



Fronteras Spanish Immersion Charter School

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APC Board Meeting

Location: (Building B - 2nd floor Conf Room)

October 13, 2009 7:00 P.M.

Meeting Notes

- I. Call to Order/Pledge of Allegiance/Roll Call/Quorum Determined
- II. Approval of the meeting notes for September 8, 2009, and approval of the agenda for October 13, 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:

C. Committee / Team Reports:

Facilities:

Drawing a plat for the changes which will be presented to the landlord, to the district, to purchase two buildings (2 portables).

Aren't we on the list for any of the portables? John Wheatman said that there 18 portables and 22 requests for them. Are we on the waiting list? No. Casey just e-mailed J.W., to find out what the status is.

1. Need plats (Ernie)
2. Have to have approval from the landlord to put the portable on the property
3. Get permits
4. Submit the request to purchasing at the school district

The Greenhouse is being finished (by Michelle Niland, etc.) May be completed as early as this evening.

Public Relations:

- "Accepting Applications" sign was removed 9/9
- K-8 was installed 9/16
- T-shirts orders were collected, and order was placed. Waiting for printer to complete the order.

The T-shirts have been ordered and extras were ordered for the Christmas Bazaar
Expressed concern about the Lost and Found boxes at the front doors of each building – about the way it looks

Should make the Lost & Found items available during the parent/teacher conferences
Teachers are parking in the front row (building B). It was recommended that they park along the area which is perpendicular to the building, nearest to Bogard Street. It is believed that this will help to protect the teacher's vehicles and help parents who come and go with small children.

Plat (Ernie) The group reviewed the layout which showed the addition of the portables.

Treasurer's Report:

Treasurer, balance \$14,535

2600 playground

2760 Mr. Zopel

1000 Family Nights

? H&R Block fee

1000 Veronica Wolf (Babes in Toyland performance)

200 Holiday Bazaar

7200 Paula Monroe

There is a cap on the fees paid to the lawyer: \$3,000, PLUS "fees."

Nina has requested a copy of the bylaws from the attorney.

Would gift cards to specific stores (i.e., Wal-Mart, Barnes & Noble, etc.) help the teachers? Yes, with a discussion.

Academic & Curriculum Report:

Conducted the M.A.P. testing, K-1 tested just for practice.

Helena Curtain presented her observations, what would be practical and what would not be practical, to the teachers. She will provide them with her recommendations.

Principal's Report:

School budget came out from the school district

Discussed "Expenses," misc. and supplies, and Helena Curtain's fee

P-Cards - \$120/per teacher/per month

The school district will find out what the overage is for each student over the 180. Nina will locate the formula for how this percentage is computed.

Fundraising:

Sent e-mail requesting ideas

We would like to have a "raffle. November has the Turkey Run. December has the Holiday Bazaar. Is now really a good time to do this?

Pampered Chef-MaryAnn Johnson wants to put out a notice requesting to hear from people who want the catalog. Discussion.

Teacher's Requests:

Monthly Family Activity: Next week-Family Reading Night, from 6:00-8:00 P.M.

Tomorrow begins the Reading Challenge (for seven days). Will send home flyers tomorrow. There will be a popcorn party for 25,000 minutes. Twenty minutes per day/per child.

Monthly Family Activities

Science Fair

Lori Koutsky, Melissa O'Rourke, Shannon Allen are working on this Fair.

Any ideas should be forwarded to Melissa.

Melissa O will check on volunteers for Family Night

Miscellaneous Reports:

Grant Writing: Nate Pokrifki is a grant writing expert. His mother works for the Rathsmuson Foundation. Casey will be taking him on a walk-thru of Fronteras.

Melissa Kemberling wants to be on the team, but cannot chair it. May Sprague is on the team, as well. Each of the team members are working on a grants.

Rathsumuson Foundation will look at potential grant recipients in person. This puts us in their vision, line of sight. They look at all aspects of the school, the parent volunteers, and the community.

Custodians – Concerned about whether or not there will be any special Halloween programs on Friday or Saturday. There won't be, so they can clean on Friday.

Amigos de Fronteras (Demetria McGrew) Discussed her report. Expressed concern from a couple of parents who feel there are cliques developing. It was thought that perhaps these few people are just a little insecure, unable to feel comfortable joining the group. Ernie said that by the end of the meeting, he believed that the members felt connected.

The group discussed a Fronteras Telephone Book, for just the Fronteras Families. It would include various pieces of information (child's name, teacher's name, telephone number, address, etc.) Permission will need to be gained by having a permission form signed by one of the parents. Must keep this signed form. The book must contain the phrase, "For private school use only. Not for solicitation. Do not distribute."

Field Trips – It was stated that more information about the field trip needs to be included on the permission slip. This will help the parents know what the field is for, where it is, etc.

