



Fronteras Spanish Immersion Charter School

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



APC Board Meeting

Location: (Building A – Multi Purpose Room)

May 11th, 2010 7:00 P.M.

Meeting Minutes

- I. Call to Order/Pledge of Allegiance/Roll Call/Determine Quorum
In attendance: Ernie Hetrick, Wendy Bowen, Joe Dinwiddie; Nina Shaw; Gwen Schneider, Chris Cadieux, Kevin and Jackie Cochran; Jennifer Ward; Sandra McMillian.; Veronica Wolf; Sonya and Chris Cook, Mike Backus; Parent Activities volunteer; Melyssa O'rourke; Sharon Lasselle; Anna – Spanish substitute; Jennifer Maness ; Jen Renee; Robert German;
- II. Approval of the meeting notes for April 13th, 2010 and approval of the agenda for May 11th,;2010 Change Meeting minutes title to **minutes**; Sandra McMillian was in attendance;
- III. **Question and Answer Period for Meeting Participants (30 minutes)**

Anna – a lot of good things being said about us in the community; here because of school

Jennifer – first meeting; trying to get more involved;

Sonya Cook – thanks board for serving;

Jen Renee – class sizes – K-1 classes 4 sections becoming 3 in 2nd-3rd grade; concern about class sizes and room crowding; 2 of these classes go from 18 to 25, which is a big jump; Discussion ensued about number of classes – could we have an additional 2-3 including wait list students so that we can keep class sizes down? A number of reasons why this wouldn't work - facilities limitations; budget limitations (already set and can't really add another teacher now); (Charter goal= 1 teacher to 22.5? student ratio; trying not to exceed our charter goal, but need to balance this with attrition issues;);

Robert ? - has had concerns about communications regarding what we as new parents could do to volunteer;

Facilities are not going to change before next year – Joe Dinwiddie; Jen Renee – is there a long range plan regarding class sizes? Ernie – not a long range plan but it is something that we are starting to address. After basic needs with the first two years of start-up, we are now starting to look at other issues we have not had time and information to deal with initially. We may need to look at enlarging our original plan for about 220 students. Perhaps we'll have to have more classes per grade in the future, not just 4 k-1 sections, but also 4 2-3 sections, etc.. Mike – Charter Academy has a model he likes, with classrooms and teachers or assistants rotating;

Casey – budget is set now; we have \$30,000 in taxes that we need to pay that we weren't having to do in prior years; We need our K-1 sections to remain big for a

little longer. Charter School campus may be able to accommodate a larger size. Veronica's cousin works in an English Immersion school in Uruguay; perhaps we could arrange for an exchange.

Melyssa – communication is one of the most important issues to solve. If we solve this we could solve a lot of problems right away.

Chris C. always assumed as a parent he should go to the child's teacher for volunteer ideas and information.

Ernie thinks we are maturing and now are needing to deal with additional issues – web site; agenda and minutes from the board updated and available; Newsflash e-mails an improvement – down to about 2/week on average; Everyone here can become a part of the solution; Nina – we're missing person to person communication; Ernie - all of us here are intelligent enough to find solutions; let's take individual initiative to solve these problems. We do need to figure out the best way to communicate; is the newsletter the best way? None of us know what it is, but we can all be part of the solution; Amigo de Fronteras (ADF) has not really worked at all; How do we get ADF to be the central nexus for parents and the school? ADF does not have the contact to the school. Joyce is the store house for those. Anna – perhaps ADF folks can be contacted over the summer. PTA has been offered as a good model, but our PTA is the APC.

Melyssa - from a Families Activities perspective, I had to beg and beg for a list of parents who signed up to do Family Activities; they got broken up, but we were dealing with volunteers and there was a breakdown in the chain.

How much money do we need to raise to get a Secretary 1? Is there another position that could accommodate these needs? Jackie sent a web site to help this issue: www.VolunteerTracking.com;

Anna - This is a good beginning to this conversation. We need to think about these ideas and share them. Call someone with an idea.

