



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 B - 2nd floor Conf Room)

September 8, 2009 7:00 P.M.



Meeting Minutes

- I. **7:07 PM:** Call to Order/Pledge of Allegiance/Roll Call/Quorum Determined
- II. Approval of the meeting notes for July 21, 2009 and August 11, 2009, and approval of the agenda for September 9, 2009
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
- III. **Consent Agenda**
 - A. **Minutes**
 - B. **Board Updates:**

Chair- The purpose of the Executive Meeting was to create an annual meeting with the principal to discuss the basic and long-term goals, staffing concerns, and building better relations with the district.
 - C. **Committee / Team Reports:**

Facilities: (Casey)
Portables: Patty Kraus recommended that we submit a letter to her, who will forward it to Terry Erwin in Purchasing to purchase the two portable shells (\$25K) and that we will finish them ourselves. Ernie will complete the plats in AutoCAD.
Janitor: The janitor will clean the school on Monday, Wednesday, and Friday. We still need volunteers to work on Tuesday and Thursdays.
Pads: Trying to get them built before the ground freezes
Parking Lot: (Ernie) No changes to the current layout are expected. Using stones to help delineate the parking lots borders, and yes, the barrels have water in them to help keep them from blowing away.

Public Relations: (Shelly)
Street Sign: Need to pull the "accepting applications for next year's enrollment...", and change "K-6" to "K-8."
T-Shirts: Will be getting the order form out soon and the color of the shirts will black this time.

Treasurer's Report: (Kati)
Fiscal Year: Closed the books on 2008-09 business year, and it balanced. The 990 is due on 11/15/09.
Copies: Copies will be made and the originals stored at the school.

Academic & Curriculum Report:

Helena Curtain is coming on 9/24/09. She will be working with the teachers at Fronteras on Friday, 9/25/09. She is a language immersion expert who will be speaking at the Wasilla High School on 9/24 at 6:30 P.M., in the theatre.

Music Teacher: Paula Munroe will be teaching music on Thursdays, to grades 2nd-7th. Wendy Bowen will teach music to the students in Kg-1st.

Art Teacher: No art teacher is available yet. Mrs. Zopel will start working with the school for the kg-1st graders. Trina Jackson said she could come once per week to work with the 2nd-7th graders.

Band: Will begin at the end of October, directed by Jamin Burton.

Library: Jamie Moore has another work day coming up. She is waiting for the new scanner to arrive.

Book Fair: Will be organized by Jamie Moore.

Principal's Report: (Casey)

Very few purchase orders have gone through. So, we haven't had much impact on the budget. He does have a few questions about where we are going to pay for things. He will talk with John Wheatman as some of the purchases may be covered by the school district.

Question: When do you think the portables will be ready? It depends on the volunteers. The General Contractor will oversee the process and will have to donate his time. Perhaps a company like Owens Inspection will be hired to sign off on the project.

Question: Where do the funds go when collected for activities? The APC is separate from the schools district. We have a charter.

Question: Does the district cover insurance for after school activities that aren't on the school property? Before we can design a procedure for where to deposit the collected funds we need to know the legal liability, risk management, charter school versus school district. Casey will provide Ernie with a copy of the insurance policy.

If we have to pay a person for after-school activities, that will come from the general fund. If we have a policy in place, then funds will go into the activities fund.

Fundraising: (Sandra)

Robert thanked Sandra for all of her hard work.

In regards to the sand removal task:

- 50 tons of pea gravel are being donated
- There is a driver to drive the vehicle
- Minimum Security residents will do the shoveling

Mandatory Parent Meeting:

- No one took an application for becoming a board member
- No one signed up for a committee
- Suggested that we advertise in the newsletter
- Sandra will be sending letters out to the parents letting them know that the first fundraising goal will be to build/install a rock wall
- We need team members

- Sandra will get the size information to Heather DeBerry for sizes for the shipping/freight connection that she has.

Sandra expressed concern over having trouble raising money. Robert's response was that we have a powerful tool which we haven't been able to use before now. It's the new status: the 501(c)3. We are now a non-profit and we need to make people aware of it.

Question: Have we approached any companies to see if they would be interested in being our business partner? No. So, the group decided that a letter of introduction needs to be generated, expressing our goals to fund specific activities and that we welcome their help. There is a tax benefit for the business partner.

