



## Fronteras Spanish Immersion Charter School

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### APC Board Meeting

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

**August 11, 2009 7:00 P.M.**



### Meeting Notes

I. Call to Order/Pledge of Allegiance/Roll Call/Quorum Determined: 7:10 P.M. **No quorum (only 5 members present).**

II. Approval of the meeting notes for July 21, 2009, and approval of the agenda for August 11, 2009

Reviewed 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

III. **Consent Agenda**

A. **Minutes**

B. **Board Updates**, as available.

C. **Committee / Team Reports:** Provide update, if available

**Facilities:** Nothing reported.

**Public Relations:** Nothing reported.

**Treasurer's Report:** Kati Sanders:

- Spent \$400 for the partitions (\$100 each). If we need to purchase any more, they will cost more than \$100 each. They need to be painted.
- Veronica purchased corkboard for them, which needs to be installed on one side of each of the four partitions.

**Academic & Curriculum Report:** Nothing reported.

**Principal's Report:** Casey Bowen:

- Introduced the new teachers by name (not in person)
- Talked about putting in an ice rink
- Tutor Advisor position has been posted. This person will work with students who into the school with no Spanish.
- Gwen Schneider will be the .5 Resource Teacher (or Spec. Ed.)
- Laura Campbell is the Speech Therapist, and so far there is no charge (from the school district) for her services.
- Budget Discussion: The group reviewed the budget reports. The current budget is based on 180 students. As long as we do have 180 students enrolled, no teachers will be cut. Any number of students over 180, the school will receive the additional funds in January, 2010.
- Discussed the front doors and how the buildings lose heat.

- There is a portable up by Houston and Casey will check to see if it meets the specifications. It is a 20' x 40' shell.

**Fundraising:** Sandra McMillian:

- Susan, at Risk Management, said we are good-to-go for the purchase of 2 sets of three swings, 2 muscle bars, and 1 monkey ladder set. This cost is \$2,300. We do not need to install concrete under the swings for anchors, per the Fence Emporium.
- Where ever the funds come from, we will need to set some aside for the pea gravel.

**Action:** Check with Susan to confirm not having to install concrete (Nina/Sandra)

- The group talked about moving the Volley Ball net.

**Question:** Are we going to do a **raffle**? This will be discussed at the parent meeting on 9/3/09. What about letting the parents decide on which fundraising activity they prefer? Will hand out a survey at the 9/3 meeting. Change the wording to, "Benefits the School."

- Gift Berry: Get auction items (donation items), 5 quick steps, 3 different options.
- Innisbrook, Cookies 4 You, Making Pizzas, and Antique Photos we all briefly discussed. Sandra will get the survey ready for the parent meeting.

**Question:** Do we need a snow-blower? The group discussed this and agreed it would be great to have one.

**Teacher's Requests:** None reported.

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

**Miscellaneous Reports**

- Melissa O'Rourke needs a grill for the Back-To-School Picnic.
- Movie License: Cannot charge a fee to get into the movie. We can charge for goodies. We have to use "their" list.

**Motion:** To approve a one-year license by Lori.  
No quorum.

- Discussed *A Night at the Museum*, dress up as a historical character.

**Question:** Is there a procedure in place to approve the dates? The board members said, "No, just let us know what the dates are."

**Back-To-School Picnic:**

- The teacher's classroom lists will be up.
- Demetria will get the room parents information out to everyone.
- Will need to have a table set up with Volunteer Sign-up sheets
- The cookbook will be out
- Subway Cards will be out

**IV. Unfinished Business**

**Federal Grant Application:** Melissa Toffolon-Weiss is out of town until 8/26/09.

**Budget Update:** See information in the Report section.

**Web Site Changes:** The teachers feel that decisions made that affect teachers should be made at the board meetings when the teachers are present. This is in reference to the vote by the board at the last meeting about following a standard format when they develop their web site. The teachers also believe that what they put on their web sites is not a board-voted topic.

**Hallway Walls:** Use the material provided by Shelly Lund.

**Contact Info** (to the Board): Not discussed

**Connex** (move it closer to Bldg B): We should move the connex close to building B for the P.E. Teacher. Casey will talk to Robert about this.

**Election of Officers:** (Term lengths, which have expired), Annual Meeting and Elections:

- Board members can be reelected for one (1) term, for a total of two consecutive terms.
- Must have elections every year.
- The elections committee & nominating committee need to be established. They will ask the four (with expired terms) if they want to be on the ballot, place notices on the bulleting boards and the web site about the upcoming elections, mention this information at the 9/3/09 Mandatory Board Meeting. Set up posters (Shelly).
- Voting will take place at the Annual Meeting.
- The nominating community consists of Sandra McMillan (parent), Wendy Bowen teacher), and Melissa O'Rourke (non-board member parent).

**Field Trip Protocol** (Develop by Board & Teachers), 05-107: Postponed until September's meeting. Discuss the timing of field trips and the fundraising for them.

**Playground Equipment:** See information in the Report above.

**Parking Lot Revamp:** Sandra will speak with Ernie about this task.

**Question:** Where did the Target stewardship belong? Liz Dennis. It needs to be transferred to a board member or one of the teachers.