Charter North College has a program to send out a volunteer for no more than 26 hours/week for training;

Mike – SurveyMonkey is something that can be used. We used it tonight.

Ernie - Thanks everyone for all the thought, emotion and heart that everyone has put into this;

IV. 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

V. Middle School Schedule - Ernie moved that we move: Middle School Schedule – Updates/Announcements up to front so that parents attending can participate in this conversation and then perhaps go if they don't want to stay for the rest of the agenda.

Jen Renee - Boys and Girls Club could they still transport to Fronteras at this time; Rock of Ages – childcare center – does transport; they said this new start time (8 am) would work better for them.

Joe Dinwiddie: New schedule – 8 am to 2:15 pm for Middle School;

8 am to 2:45 for rest of school except for Kindergarten;
Kindergarten – 9:30 to 2:45;

Is anyone going to take issue outside of our school that we are not providing sufficient instruction hours to our children? Other schools have longer Middle School hours than Fronteras; There is a an Exploratory part of other Middle Schools, not built into Fronteras (mostly curriculum); Original proposal was to let Middle Schoolers to get out at 2 pm; With 2:15 release, it may be difficult to get the students to Middle School kids to after school activities elsewhere. Nina is researching an “Activities Bus” that is working within certain boundaries. Wendy – we built in additional 15 minutes to our day originally, so M.S. out at 2:00 could still potentially work; We could also end on Friday’s at 12:15? How about going until 2:00 on Fridays for Middle School? Middle School Grades are getting three hours less instruction than in other schools; The professional development on Friday’s actually help teachers to do a better job. In theory, it helps the school run better by having the Professional Development. It’s a convenience issue for parents, though. Jen Renee - How about enrichment programs for M.S. kids, like Fantastic Fridays? We would need to find more volunteers. Could we extend a Duty’s time beyond lunch, that is paid staff; We are paying more for Janitorial duties because of volunteer drop off.

Casey – Academy Charter after school kids were cancelled from Palmer Junior Middle due to other kids in the school being bumped from sports. Most of Academy has their own teams. We would like to have our own anyway; Unless kids are within their own boundary school, then they can not get bumped or play on C-Teams. At Teeland Middle we could do Track and Field and perhaps another, but for basketball and others we would be on C teams (unless the kids are within their boundary school). We can’t get kids throughout the whole district. Teeland can not turn us away, but they haven’t made the agreement with us; They don’t seem eager to do it.

Survey Results: - Mrs. Cook went over the survey result related to the time change; Survey results attached to minutes.

As APC board we can not determine the schedule, just show a vote of support for approving the change of schedule, so we don’t need to determine exact end times, for example.

Wendy moves for board to support the change of time for school; exactly what came out in e-mail from Joe and Sonya; Nicole seconds;

Motion was carried unanimously;

Melyssa - talk of an 8th grade trip to a Spanish speaking somewhere; is that still something that is in our long term planning effort? Joe – yes. This is an invaluable experience for students going into highschool – experience and feel the language and culture; can we (Melyssa and Veronica) start planning our 8th grade trip?

Jackie – going to the beach is not the experience we should be after; For the German and Japanese Immersion programs in Anchorage, they house them with families in the host country; Planning needs to begin 9 – 10 months prior to going, as is experience of the Japanese trip by another school in Palmer (Paul Morley?). Good resource. Have to go through sanctioned travel with the District, not just any Travelocity trip. Anyone can start a committee, but it needs to be communicated and posted. Question came up about fundraising ideas. Ernie – we will table this for another time.

