



Fronteras Spanish Immersion Charter School

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APC Board Meeting

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

April 14, 2009 7:00 P.M.



Meeting Notes

- I. Call to Order/Pledge of Allegiance/Roll Call/Quorum Determined.
- II. Approval of the meeting notes for March 3, 2008, and approval of the agenda for April 14, 2009. Approved - after a few comments and clarifications.
- III. **Consent Agenda**
 - A. **Minutes:** March 3, 2009
 - B. **Board Updates,** as available.
 - C. **Committee / Team Reports:** Provide update, if available

Facilities: The sprinkler system was inspected today. It was leaking glycol. They are on-site today attempting to pressurize the system.

Public Relations: The T-shirts were a disappointment to Shelly because the printer opened the design and printed exactly what was given her, as opposed to increasing the size to accommodate the larger sized t-shirt. The printer has agreed to increase the size of the screen for next fall's order and will not charge us for the new screens, a savings of \$60. The group discussed perhaps doing a black T-shirt in the fall.

Treasurer's Report: Nothing reported.

Academic & Curriculum Report: Lori had an interview with the magazine called, Charter School Today. They are going to do an article on Fronteras. After it has been published, we will add the article to the web site.

Principal's Report: The funding for the school finally came in: \$234,000 + \$29,000. The group discussed the budget and how the following funds are proposed to be earmarked:

100 K	Portables
10 K	P.E.
30 K	Curriculum
27 K	Tutor
10 K	Music/Piano
20 K	Science Lab
16 K	Teachers
10 K	Library
6 K	Professional Development
<u>229 K</u>	Total

Must spend as much as we can by June 15th It is difficult to spend money through the school district (because of generating P.O's). The district takes back ½ of any unspent money.

The sound system is being billed to Fronteras at about \$10K by Crossroads Church. We need to determine if this figure is appropriate.

The copier issue (Building B) is unresolved.

Question: When is Spring Enrollment scheduled within the school district? Casey will check.

Fundraising: The Cinco de Mayo festivity is the only event that is currently planned, and it will be called Fiesta de Fronteras.

The group discussed Pampered Chef and other businesses as fundraisers. It was requested that we make a plan for the whole year, clearly defining what our fundraising needs are and what is the goal and purpose? Define where the money is going to go, develop a wish list (for P.E., playground, science lab, library, and field trips). How much do we really benefit from these fundraisers? We decided to place all the information about these kinds of fundraisers on the web site including information on what percentage of the sales would be donated to Fronteras. The person's e-mail address, for direct contact, would also be included.

The group discussed submitting a survey to the parents asking for their input on fundraising and show the results on the web site.

Also, as we plan the next academic year, we will have two mandatory parent meetings. One will be in September and one in February.

In the future, add sponsors to the web site, as well.

Motion to have the Pampered Chef fundraiser now, by Sandra, discussion followed including a suggestion about sending a form home saying, "If you want to receive information about this fundraiser, please sign and return to the school." The motion was withdrawn by Sandra after further discussion.

Teacher's Requests: None offered.

Monthly Family Activities: See attached.

Miscellaneous Reports: The group discussed adding calendars to the newsletter, as separate pages so that the parents can post the calendar pages on their bulletin boards at home. Make it easier to see upcoming events right on the calendar.

The group discussed submitting another survey to the parents requesting their feedback on what needs improvement at the school and what are their recommendations. We should establish categories, for example.

Any funds generated from Family Events should be forwarded to Kati for the APC account.

The copier in building B does not function fast enough for the needs of four classrooms. Kevin Cochran is looking into obtaining a new one or a refurbished one at Valley Business Machines that has a higher production rate. The cost for the refurbished unit, with a one year maintenance agreement would be \$2,955, plus \$29 per month for the maintenance agreement, with an option to renew or upgrade after one year minimum. It produces 2,000 pages per minute at .0125 per page. If we purchased a color machine, the price per page would rise to .047, with 40 pages per minute.

The group discussed this option, noting that Valley Business Machines provides good service, the funds will come out of the school budget, there would be a personal service contract for maintenance agreement, and we could use the existing machine as a back up.

The Board's Logo is the children riding on the books.

The school's mascot is the phoenix.

The group discussed the bumper stickers and making them available. We should place some samples in the display case (Bldg. A.). Angela Harbour will have some available at the Fiesta de Fronteras, as well.

P.E. Shed – For gear storage, should be at least 12'x16', with a loft(?).

IV. Unfinished Business

- 12-104 Ask Mary Ann what funds are available in the Activities Fund (Casey). Need to transfer back \$3,000 for paying third quarter activities. It is easier to be paid through the APC than the school district. There are two small payments that need to be paid.
- 12-105 Obtain two portables - Update. Building the portables (Casey) None of the portables in the district are going to be available to us any time soon. Su Valley's will be available too late for us. Our options include: (1) Purchasing them from another source. If we requisition through the RFP process, it will take all summer. Or, (2) we can purchase the materials ourselves and build the two portables. Casey spoke to Nancy, at the school district, who said that if we have three contractors submit bids, we can buy the materials from the lowest bidder. The Project Manager would have to ensure that the portables were built-to-code, would have to have a general contractor's license, and be paid Davis Bacon wages. All else would be volunteer work.
- The structures are simple and can be built quickly.
 - We'd need licensed volunteers to do the electrical work.
 - The buildings will need to be inspected at various stages, as well.
 - There will be no foundation. The building will sit on pedestals.
 - The sheet rock would be volunteered.
 - We might consider hiring out for the framing, framing a closed structure.

