request for proposals in 2 days; School District told Casey today they can still have everything done by May 4th which is only a few days later than originally planned. We must follow school district's purchasing procedures. Only reason we would take a new contractor would be because they are cheaper. They still have to build them to our specs. If the contract is let for new portables to be constructed (vs purchasing existing buildings) we could try to get a change order to make them a little bigger.
- b. **Treasurer's Report** – paid the Music teacher's salary to the school. Hopefully she has been paid. The checkbook stands at about \$19,000, with \$9,000 spoken for.

- c. **Academic & Curriculum Report** Michael Backus is new member to the committee;
- d. **Principal's Report:** Casey has strep throat;
- e. **Fundraising** – quiet committee. Biggest event is Fiesta right now. Needs new people on the committee; we're hoping to make some money on Fiesta.
- f. **Teacher's Requests** – several thank you's from teachers.
- g. **Monthly Family Activities** -

La Fiesta de Fronteras – Friday, April 30th, 6:00-8:30 p.m., Teeland Middle School (There will be a potluck, games, entertainment, and a silent auction. The potluck and entertainment will be free. The games and some food items will be available for purchase.) Doing a potluck like last year.
- h. **Amigos de Fronteras Report** – Demetria apologizes for canceling last meeting. She did not think there would be any participation. Set time would be helpful. Did rotate initially, but now it is set for 3:00 pm timeframe. Heather DeBerry does not feel we should have a meeting when working parents can not attend. Heather is willing to run the evening meeting. Ernie, Heather and Demetria will meet to figure this out.
- i. **Miscellaneous Reports**

V. Unfinished Business

- A. **Portable Purchase/Installation Update** (Ernie);
- B. **Parking Lot** (Ernie); Long-term goal with additional students next year. May have some issues with the road next fall.
- C. **Business Partners/ Outreach** (Chris); - Nina Shaw has forwarded photos. Chris needs to go through them and choose. No outreach to partners yet. Sandra is willing to help with that committee;
- D. **Board Development** (Nina);
- E. **Water Safety Update** (Nicole); Policy is on hold until we get portable approval in writing. Ernie believes we got the approval for portables in writing. Board needs to look at policy and make sure it is everything we want it to be before it goes to the landlord.
- F. **Enrollment lottery** –Updates/ Announcements/Public Relations; K – 3 are full; 4, 5 full; 6,7 one opening each; 8th has openings. District pushed that Charter be very transparent in terms of acceptance into school. We have to accept all applications and review them. Language can not be a reason to turn people away. Wendy

suggests we have the instrument in place -- take test to determine level of proficiency; discuss results with parents and whether or not this is an appropriate placement. 2nd grade up would have to take proficiency test. Chugiak program does not take students after 1st grade. Need to check on whether or not other immersion program participants can go to different immersion programs in same language. Joe Dinwiddy will check on this with Anchorage School District.

G. Scholarships to Clubs Policy Update – had a long discussion about this at our last meeting. Check those meeting notes. Parents have to be up to date on their volunteer hours, and then one scholarship per child per year and one scholarship per activity. Wendy – if we had the federal enrollment information for school lunches we would have a basis to determine whether or not there is a real need. We need to table this and have a sub-committee/working group work on this issue. We need to have a procedure for scholarships – all agree to this. Mike suggests we have students write a one-paragraph essay on why they deserve a scholarship.

H. Teacher's Requests – Casey's list. Robert K. moves to reorganize the academic and curriculum committee to include all teachers at school, and to be held during a time that is convenient for all teachers. One of the teachers can be elected by that committee to be a representative speaker to the board. Lori seconded. Ernie wants to have a discussion. Ernie – inefficiency during meeting with 11 teachers. Concerns over academic policy by committee. We need visionaries to determine academic policy for the school. Robert – clarified that this committee is mostly about curriculum. Concerns over requiring teachers to be part of the committee. Not all will want to be part of the committee. These are the people that are defining what curriculums we should be teaching our children. Discussion. A committee should be a voting body that makes decisions. We probably have not been as effective as we could, but teachers have had input and buy-in. We have not held formal curriculum committee meetings. Lori recommends that we actually have committee meetings scheduled for all committees on the board. It is time to set additional structure in place. Robert believes requiring teachers to be on committee then they will have additional buy-in. Robert believes teachers will feel as though they have a place. New teacher hires could have a packet about all of the committees and that they are invited. Facilities committee meetings are a good example of how to proceed. Regularly structured meetings can work. Motion fails. No yays. Two nays. The rest abstained.

The money from VPA - \$1,200 earned– should go to teachers. Zopel already used \$100.00. Rest should go to teachers for field trips.

Kati Sanders will keep a calendar of events at both buildings.

New Item: - we as leadership at Fronteras cannot take advantage of the body of the school for our own personal gain. No solicitation can be sent to Fronteras e-mail lists.

V. New Business:

A. Preparation of Annual Report; Ernie impressed with clarity and simplicity of Annual reports he has seen. Letter from Principal. 2 pages of financial information. A few pages about accomplishments at school - treasurer's report;

academic test scores; we could put together a rough outline of what this might look like. We have until June 2nd to put something like this together. We have to make a presentation to the School Board every end-of-the-school-year as it is. This would be very helpful. If anyone is interested in putting this together, Ernie will pull up what he's seen before as examples.

B. Joint Board/Staff mixer meeting; Ernie: we don't feel like the teachers really feel as though they are part of this. Great idea. Should do this. Could hold it at Jackie's house?

