



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)

June 8th, 2010 7:00 P.M.



Meeting Minutes

I. Call to Order/Pledge of Allegiance/Roll Call/Determine Quorum

Ernie (member), Chris (member), Jennifer (member), Sandra (member), Katie, Joyce (member), Joe (member), Nicole (member). We have a quorum.

II. Approval of the meeting notes for May 11th, 2010 and approval of the agenda for June 8th, 2010

Minutes and agenda approved.

III. Question and Answer Period for Meeting Participants

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. Consent Agenda

A. Minutes - Approved

B. Board Updates

C. Committee/Team Reports

- a. Facilities – portables are here. Navorts will insulate. O&M guys are already putting cables on the floor. Casey got one bid - \$12,800.00 for all dirt work, power, communications and gas. Davis-Bacon wages (high), but that's how it has to be. All work has to be done by June 30th. Purchasing is saying we have to spend money by June 30th. Casey is hoping to get a waiver. If not, we will have to abide.
- b. Lockers- \$1650.00 – 60, 15" X 15", half-height lockers. Could we build them for less? Can we use these lockers somewhere other than portables. We showed 24 lockers in each portables, anticipated building them out of plywood. 2nd-3rd

graders have both a locker and a cubby, which is necessary. There is a need for the space. Not sure these lockers are what we need. Can't take action on this now.

- c. Treasurer's Report \$22,932.00 balance. \$13,785.00 spoken for. Music teacher is also coming out of this budget. Kati recommends money left over gets reabsorbed into general money, and then another \$1,000 allocated for family night, if there is to be family night. Kati recommends we allocate Fiesta money (next year) to teachers or some special budget allocation. Check signers need to be changed. Check signers will be Chris, Ernie, Joe, Nicole. Katie suggests we use the money for lockers, instead of Music teacher. We should write a grant for Music and Fine Arts teacher.
- d. Academic & Curriculum Report – Wendy not here.
- e. Principal's Report – Ernie did a presentation for Casey at the School Board meeting. Casey put a nice packet together for the presentation. Facility getting crowded. No comments from School Board. Ernie raised issue of budget and paying for the portables (chunk still left in our budget). Ernie raised tax bill as one of the items we will have to cover. The School Board took notice of this. Midnight Sun has been doing this for years. Midnight Sun was a specific property built for rent. They have been trying to get this changed for 11 years. School Board has taken note of our lease, and this is yet another issue they don't like about our lease. Birch Tree has same contractor as Midnight Sun. School Board is looking at this issue for all three schools now. Academy does not pay property taxes. Their property was donated to them. Assembly/School Board meeting is tonight. They will address this tonight. People in community are saying that Fronteras is building a building in community. It's actually Birch Tree. We've had at least one meeting with Contractor - Kriterion. Birch Tree school is potentially becoming a Charter School campus. Kriterion has started out of the gate too fast for Ernie's taste. Ernie does not believe a public, open process should be run this way. Kriterion bought property before RFP was written. Kriterion is building property before there could have been any competitive bidding. Money may ultimately drive this reality for us. A lot of reasons to look at campus model, however.
- f. Fundraising – No report.

- g. Teacher's Requests – Not aware of them.
- h. Monthly Family Activities – On hold for now. Idea is to have a few functions over the year, rather than monthly. Melissa is not doing the after school picnic as far as we know. We will check with her. She is willing to work with someone, but doesn't want to run these things anymore.
- i. Amigos de Fronteras Report – No report
- j. Miscellaneous Reports – Grant committee – Sharon, Melissa Kemberling, Anna Hartman, Nate Pokryki (sp?), attended. Committee wants to know APC board priorities for fundraising. Monthly meetings. Ernie – we need to maintain a list of members and interested persons for a committee and their contact information (e-mail and phone), so that we can notify them when meetings occur. UAA has a grant writing class. Priorities – Future Facility; Music and Fine Arts; Travel; Agriculture Education grant (buses); Grant committee needs to be a line item on the agenda under committees.

VI. Unfinished Business

- A. Business Partners/ Outreach (Chris); No Report; Will be part of PR committee in future.
- B. Board Development (Nina); No Report; Sandra had a conversation with Nina. Board development and roles will be clearer and we will be more affective;
- C. Water Safety Update (Nicole); We need to update draft. Will vote on it next meeting. Ernie's changes need including.
- D. Middle School Schedule – Updates/Announcements – Schedule change has been approved, as well as early release. 8 am – 2:45 pm; Middle Schoolers off at 2:15 unless they are in a Sport. Friday 8 – 12:30; K starts at 9:30; Friday – K starts 8 am – 12:30; K starts one week after others in school. School Calendar - Start and End dates are the same as regular school calendar. Teacher In Service days different than standard schools. This is problematic for families that have children at two different schools. WE don't know when registration is.
- E. Teacher's Requests – Casey's list.
- F. Establishing Committees (Ernie) – got in our minutes the list of committees and who is assigned to them. Facilities committee was going to be held at Vagabond

Blues in Palmer. Ernie needs to talk with Chris about this. Two people may have showed up at Pandemonium, though they have not called Ernie back to let them know if this is the case. We need to have a **budget committee** to help Casey with the budget. So far Casey has made up the budgets, and this is part of the APC Committee responsibility. Technically the principal reports to the board and the School District. Is the budget meeting closed to the general school population, or is it open? This whole board has a right and mandate to be involved in the budget. Budget should be presented to board by budget committee, and then board approves it. The budget has to follow the School District budget form, and the budget committee needs to become familiar with the process and form, so that they can operate efficiently. Joe and Kati are now on budget committee. A lot of people have come once. Kati wants to remain on budget committee. We could establish maximum number for budget committee. (Joyce, Ernie, Nina, Wendy, Robert – all have been on committee before.) Joe wants to contact Casey and set a date for the committee to meet.

