



## Fronteras Spanish Immersion Charter School

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### APC Board Meeting

Location: (Building B - 2<sup>nd</sup> floor Conf Room)

**July 21, 2009 7:00 P.M.**



### Meeting Notes

- I. Call to Order/Pledge of Allegiance/Roll Call/Quorum Determined: 7:26 P.M.
- II. Approval of the meeting notes for June 9, 2009, and approval of the agenda for July 14, 2009
- III. **Consent Agenda**
  - A. **Minutes:** June 9, 2009
  - B. **Board Updates,** as available.
  - C. **Committee / Team Reports:** Provide update, if available

Facilities (by Robert Kalander) – The new connex has been installed behind the science portable. The shelving has been installed inside.

The existing connex is to be moved in conjunction with the new portables, which are to be placed by building B. Most likely, we will see the two new portables by “Christmas break.” Everyone should know that even though we will be tightly-housed this coming school year, this is a light at the end of the tunnel. The 6/7 class will, most likely, be housed in the multi-purpose room and the new teacher, Joe Dinwiddie, is fine with that. One of the 4/5 classes will be in the portable. The other will be in Sra. Torres’ former classroom. The 6/7 class will move into the first available portable.

Question: When will the pad be poured for the portable? School District Maintenance told Robert what is needed, Robert spoke asked Ken Kincaid, “Can you do this?” Ken Kincaid, the landlord, gave us permission to do it ourselves. We must remember that the work needs to be done by volunteers because we have not gone through the RFP process. Ken Kincaid would be willing to do the work: move the connex back by building B, put in the pad for the connex by the gym door, carve out the hillside for the access road, and clear the dirt for the third pad, if we add two years to our lease. The group discussed this.

The reason for adding on two years: We have to notify the landlord by January, 2010 of our “intent to purchase.” If we do not “intend” to purchase, he will put the place up for sale. He told Robert that he has three potential investors who are ready to buy. Two of the buyers would be “friendly.” The third buyer would not be friendly towards us.

By extending the lease, the rate would remain the same as it is currently. It makes the place a more attractive investment because we would be considered long-term tenants

The group discussed the cost of the traffic study, which is approximately \$15K.

The group discussed the possibility of reconfiguring building B and adding on to it. The systems would have to be rebalanced and no one would be allowed to drive behind the

building. This has a negative impact on the sewer system. We could use building A as a preschool and/or preschool and kindergarten. Building B would be the big school, add a large gymnasium and classrooms to it.

We can now use our 501(c)3 status to apply for construction grants.

We could also set up a foundation, where all the parents are shareholders (those who invest), and these investors would earn dividends.

We could also self-finance. Given the current state of the economy, we could do this pretty easily. The borough liked our site. The site is great because it is central, between Palmer and Wasilla.

If we waited and went through the RFP process to find a different site, whoever comes up with the closest to our specifications, we would have to take that site...no matter where it is.

The Borough owns the schools

1. Ask the Borough to buy it.
2. Go through investors, do a lease/purchase with us
3. Self-fund, bonds, corporate funding

The construction work would have to be done during the summer.

Portables: Find the companies who moved the portables to find out what is required.

**Action:** Demetria will ask her husband about putting in the power line and the telephone/data line, which needs to be added to the new pads. We would use the gravel on-site. We would need equipment to move the gravel and people to operate the equipment. We can purchase materials up to the \$30K.

Public Relations (by Shelly Lund) – She asked if we want to do any more advertising in the newspapers. The question was discussed. Last year, it cost \$480 to place a half-page ad in the Frontiersman. The group decided that we do not want to spend money on advertising right now.

**Action:** Shelly to uncover the sign, “Applications Are Being Accepted...”

Treasurer’s Report (by Kati Sanders) – The group reviewed the report and discussed some of the items. The fact that we are a 501(c)3 was discussed. Kati needs to know the “as of when” date.

**Action:** Nina to supply the date requested to Kati.

Discussed buying laptop computers for the 7<sup>th</sup>-graders. Since we are a non-profit, we can apply for grants. Academy Charter provides laptops. The parents have to sign a waiver/release.

**Action:** Robert to contact Chuck to find out how many laptops we have. We will discuss the item at the next meeting.

Academic & Curriculum Report – nothing reported

Principal’s Report – nothing reported

Fundraising (by Sandra McMillian) – Nothing to report.