C. APC Election Results; Robert Kalander relinquishes/steps down as chair. Lori K., Wendy Bowen; Kati Sanders.

Ernie - election results: We did not have an effective election committee. We did elect a committee last elections. Ernie and Kati stepped in. Things did not go very well. In our bylaws we have a composition of board – 2 -4 teachers; same parents; 1 PTO; 3 community members, but only 11 seats on board. We have 4 spots open, but three of them are teacher spots. Wendy, Jennifer and Joe all ran unopposed. Wendy, Joe got 60 votes. Jennifer got 55 votes. Sharon, Robert and Mike (write-in). Mike got 42 votes, Robert and Sharon had 23 votes. WE did not follow bylaws. Should have announced positions on March 1st. Accepted applications during last meeting. Then advertised the applicants and proceed to vote. We blew it as a board. Election committee did not exist. We all dropped the ball. None of it was done with malice. Sandra – when we did have a write in candidate, we did have people in building A and B helping to facilitate the election. Mike suggested we remove his name from the options. Ernie got a lot of concerns from parents. Some voiced that they feel the board attempted to stack the board with specific candidates. No one had any information about the parent candidates. Sharon and Robert were tied. Mike is willing to participate in board through other venues. Ernie suggests we ask parents to vote again on Sharon and Robert (other parent candidate). We should ratify the teacher positions on the board, since our board composition allows 2 – 4 teacher positions. Ernie will write a draft of apology and request a second vote on the two parent candidates. Explanation of board composition will be explained in apology. Motion passed unanimously. Nicole took over running meeting as sole remaining officer. Sandra nominated Ernie to be chair. Seconded. by Joyce. Board passed this unanimously. Sandra nominated Joe to be Vice Chair. Joyce seconded. Board passed this unanimously. Wendy nominated Chris C. to be treasurer. Nicole seconded. Chris wanted description of duties. Kati described some duties. Chris brought up concern over his travel schedule - traveling approximately 10 weeks per year. Under Alaska corporate law, the Chair is the legal representative for the corporation, so the Chair can take over when Chris is gone. All of the Treasurers reports and Secretary reports are in a file cabinet in office. Kati has expressed the difficulty in transferring the treasurer position to anyone at this time. The Treasurer needs to do a financial report for the end of the year. Kati intends to do the report. Chris is willing to learn as much as he can through Kati through the end of the year. Treasurer position does not need to be filled immediately. All the signatories have to

be filled. Motion to have Chris as Treasurer was tabled. Kati will continue duties of Treasurer until end of the year. Chris will try to learn as much as he can from Kati.

- D. Class Schedule Modifications for middle school students;** Possible early start for middle-school kids next year, so that they can get out early and allow them time to be involved with other middle school activities. Idea would be that 6,7,8 grades would start school ½ hour earlier and eliminate recess, they would be released by 2:15 pm. Possible concerns with parents who have children in elementary school as well as middle school. Suggestion to have a study hall time for children that are siblings of children in middle school. Organized, led by Anna Hartman, with focus on improving Spanish. Same suggestion for after school. 37 children would be affected by early start. 20 possible siblings would be affected. Casey seemed to support this concept. Parents need to have a say in this because it is a very significant change. Casey, as Administrator of school, can decide about Anna Hartman covering these study halls. The District has to approve this decision as well. Could we do 7:45 am to 2 pm, to allow for sufficient time for students to get to after school activities that start at 2:30 pm. Trying to provide as many opportunities for kids so that we can retain them and continue to provide the type of education that this school provides. We need to move on this quickly. Casey will need to approve and go to the District. The teachers need to go to the parents as soon as possible. The board should officially request that Casey find out whether or not this is possible from the District's point of view. Mistake to wait on anything. Joe will run an informational meeting for the parents. Tentative date for the parents. Information out to parents through flier and e-mail. The one's that are going to show up are the 6th, 7th and 8th grades. The informational meeting has to be next week. Week after is the Fiesta. Thursday would be better. – April 22. Send out information about the election and the school time change.
- E. Alaska Academy of Arts and Sciences request** – permission to use our Charter language for their application; Would like something in writing to allow them to use our charter as a model. Nicole moved to put something in writing giving them permission. Joyce seconded. Motion passed unanimously.
- F. How do parents participate in the APC? How do parents participate other than by attending board meetings?** Some parents do not feel they have adequate opportunity. Room parents attempted to deal with this. Amigos de Fronteras was set up to listen to parents and bring the parent concerns to the board. Concerns raised about Amigos meeting. There is no consistency in meeting schedule. There is no official process for the Amigos meeting. Concern over committee meetings lack of structure. Concern over the fact that structure has been tried, but there is little participation. One suggestion is to use other avenues – chat groups, e-mail, etc.. Meetings are published on web site. Minutes should be posted on bulletin boards of both buildings. We could do presentation of web site. This could help us a lot. Suggestion box on the web site? Needs to be constructive and not just a complaint section. How many e-mails do we send to parents? 2 – 3 per week. This seems to be a reasonable amount. At the next meeting we will talk about when to schedule committee meetings. Next APC

meeting will be held in the Multi-Purpose room. Parents will be invited and they can ask questions.

VI. Future Items/Future Business

Next meeting: **May 11th, 2010**, 7:00 P.M.

Ernie moved that we adjourn the meeting. Chris seconded. Meeting ended with unanimous consent.

VII. Executive Session:

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

VIII. Adjournment:

APC Governing Board Members

Additional Attendees

Present, Unless Noted Otherwise:

Wendy Bowen

Casey Bowen, Principal

Joyce Boyd

Chris Cadieux

Kevin Cochran

Ernie Hetrick

Robert Kalander, Chair

Lori Koutsky, Vice Chair

Sandra McMillian

Kati Sanders, Treasurer

Nina Shaw

Nicole Whittington-Evans, Secretary