Action: We need a committee to work on this and it should include finding out where the parents of our students are employed because they could approach their company. Wendy will ask Melissa Kemberling for assistance.

Teacher's Requests:

Wants the budget in place so they know what they can spend for their classrooms. Teachers should not have to purchase these items with their own money. Ernie expressed dismay at the \$5K (per classroom) being cut from the budget.

The piano and risers did arrive.

Monthly Family Activities

Question: Was the budget approved for the \$1K for the school year? No, we were unable to vote at the last meeting because there wasn't a quorum.

Motion: To fund the monthly activities by Lori, seconded by Ernie.

Vote: Unanimously approved.

Miscellaneous Reports:

As a parent liaison (like in a PTA), Nina is working with Demetria on the details of the new parent group.

Discussed the fact that four board member terms have expired and the information should be added to the web site.

Need more transparency to the parents about what the board does. This kind of information can be/should be added to the newsletter. "This is what the APC does, this is what we are working on, this is what happened at the last meeting, etc."

IV. Unfinished Business

Annual Meeting: The group discussed this issue, but no date was decided.

Board Applications: The due date...The group discussed this as well, but no date was decided.

Family Night Activities: Melissa is requesting information on what was approved by the board, if anything, on what the budget is for the Family Activities Nights.

Movie Night:

Melissa is requesting permission to allow each grade to offer concessions during Movie Night. It was suggested that each grade take care of the concessions for raising money for their class. The first movie night (9/18) could be run by the 4th&5th graders and the 6th&7th graders. Melissa will talk to the appropriate teachers about this issue.

Then, it was discussed that pizza would be sold at the first movie night and be manned by the 6th&7th graders. Melissa will talk with Mr. Dinwiddie.

October Reading Night:

Do the teachers have anything they would like to see included in this activity?

- Coordinate with the book fair
- Check out Scholastics. They have a book marketing kit.
- Ask the other teachers if they would like anything added to the October Reading Night program.

Reading Fundraisers:

We could have read-a-thons. Get a \$5 coupon, which would be used at the book fair, for every book the student reads.

November/December:

November is Go For The Gravy FunRun (fundraiser). Might use Donuts for Dad / Muffins for Mom.

Federal Grant Application: Update. We are not eligible because we are no longer a “new” school. There is a good chance we would not receive the federal grant and we should focus our efforts on grants that we could receive.

Grant Writing Classes: There is a class at Mat-Su, October 2nd and 3rd, 9:00 a.m. to 4:30 p.m. It’s worth 1 credit. (CIOS A190). And, there’s another class, a 2 credit class, being taught over the weekends of Oct 16-17 and Oct 30-31.

For anyone interested in helping with the grant-writing process, these classes would be beneficial. But, they are not necessary to be on the grant-writing team!

The group discussed looking into grants for Art and Music to help supplement our programs and materials.

Election of Officers: Has anyone applied? No, not as of today.

Tutor Advisor: Has this position been filled? The job posting closed today, Tuesday, September 8th.

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. Mr. Dinwiddie is developing a committee to work on this issue.

Install Ice Rink: What decision has been made? Risk Management did not appear to be against our installing an ice rink, unless it includes the basket ball hoop. The pole is a safety issue. Should check out getting a grant to set it up. Perhaps Mat-Su Health has a grant. Wendy will check with Melissa Kemberling.

Question: Where will the sand go that’s in the area? We suggested putting it around the new greenhouse on the far back side. There’s a ditch out there. Casey will ask “Derrick.”

Playground Equipment: What is the status of the sand removal and subsequent addition of pea gravel? Sandra explained that the sand had to be removed and pea gravel added. The process will take place this coming weekend.

Parking Lot Revamp: Will there be any additional changes in the near future? We will want to give the parents a heads-up, if possible. There are no changes expected in the near future.

Heat Loss: There is a tremendous amount of heat lost through the doors of building B. Has this issued been resolved? Casey said that new molding was installed last year and he will follow up to make sure it is still working.

Target stewardship: Has this issue been resolved? It needs to be transferred to a board member or one of the teachers. Kati will take care of transferring ownership. Add information to the newsletter.

Portable: Does the portable in Houston meet the specifications? Can we obtain it? The cost of building a new portable would be about \$100K, each. The two shells that we want to purchase will cost about \$40 each, by the time they are refinished. And, they will be ours.