VI. Consent Agenda

- A. Minutes – Approved;
- B. Board Updates -
- C. Committee/Team Reports
 - a. Facilities – Casey - nothing new from the District; Ernie – meets the 3rd Wednesday of every month, 7 pm at Pandemonium; We discuss facilities – portables; current facility; future vision; RFP out for 2 new portables. One respondent – same as we’ve been talking with all along. Drawings – Architectural about 95% done; Civil close to done; Electrical is the furthest behind – person was too busy and is back on Ernie’s desk to finish; hopefully plans will be out on Friday; 2-week turnaround time from Fire Marshall; and then portables will be on their way;
 - b. Treasurer’s Report – no report; Chris has talked about it with Katie; she has to wrap up this year; Chris can handle the actual accounting, I’ll just need people to back me up when I’m gone;
 - c. Academic & Curriculum Report – winding up the year; had our MAP and other testing scores came to teachers. Most teachers saw improvement though, Wendy can’t speak for all teachers;
 - d. Principal’s Report – Hand-out of projected expense of the Teacher’s Union; need to get contract out for approval very soon; Hand out should be saved for the budget committee that we will be starting up and following through with; Sandra believes we need to review hand-out, but we’ll table it to the end of this meeting.
 - e. Fundraising – Fantastic job at Fiesta! we made \$3,799.00, but not all is counted. Over \$3,800.00 total; Great community event;
 - f. Teacher’s Requests – none tonight;
 - g. Monthly Family Activities – huge group that helped me this year; next year person taking over should talk with teachers and board about activities. Do we want to have a science fair?, etc.. We need to continue with activities that we have support for; Battle of the Books, Melyssa still wants to do this if no one else wants to. Wants to apply for grants. We could have won if we could have just increased our book availability; Ernie – some grants will have to be applied for through Fronteras; others can be applied for through the APC, which has more flexibility (though for some the APC as a non-profit is less legitimate than a “school.”)
 - h. Amigos de Fronteras Report – Volunteer activities (facilities) and teacher’s wish list of what needs to be done – Nina is still working on this;
 - i. Miscellaneous Reports - None tonight

VI. Unfinished Business

- A. Middle School Schedule: - moved up in agenda.

- B. APC Election Results; 170 votes came in. Some families have more than one voting member. Very close results. Sharon LaSalle is our winner.
- C. Portable Purchase/Installation Update (Ernie);
- D. Parking Lot (Ernie); No report;
- E. Business Partners/ Outreach (Chris); Target date is August to present draft for approval. Creation of Outreach booklet. Do we have a strategy for how to contact businesses and approach people? Not yet. For a committee to discuss. We should contact the Mexican Consulate for business contacts; the German Consulate supports the Rilke Schule in Anchorage with about \$10,000.00 annually.
- F. Board Development (Nina); No report and would like to table it to the fall; Sandra would like to have a discussion. Nina was hoping to get someone to help us work together better; Sandra – we need to be consciously aware of how we can develop procedures to make our board more efficient. Systems work.
- G. Water Safety Update (Nicole); Board needs to look at draft policy. Perhaps we can make a decision on this next time.
- H. Enrollment –Updates/ Announcements/Public Relations; Casey – students that want to enter school above K-1 level; teachers (Jackie and Hilary) have put draft policy together; the board needs to approve the instrument that was developed. Draft policy says: Students would be tested on their proficiency/ basic understanding of Spanish; If there were concerns about understanding, teacher would express those concerns to parents. Because we are a public school, we cannot turn a student away. The instrument developed is geared toward making a fair assessment of student entering school.

Joe talked with ASD re: their Spanish Immersion programs; they do have an assessment that they give to the students. If the teachers don't feel that the student is proficient, they don't accept them. ASD has more teeth to their waiver system than we do. If we write it in to our Charter, we can have an assessment and make recommendations. The State turned us around. We originally wanted to give preference to Spanish speaking students. State said no. Mike - School Board is unlikely to give us backing on an ability to turn students away based of lack of proficiency. The best way to deal with this is to have a policy that gives teachers an opportunity to test for proficiency and then discuss student's abilities within context of the school. Transferring from another Spanish Immersion program to Fronteras, we can do a proficiency assessment. If they are proficient, then they will be able to enter.