Question: Can we utilize the Technical School? Their principal, Ben, said that our project would have to be on their work schedule already.

It would cost 90,000-100,000 to purchase them already built.

We should contact the Home Builders Association for volunteers.

Question: How large a crew would we need? It was discussed and the group decided we would need approximately four to six strong people.

Patti Krauss, School District Purchasing Manager, said that we would have to first take the certified and approved plans (from O&M), get three quotes for materials, and the materials need to be delivered and invoiced by June 15th. In addition, she said they would need to see a schedule or time-line of how things will progress. The time-line should include the Project Manager, site prep schedule, when the lumber will be delivered, when work will start, who the volunteers will be, completion dates, scheduled inspections, proof of insurance (in case the portable burns down while it is being built), etc.

The newsletter should include information about helping to build the portables.

Demetria said she needs a copy of the specs.

We need to start an RFP-now for the 3rd portable for when the money comes in next year. The information has to be dispersed as a bid, so that the information is the same for all. Robert will write up the RFP letter.

Both portables need to be ready by August 1st.

As long as we need the portables, they are ours to use, even if we move. If we do not have enough students, they go back to the school district.

- 12-107 Volunteer hours (Nina). Provide an update. There are only about three families who have not put in their hours. We need to decide if they are exempt or not. If not, we will have to schedule a meeting with them. If it is a hardship case, the Executive Committee will have to decide whether or not to exempt them from the volunteer requirement.
- Question: How do you exit a student from the school after all of the steps have been taken to encourage participation by the parents/families?
- Question: If the family is not doing their hours, can we exit them? The process is to send a warning letter, first. Then, if still in noncompliance, they will have to present their case to the Volunteer Committee to work out a mutually agreed upon solution. If they do not wish to comply with what is determined by the Volunteer Committee, they are to be referred to the Executive Committee for dismissal. If they still refuse to fulfill the requirement, their child will not be invited to return during the next school year.
- 02-100 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. Provide an update (Ernie) Jason McGrew is in contact with Ernie. Ernie will follow up on this task.
- 99-998 Review *Task Report* items (Team). Changes noted on next report.
- 09-005b Once the application has been sent to the IRS it goes on a waiting list. Then, it is assigned to a desk. Then, it is assigned to a reviewer. Our application is on the reviewers list. Since we haven't heard anything, it might mean that everything is okay with our application.
- 09-003b Parking Lot-Revamp: The cones and barrels that blew away during the winter need to be retrieved. During the summer, a new traffic pattern will be implemented. There will be a work-party to accomplish this task.
- 01-100 Add information to the newsletter that we are establishing a Watch Duty person at Fronteras during the summer and holidays to keep an eye on the school.

V. New Business:

- Contract resolution regarding two after-school activities (Casey). There are two small items that should be paid through the APC, since it is easier to pay our contractors.
- Extension of the principal's contract

Casey reviewed the reasons for the extension. Since he began working at Fronteras on July 14th, he is requesting an extension to cover the time he worked before the contract time began and for three weeks after it ends on June 5, 2009. This request needs to be approved by the board.

Motion to approve the requested increase of 23 days, bringing the total to 221, by Lori.
Seconded by Ernie.

Vote: Unanimously approved by the Board.

- Family Events: Notice from Melissa O'Rourke (attached)
- Pampered Chef fundraising procedure (Sandra). Resolved earlier in the notes.
- We need to develop a School Handbook to be ready by August, 2009. Nina and Joyce will work on this task. Input from all is requested.
- Encouraging Healthy Eating-From Holly Steiner: She recommends that we encourage healthy snacks by reducing the amount of sugar and food coloring that the students consume. She said this will greatly reduce the episodes of misbehaving and those exhibiting symptoms of ADD, ADHD, etc. The group discussed this concept, whether or not to encourage parents to switch from cake or cupcakes (for birthday celebrations) to something else. The group decided to enter the concept in the Handbook, which will be available when school starts in August.
- Grant Money-Any available from the state? Melissa Toffolon-Weiss will try again.
- Question: Has the state applied for the Charter School grant money? (Who is checking on this?)
- The Board needs to think of tasks that should be completed during the summer and submit them to Nina.
- We need to work towards incorporating more parents into the Parent Steering Volunteer Committee
- Include information about the committee at the New Parent meeting on April 25th.

VI. Future Items/Future Business

Next meeting: May 5, 2009, 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 - at 9:41 P.M.

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-absent
Sandra McMillian
Kati Sanders, Treasurer-absent
Nina Shaw

Additional Attendees

Casey Bowen, Principal
Angela Harbour
Demetria McGrew