Regarding the Su-Valley portables, there are 22 requests for them and only 18 are available. The priority of which school is highest on the list is based on number of students versus that school's capacity. So, we are not high on the list at all.

Raffle: What raffles did the parents recommend pursuing? Sandra is working on a letter which will go out soon.

Snow blower: Was this purchased? This was not a donation and it really isn't available right now.

Wish List: We need to set up a Wish List and add "snow blower" to it.

Movie License: A one year license request by Melissa O'Rourke needs to be approved by the board as there was not a quorum at the last meeting. The motion to approve was submitted by Lori.

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

V. **New Business:**

Fundraising: Veronica Wolf is seeking permission to pre-sell 180 tickets to the Valley **Performing Arts' show, *Babes in Toyland***, which will be shown on December 3rd. She will need \$2,100 in advance (about one week before the show), which will be reimbursed to the APC after the night of the show. If we sell all 180 tickets, the very least amount of profit will be \$600. Last year we made approximately \$1,000 in profit (Kati can verify the amount). There will be an additional profit made from the concessions stand. This production does not coincide with Jackie Cochran's show which will be performed on December 17th and 18th.

Motion: To pay \$2,100 in advance for the tickets a week before the show by Wendy and seconded by Lori. The ticket sales will be available in October or November.

Vote: Unanimously approved.

Holiday Bazaar: Who is taking responsibility for this? Amanda Kristinat has agreed to take on this task. The advertising needs to be submitted to the newspapers soon, very soon. The group agreed that the Bazaar should take place on December 5th, right after the Performing Arts show of

Babes in Toyland. So, if there are any leftover goodies from the show, they could be used in the Bazaar.

Fundraising activities should be assigned to specific goals (i.e., new climbing wall, etc.)

School Photos: These will be taken by Sara Wise. This information needs to go out in the newsletter and be posted on the web site.

Field Trips: The 2-3 grade classes have field trips planned. Information will be provided to the board about the timing and the fundraising (Lori). On May 18-19, 2010, the children will ride the train to Seward and will be staying overnight at the Sea Life Center. The teachers have already begun talking about fundraising activities. They will need to raise enough money by the beginning of January because that is when the funds are due.

The 4th-5th graders will be going to the Challenger Space Center in Kenai. There is room for approximately 38 students, \$10 each, plus an additional \$2 for sleeping arrangements.

Enrollment Issues Sign needs to be updated

Next Year's Goals: "Prioritize"

Computers/Laptops: Issuing a PC/laptop to the older students at graduation and the computer will be theirs to keep. In the meantime, we need to issue a liability release for each machine ("...should anything happen to the computer/laptop, they are responsible for replacing it with something of equal or greater value.")

- Academy Charter parents have to pay \$100 insurance fee when the student wants to bring the laptop home.
- There will be no internet connection.
- Nice attrition value
- This "gift" will encourage more students to stay at Fronteras through 8th grade.

The Board needs to look into obtaining a grant to purchase the computers for the 7th and 8th graders. Task will be forwarded to Melissa Kemberling by Wendy.

Robert will check into acquiring new computers.

Phoenix Reading Program Heather DeBerry wants to implement Phoenix Reading. The students will keep a log during all of their Fronteras school years. Prizes will be awarded for reaching specific bench marks.

VI. Future Items/Future Business

Next meeting: October 13, 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: 9:13 P.M.

APC Governing Board Members

Additional Attendees

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
Nina Shaw

Casey Bowen, Principal
Heather DeBerry
Veronica Wolf

Board Secretary's Report

By Joyce Boyd

Board Term Limits: Just an FYI.

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 Info:

- The teachers' web sites are available on the link for the Fronteras web site. Just missing Mr. Dinwiddie's'.
- Need to finish the section on Interesting Information about the teachers.

Enrollment Numbers By Grade Board Report: 09/08/09

Line #		Kg	1st	2nd	3rd	4th	5th	6th	7th	Total (across)
9	Total-by grade, 2009-2010	42	42	35	24	25	22	8	6	204
10	Total for combined grades	84		59		47		14		204
11	Maximum, per grade	4 classes		3 classes		2 classes		1 class		224
12	Total for combined grades	84		66		48		26		224
13	Space Available	0	0	-2	-5	1	-2	-8	-4	-20
14	Total for combined grades	0		-7		-1		-12		-20
18	Total on Waiting List	37	7	0	* 1	*1	0	* 1	0	47

* haven't moved into the area yet