Teacher’s Requests – Nothing to report.

Monthly Family Activities – Please refer to the report at the end of the agenda.

**Action:** Joyce to add Family Activities Nights to the school web site. The Board agreed to the nights Melissa listed in her report, acknowledging that nothing has been scheduled for the month of December.

Miscellaneous Reports – See New Business.

#### IV. Unfinished Business

Federal Grant Application: M. Toffolon-Weiss talked with Paul Prussing at the end of last week. The state applied for some federal money (in Feb) and they still haven't heard if they are getting it yet. Paul said they may find out this week! I am not too hopeful, even if they get the money. The woman who I spoke to earlier this year said that she thought our chances of getting assistance from that grant program was slim because we are an already established school. I asked Paul about the Federal grant program that we applied to last year and we both looked on the internet and couldn't find an announcement for it. An announcement has not been released yet. When, and if, it is I think we should apply.

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

#### V. New Business:

Web site: Suggested changes (Shelly)  
Shelly reviewed her suggestions for changes she would like to see made to the web site to improve access and communication. The group discussed these ideas and thought that the teachers should have their web sites on the school's web site and should have a common format. This will also increase the viewing of information on the school's web site by the parents.

**Motion:** To looking into having a uniform format on the Fronteras web site by Sandra, seconded by Joyce.

**Vote:** Unanimously-approved.

**Action:** Joyce to set-up a template for the teachers, on the Fronteras web site. And, move all the tabs to the left margin, too confusing having some across the top/middle and along the left side. Re-do teacher bios so that there is a picture and a paragraph about them.

Halls & Art: Improve the manner in which art is hung on the walls. Staples are damaging the walls in the halls and classrooms. (Shelly) The group discussed and agreed that no one should be stapling anything to the walls in the hallways. It is ruining the walls. Shelly is going to purchase 20 packages of a museum-style putty that works great. The group agreed on this \$74 purchase.

**Action:** We need the school secretary or a parent volunteer to perform an inventory of the supplies at the end of each school year.

Vacancies & Registration: Discuss coverage for when situation warrants. The group discussed this and specifically how this might impact registration week. The group agreed upon having at least two volunteers cover the desk during registration week. Stephanie Bowen has taken on the task of coordinating this effort. Demetria thought that 276 registration packets have been made up.

Cook Books: The books have been proofed.

T-Shirt Orders: These will be offered after school begins.

Library: Making progress.

**Action:** Joyce to provide contact information to the board. It will reflect current board and teacher contact information.

Work Days: Need other board members to take charge of Work Days at Fronteras. Nina told the Board that some other Board members need to take over the Work Day scheduled for this coming Friday as she will be at the Surplus Sale. Demetria volunteered.

Nina also told the group that she will be out of town. So, another Board member needs to take over another Work Day.

**Action:** Nina to provide a list of To Do's to Kati for the next work day, August 4<sup>th</sup>, which was later changed to August 5<sup>th</sup>.

**Action:** Joyce to add the work day information to the web site.

Notice: Robert will be out of town from 8/4-8/13/09.  
Nina will be out of town from 7/27-8/03/09

Connex: Move connex closer to building B

Misc: Items involving getting the school ready (Nina)

Gift: APC to consider gift to teachers (Nina). The group discussed this and viewed suggestions from the Positive Promotion magazine.

Motion: To not give gifts at the beginning of the year by Sandra, because of lean times, seconded by Shelly.

Vote: 5 agreed, 1 undecided.

Surplus Sale: Mat-Su surplus sale-preapproval needed for purchases. See inventory list from Surplus Sale. Approximately five people will be going to the sale to make sure we can get what we need.

Motion: To pre-approve an amount of \$2K and to roll the unused amount, if any, back into the general fund. Motion seconded by Nina.

Vote: Unanimously approved.

Election of Officers: Joyce to check on the terms, see who's have expired and notify the rest of the Board.

**Action:** Joyce to add fundraisers to the web site (Box Top's and Capri Sun contests).

**Action:** On or about August 1<sup>st</sup>, send out an e-mail to the Board members reminding them about defining the Field Trip protocols tasks and have them ready for the next Board meeting. (05-107)

**Action:** Sandra needs some kind of spruce trees that are at least 4 feet tall, for the area in front of the playground equipment.