Kevin Revised Nicole's original motion –to approve the assessment given by teachers for those entering school above the 2nd grade. The board unanimously approves the teacher assessment for those above 2nd graders to enter the school.

- I. Teacher's Requests – Casey's list. Trying to get a grant committee operating; There are classes offered through Mat_Su College on grant-writing. The APC board's goal is to get the grant committee established effectively. We will revisit sending someone to the class when we have an effective grant committee. Right now there is no direction for the committee and we need to get it up and running.
- J. Renewal for Paula – This year we had \$7,200.00 plus insurance \$ 800.00. This year it will be \$9187.00 (not including insurance); she is adding a class. April meeting minutes – had about \$10,000 last month, and we added Fiesta money (~\$3,800.00). Sandra moves that we approve the Performing Arts Fund for Paula Monroe . . . Wendy revised: Proposes that we have a Performing Arts Fund for Music Instruction at a rate of no more than \$10,000.00. Nicole Seconds.

Motion carries unanimously. (Sharon's first vote).

Art Teacher – we would like to have an Art teacher for the same amount of time as we have for music. The rate would be very different than it is for Paula. Can we hire Mr. Zopel's wife for one day a week at a sub rate or as a "substitute"? We could pay a one or two day a week, and she could have sufficient time to substitute at other schools or take care of her own teaching requirements. Ernie proposes we move this to the Academic Committee and Wendy can participate in the discussion. This would be at a rate of about \$180/week for two days a week; \$5000.00 or \$7,500.00 for Art per year? We need to raise money. This is unfinished business for next month.

Casey was given money for the pictures that were taken (\$1,800.00) and Casey wants to know if he can have that money again. The picture money came from the APC board. The \$500.00 additional money came from the School Budget. Ernie – we need to decide how much money we have, what all needs to be covered. This is something that needs to be discussed within the Budget committee. We are hearing Casey's request. Budget committee will have discussion about this.

VII. New Business:

- A. Review of Budget – Casey.
- B. Committees – There are 4 standing committees that need Chair's from APC Board:
Curriculum committee – Wendy will continue to be Chair; Finance/Budget Committee – Former participants Joyce, Ernie, Lori K.; Anyone want to Chair the budget committee? Joe will Chair committee. Facilities – Ernie will continue to Chair; Partnerships/Public Relations - Co-Chairs: Kevin Cochran and Chris Cadieux; Others that don't need APC Board member Chairs - Fundraising, Sandra Chairs; Amigos de Fronteras, Nina is APC Board Rep; After School Activities – Veronica is Chair; Grant Committee – Sharon is volunteering; Technology Committee ? Should we start a separate committee or should it be part of the Curriculum committee. Wendy – it should be a sub-committee; Will be discussed in Curriculum committee. In two weeks Ernie would like proposals. The Secretary is the holder of volunteer lists. Joyce needs to pass committee lists to Nicole (current Secretary). May 25th is deadline for setting committee meeting dates. Committee reports go to Nicole (Secretary). Nicole (Secretary) will post reports.
- C. Interview process / Spanish-proficiency testing for applicants above K-1. (dealt with under enrollment above);
- D. Late Pick-Up Policy for After School Activities. 1st time warning, 2nd time loss of activity for a week, 3rd time out for the remainder or the next term. (Casey) (Moves to new business for next month) Did not discuss at the meeting.

VIII. Future Items/Future Business

Next meeting: **June 8th, 2010**

IX. Executive Session:

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

X. Adjournment:

APC Governing Board Members

Additional Attendees

Present, Unless Noted Otherwise:

Wendy Bowen
Joyce Boyd
Chris Cadieux
Kevin Cochran
Joseph Dinwiddie, Vice Chair
Ernie Hetrick, Chair
Sandra McMillian
Sharon Lasselle
Nina Shaw
Jennifer Ward
Nicole Whittington-Evans, Secretary

Casey Bowen, Principal