- G. After School Clubs – budgets need to be clarified. At this time, money from an afterschool club goes into a District fund set up by Casey for Activities. There is no hard accounting with this. What kind of controls do we have on these activities? It's really tough to monitor this.

VII. New Business:

- A. Review of Principal Job Description and Process for Principal Performance
Review: A year ago board did a review of Principal. Board is responsible for hiring and firing of principal. Principal is responsible for the school. Studies show: #1 important thing is good teachers in classroom; #2 is a good principal. Page 6 of meeting minutes 11/12/09; Need to have an Executive Session and do a review about the principal. We need to have criteria, bench marks, job description (in Charter Application); We need to start this process. We need to establish the criteria and methodology of how we do it. We are not tied to Charter document job description. We need to define what we need from our principal. Once that is defined then we need to do a review of Principal. Ernie talked to Katie Gardner at School District. She confirmed that an Executive Session is the right way to do it. Principal could petition the Exec. Committee to make it an open meeting, at which time we would have to allow it and all said would go into meeting minutes and be

available to public. Ernie suggests a committee put job description or principal responsibilities together. Once the document is drafted, the board needs to approve it. Committee: Nina (nominated by Joyce); Sandra; Teachers should not be on the committee; Standards for Administrators Committee; Will put together a draft list of what our expectations are for Principal. We should use the State Standards for start. These are set up for a standard school in Alaska. We may want to add to this list because we are a Charter School. John Weatman is Casey's direct Supervisor at the District. If there is a complaint, APC Board deals with the complaint. If we are not able to satisfactorily resolve the problem, we can go to John Weatman for help. When Charter was written, we wanted a Principal to have a role somewhere between a Dictator and someone totally hands off. There is no critical timeframe, though we need to move forward with this. Ernie has study of how to evaluate a principal. The better you do, the better the results. We are amateurs putting a school together. Teachers role in committee discussed. Nina, Joe, Nicole, Sandra are volunteering to participate in the committee;

- B. Staff Conflict Resolution – Ernie: Question came up – what does a staff member do if teacher has a conflict with Principal, and/or what is the process for resolution? Our Charter Application has a Conflict-Resolution process laid out. With children/students - Peer to peer is first way to deal with issue (go to person directly). Second – go to teacher; Third – go to principal. If you can't get resolution with Principal, bring it to the APC. We need to define and clarify how teachers or others approach board. School District suggests we have a conflict resolution committee that meets on an as needed basis. If teacher needs it, committee can meet. People can bring issue to whomever they are comfortable raising conflict with. If you're not comfortable bringing it to Principal, or the full board, then go to any board member person is comfortable with. Conflict/Resolution form in Charter. Jennifer will look it up.
- C. Teacher Staffing Priorities – Diane Pezman left last year; Lori K. has now left. She was retiring; Cordruta has just left. Marianne left (Administrator). Christa Hayes left. Another teacher has interviewed at another school (confidential). Teacher retainment is HUGE priority. Why are we having such a high turn-over rate? We may never know full story. Ernie proposes Exit Interviews – he proposed we send letter to Lori, Diane and Cordruta and ask to have an Exit interview. Exit survey

was proposed as alternative. Focus should be on positive and on retaining who is here. Staff Development - Casey is hoping to have a team building retreat. Because people have left, we are trying to hire new people. Hilary, Joe and Casey were an Interview Team. Interviewed for middle school position, and for elementary school position. Both candidates are from Out of District, though have a history of teaching in Valley. We still need to fill a K-1 to replace Cordruta now. Both of the teachers are English speaking teachers. One is taking tests for certification in Spanish and is expected to be teaching in Spanish. The person hired for Middle School is certified in Middle School. She is taking praxis for Spanish and for Elementary Ed. She should be highly qualified to teach K – 8; Brittney Pearce. Question posed – why are we hiring anyone who is not Spanish speaking, if that is the case? Availability is the main issue. Casey mentioned to Jennifer that there may be someone else who could fill the K-1 position. Spanish should be highest priority. 150,000 teachers were laid off this year. 20% of U.S. now speaks Spanish. How do we find Spanish speakers that are certified? We need to support this priority and we need to find resources to do so. This needs to be part of our Principal’s job description. We need to clarify that APC wants this, and clarify a process to support/facilitate the Principal following through with hiring Spanish speaking teachers. We just got \$100,000 back from District. Ernie does not know why this is, but we should be able to use some of this to support Casey to get to him to right places to hire Spanish speakers. We need to think of offering incentives for teachers to come to Fronteras. Need to think about these and how we can address them. We need a policy to find qualified applicants. Talk with District informed Ernie that starting the school year with a sub is not the end of the world. Ultimately we need a resolution that says we are affirming our Charter and we need to re-advertise if we don’t find them in the first pool. First language Spanish speaker is priority. Ernie suggests a non-teacher, board member be on hiring committee. Needs to be done. District – Weatman – suggests five on hiring committee. Consistent hiring team is best.

Motion – Nicole moves that the board’s policy is to make it our top priority to hire first language Spanish Speakers to teach at Fronteras. Sandra seconds. Motion carries unanimously.

Motion - Joe Moves that the interviewing committee consist of the Principal, two teachers and two non-teacher board members. Chris seconds. Motion carries unanimously. Meeting adjourned.

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) Tabled.

VIII. Future Items/Future Business

Next meeting: **July 13, 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