Comments: The Board would like to see more teachers attend Board meetings.

**Action:** Demetria will 1) lower the coat rack (building B-front lobby), 2) move the military bulletin board either to the left or to the right, and 3) install another bulletin board for Parent Information.

Demetria will also install Parent Information bulletin boards in the arctic entryway of building A, on both sides.

Playground: Waiting for Risk Management to approve our purchase from the vendor. We will get a work day set up after school begins to install the new playground equipment.

Question: What happened to the \$500 check from State Farm? It came in around the end of April-beginning of May. Call MaryAnn.

Dividers: Nina located some dividers/partitions at a Church on Knik-Goosebay Road. They are only about 5 feet tall. The group felt that was sufficient. The board agreed to spend about \$100 to purchase them. They will be used in the multi-purpose room.

**VI. Future Items/Future Business**

**05-107** Field Trip Protocol: Define this and disseminate information to all the teachers and staff.

**Next meeting:** August 11, 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:** Motion to adjourn by Joyce (9:44 P.M.), seconded by Nina.

**APC Governing Board Members**

**Additional Attendees**

***Present, Unless Noted Otherwise:***

Wendy Bowen – out of town  
Joyce Boyd, Secretary  
Kevin Cochran – out of town  
Ernie Hetrick – out of town  
Robert Kalander, Chair  
Lori Koutsky, Vice Chair – out of town  
Shelly Lund - late  
Chance Mayberry – not available  
Sandra McMillian  
Kati Sanders, Treasurer  
Nina Shaw

Casey Bowen, Principal – out of tow  
Demetria McGrew  
Nicole Whittington-Evans

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## Treasurers Report

Bank Balance: \$18,967.82

### Allocations:

Playground:	\$2,685.25
PE equip	\$2,760.15
Game Night	?
Library	\$ 597.58
After school act	\$ 490.00
Shelly Lund (promo)	?
Teacher needs	\$ 568.00
H&R Block	?
Chance (copier)	\$ 400.00
Future budget? Fine Arts (Paula M)	\$7,200.00

Approximate total (+/- \$15,000)

1. I intend to close out the fiscal year and turn the paperwork in again to H&R Block. Hopefully, we can report to them the status of our 501 c (3) also? That status determines how we file our taxes.
2. Any remote possibility of laptops for 7<sup>th</sup> graders (we need to entice the younger kids to stick around). We call them "mobile desks." We need to find out how Academy does it.

Kati

Family Activities Report  
July, 14, 2009

**Back-to-School Picnic**

The Back-to-School Picnic will be on August 14, 2009 from 6:00 P.M. – 8:00 P.M. Like last year, families will be asked to bring a side dish or dessert. We will provide the meat and paper products and I will call and get families to donate the buns and condiments. Do we have any plates and cups left over from the Fiesta? Last year, I bought enough meat for 220. Should I plan for 250 this year? I will try to get the meat donated from Three Bears again.

I have talked to Nina about maybe having volunteer opportunities displayed at the picnic with descriptions of what is involved with each opportunity.

**Future Family Activity Tentative Dates**

September 18	Movie Night*
October 21	Family Reading Night** to coincide with the Book Fair
January 28	Art Night***
February 19	Movie Night
March 4 or March 18	Science Festival
April 30	La Fiesta de Fronteras

\* I will get the movie license starting the beginning of the school year. It is good for a year. I do not plan on charging to watch the movie, but would like to have a concession with the approval of the board.

\*\* I have applied for a grant to cover the costs of the reading night, but will not hear back until October 1.

\*\*\*Art Night- I have talked briefly to Sandra about using this as a fundraiser for our art funds. I have found a grant to help with this activity, if we would like to pursue it.

**Budget**

What is the budget for Family Activities for this school year?

Melissa O'Rourke

Enrollment Information  
Report to the APC Board  
July 21, 2009

	Kg	1st	2nd	3rd	4th	5th	6th	7th	Total (across)
1	41	44	37	23	24	22	13	7	211
2	85		60		46		20		211

	4 classes	3 classes	2 classes	1 class	
3	40	40	37	24	24
4	80	66	48	26	220

over by 5

5	1	4	0	-6	0	-2	-3	-3	-9
6	5		-6		-2		-6		-9

7	45	19	11	6	3	8	0	1	93
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