**Action:** Show information on the next newsletter about eScripts, Target, & Subway, etc.  
Discussed tasks that need to be done on a regular basis and randomly.

**Question:** What happened to the \$500 check from State Farm? It came in around the end of April-beginning of May. Mary Ann said that it was deposited in the Student Activities Account. Now that we have our 501(c)3, she can issue a check and give us the funds. Kati will need to meet with Casey to determine when this will happen. The Student Store is also in this 'student activities account' and whether or not it remains there will also need to be determined.

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

## V. New Business:

**Task List** Demetria has requested a list of tasks for the teachers, to be passed to the Room Mothers/Fathers.

**Teacher's Schedules** Ensure that the teachers & staff pass their schedules to Mary Ann during the whole year. The teachers and the principal do not have contracts during the summer months.

**Teacher-In-Charge:** Need to establish this when Casey is not present, not just during the school year, but throughout the whole year.

**Charter School Work Session (Lori):** Someone needs to attend this work session as a listener. The meeting will take place on 9/2/09.

**Action:** Send comments to Lori, who will forward them to John Wheatman.

**Parent Concerns:**

Leveling: Splitting the children out into groups based on their needs (remedial, reaching expectation, and advanced) for reading and math. The group discussed these issues and the teacher's responses were that leveling is not part of our philosophy. It only benefits the smart students. It is better to have multiage classrooms. They feel the children will know who is in the smart class and who is not, if the classes are "leveled." Parents have a responsibility to their child and to support the teacher(s). Be solution-oriented.

"We must be a community of healthy learners and healthy communicators."

Spanish: Is enough being spoken in all the classrooms? The group discussed the concerns of a couple of parents.

What resources are available to my child for enrichment? It is up to the parents to enrich the child.

**Enrollment Issues** - Waiting List Prioritization – moving students up to the top of the waiting list when a sibling gets into the school.

- How are we going to fill the classes (2-3 and 6-7)
- Specific family on waiting list (2<sup>nd</sup> gr. and 1<sup>st</sup> gr.)
- Can the family not coming until January spend a day or two visiting the school before departing for Costa Rica on 9/1? Response: They can visit the school for about a half an hour with the parent.
- The group discussed the enrollment issues and decided to move the enrollment numbers for Kg-1 up to 21 per class; fill the missing Kg spots and add four more 1<sup>st</sup> graders. Need to have 180 students by 8/17/09.

**Action:** Post the openings on the web site (Joyce)

**VI. Future Items/Future Business**

Prioritize Board's Goals for the next year

**Next meeting:** September 8, 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: 10:30 P.M.**

**APC Governing Board Members**

**Additional Attendees**

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

Wendy Bowen  
Joyce Boyd, Secretary  
Kevin Cochran – out of town  
Ernie Hetrick – out of town

Casey Bowen, Principal  
Demetria McGrew

Robert Kalander, Chair – out of town  
Lori Koutsky, Vice Chair  
Shelly Lund – out of town  
Chance Mayberry - absent  
Sandra McMillian  
Kati Sanders, Treasurer  
Nina Shaw - ill

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## **Board Secretary's Report**

By Joyce Boyd

### **Board Term Limits:**

#### **3 Years**

Wendy Bowen  
Robert Kalander, Chair  
Lori Koutsky, Vice Chair  
Kati Sanders, Treasurer

#### **2 Years**

Joyce Boyd, Secretary  
Ernie Hetrick  
Shelly Lund  
Nina Shaw

#### **2 years**

Kevin Cochran  
Chance Mayberry  
Sandra McMillian

### **Web Site Changes:**

- New template installed
- Changing the format still in progress
- New photos uploaded, more to follow. Will fix the blurriness soon.
- Teachers informed about web page requirements by the Board
  - o Some teachers are requesting that they be allowed create their own format

Enrollment Information – Next Page

### **Family Activity Nights**

From Melissa O'Rourke

Back-to-School Picnic is this Friday from 6:00-8:00. Does anyone have a grill we can use?

Here is the price quote I received for the movie license. Which license do you want me to get?

1 Year: \$350  
2 Years: \$630 (10% discount)  
3 Years: \$840 (20% discount)  
4 Years: \$980 (30% discount)  
5 Years: \$1,050 (40% discount)

We will have a concession stand at the movie night. So, we should be able to earn some a little of this money back.

The family activity for September will be a movie night on September 18, if there is no conflict. When I am planning an activity, are there any new policies in place this year as far as confirming a date and notifying the appropriate people?

## Enrollment Numbers By Grade

Current List, as of 08/11/09

Line #	Kg	1st	2nd	3rd	4th	5th	6th	7th	Total (across)
1	4	5	9	5	4	4	4	2	37
2	4	1	3	3	5	4			20
3	38	40	32	21	25	23	8	6	193
4	78	53	48	14	193				
4 classes      3 classes      2 classes      1 class									
5	40	40	37	29	24	24	16	10	220
6	80	66	48	26	220				
7	-2	0	-5	-8	1	-1	-8	-4	-27
8	-2	-13	0	-12					-27
9	44	16	4	4	2	3	1	1	75