Fundraising – Spaghetti Feed: The application for the VFW (on KGB in Wasilla) has been completed. We would have access to the hall and the kitchen on Black Friday (11/27). Any funds earned (after expenses) would go towards field trips, split evenly between all of the classes. If a letter was provided, including the tax ID, local stores may donate products for the Spaghetti Feed. Fliers will go out in two weeks. Need volunteers to help Necia Kuleck. She was thinking 3-4 parents working in two hour blocks. And also, may use some older kids to help with cleaning up and bussing tables. We should consider pre-selling tickets.

IV. Unfinished Business

Annual Meeting: Will take place in November as a "Special" Meeting.

Board Applications:

Only two have been received, so far.

Family Activities

Family Reading Night - Oct. 21 from 6-8 P.M.

In conjunction with the activities of the evening, we will be hosting a Reading Challenge. The challenge is for students to read to or with a family member for the week leading up to the Reading Night. We have set a goal of 25,000 minutes for the school. This equals less than 20 minutes a day per student for 7 days. If the students reach this goal, may we throw a popcorn party for them on a Friday?

Science Fair

We will be setting up a committee to work on the details of the Science Fair. Mrs. Koutsky and Shannon Allan have already agreed to help. Our first meeting will be the week after Parent/Teacher Conferences. Does the APC Board have any thoughts or ideas concerning the Science Fair that I can take to the committee?

November Go for the Gravy Run

December	VPA presents Babes in Toyland
January	Art Night
February	Movie Night
March	Science Fair
April	La Fiesta de Fronteras

Reading Fundraisers – Nothing offered.

Annual Meeting / Election of Officers:

Motion: Move that the APC hold a "Fall APC Special Session", by Ernie. This special session will be held on Tuesday, November 10, 2009 at 7:00 pm in the Multipurpose Room. The entire APC will be specifically invited to attend this event. The meeting will be used to provide a brief report to the APC on the current events of the school, introduce board member candidates, and hold a special election for the board member seats that were to expire in April 2009. The term for the newly elected board members will expire in April of 2011.

Motion: Move that the regular APC Board Meeting scheduled for Tuesday, November 10, 2009 be moved to Tuesday, November 17, 2009, by Ernie.

Discussion: The Annual Meeting is to be held at the first regularly scheduled meeting in April. This is a Bylaw requirement. If we want to hold an "extra" semi-annual full APC meeting to catch up for last year, that's fine and well, but we can't eliminate the April meeting because of it. We still need to plan on an April meeting; the board seats that didn't expire in April 2009 will expire in April 2010, so the rest of the board members will be up for reelection this spring.

Motion: Voted on approved through e-mail.

Election of Board Members:

Officers of the Board shall be elected by the Governing Board, at the first monthly meeting of the Board after the annual meeting (in April). If we hold an election at a semi-annual meeting, any vacant Board Officer seats would be filled at the next regular Board meeting. Normally that would be May, but if we hold an election in November, any open Officer positions would be filled in December.

Tutor Advisor:

Has this position been filled? The Tutor Advisor Position has been filled by Anna Hartman

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

Mr. Dinwiddie is not "working on it." That was a misunderstanding from the previous meeting. In fact, there is no committee working on it.

Action: Need to find out what is allowed by the School District.

The teachers ARE communicating with each other-better to help prevent doubling-up.

The busing situation-have to hire a bus for trips outside the district-when you leave the district. When we are traveling inside, we don't have to hire buses.

Action: Should have some parents work with the school district 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.

Action: Need to put request/information on a letter to the landlord. He will need to know where we plan on installing the rink. We could also add a basketball court outside the rink, just need concrete for the ice rink. Discussion postponed.

Raffle: What raffles did the parents recommend pursuing?

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

Next Year's Goals: "Prioritize"

Action: Board Members are to forward their ideas to Joyce.

Computers/Laptops:

Apple doesn't have a grant for schools.

Dell doesn't have a grant for schools, but they may re-establish it after the first of the year.

School District has an account with Dell, and the computers are set up the same as the ones at the district. If we buy them outright, we will have to pay to have the computers set up for the school district.

The 6th & 7th grade students have computers now.

Action: Have to check with the school district on giving the computers away to the 6th and 7th graders (Casey).

Phoenix Reading Program: Heather DeBerry (status)

Can it be kicked off in conjunction with Family Reading Night? Should she check with the teachers first? Yes.

- The program keeps track of the number of pages. The students log in how many pages they have read. Wendy highly suggested/recommended tracking the number of minutes the children read instead. It has to do with the older students reading full-size books where the younger children read only a few lines per page. Not fair to the older students.
- Make it school-wide.
- The log would follow them all through school.
- Will have rewards, small, medium, and large.

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

V. New Business:

Fundraising: Spaghetti Feed (Necia Kuleck)

Motion: To approve the spaghetti feed by Sandra, 2nd by Ernie

Vote: Unanimously approved

Motion: to hold the Fundraising Raffle, same guidelines as last year, with prizes, by Sandra, 2nd by Ernie,

Discussion about classifying/clarifying what the fundraisers are specifically raising money for. What are the specific goals? Physical Education and Fine Arts, for example.

Point: The request made by the APC to the Fronteras Families is that each family commit to selling at least 2 books "per family," not per child. Nina suggested including a newsletter article about having to use Innsbrooks and the cookie dough fundraisers, if we don't do the raffle. Explain why the Raffle is so important.

Motion: Continued Discussion: 4 prizes.

Vote: Unanimously approved.

Extra-Curricular Activity Fees

Motion: (be Ernie) Move that the APC Board formally adopt the following policy that was discussed via email last week, with a couple of revisions based on comments from board members: Monies that are deposited, or have been deposited, into the after school activity fund account will be spent on those activities. After all expenses for an activity have been paid, the remainder shall not be refunded but instead shall remain in our school's general activity account. Those funds are then used for any after school club or activity for which they are required at Fronteras, without specific attachment or assignment to a particular club or activity.

Vote: Approved through e-mail.

Curriculum Fees

Motion: (by Ernie) Move that the APC Board establish the following policy: Fees for required curriculum shall be capped at \$100 per family per semester. This amount may be adjusted annually to account for inflation. Families may submit a request to have the fee waived if it presents a financial hardship. If the fees collected for a required class or activity are not entirely spent on that activity, the remainder shall not be refunded but instead shall be placed into our school's general fund after all expenses for the class or activity have been paid.

Discussion: This is a separate policy from the after-school / extra-curricular activities fee policy that we discussed via email last week. That policy covers "elective" things that are not required by class. This policy applies to fees associated with a required class, such as a science lab fee, or art supply fee. Currently we do not have any fees for required classes, and there are no plans to add any. This policy is being proposed to satisfy the School District, parents, and our charter application requirements.

Motion: To approve the above recommendation by Ernie, seconded by Joyce.

Vote: Unanimously approved.

Annual Principal Review

Motion: (by Ernie) Move that the APC Board establish the following policy: An annual performance review of the Principal shall be held as an Executive Session of the entire Board on the last Tuesday of March. The Principal may request in writing that the review happen in an open meeting. The review shall be conducted by the Board Chair. Each voting Board member shall be given a two minute period to comment except teachers and staff supervised by the

Principal. The meeting shall be organized and professional. The Board shall create a performance review template prior to the meeting. The performance review template shall be filled in by the Board in Executive Session at the Regular March Board meeting. While all board members may offer opinions for the performance review form, the hiring committee shall complete the form. Teachers and staff on the Board shall participate in completion of any portions of the review template that clearly do not pertain to teacher and staff supervision. Teachers and staff shall be held to a high standard of awareness of conflict of interest.

Discussion: Doesn't the school district evaluate the principal? Yes. So, the principal has to uphold the school district's AND the APC Board's standards/expectations.

Possible Review Template:

Show how to move forward on our goals

2-3 parts: What have you done?

Provide positive feedback

Need more focus on these

How is the Board not supporting the principal?

The principal will make his presentation to the board in September following that month's board meeting which will outlay the goals and issues for the upcoming year. Then the board will use these tools for the evaluation in March.

Motion seconded by Nina.

Vote: The motion passed, unanimously.

Policy Manual

Motion: (by Ernie) Move that the APC Board establish the following policy: The APC Board shall create a Board Policy Manual. This manual shall list Board policies that are developed by Board Meeting decisions and votes. The manual shall be kept by the Secretary, but shall be created and maintained current by an APC member elected by the Board. The policy manual shall be chronologically organized, with distinct policy numbers being attached to each separate policy based on the year, month, and order of adoption within a meeting. The policy manual shall be updated monthly following the publication of the last Board Meeting Minutes.

Discussion Point: Only official "policy statements" and board votes would be included in this manual. Only policies that extend beyond a single act or incident would be included. For example, a vote that says all field trips shall be reported to the Board would be included, but a vote that said yes, we will purchase the new carpet, would not be included. Ernie Hetrick will offer to create the manual based on Joyce Boyd's meeting minutes to date. (09-100)

Motion seconded by Nina.

Vote: The motion passed, unanimously.

Scholarship Caps - After school activities

- No student can have more than one scholarship per quarter

Issue: How do you decide if the child/family really needs to the scholarship?
Discussion.

If the activity occurs during the day, the school has to cover the costs.

Have to establish a cap.
Have to complete a form saying why they can not afford to pay for the after school activity.
One per student, per quarter for the Monday – Thursday after school activities.

Motion: To install a cap by Robert, seconded by Wendy

Vote: The motion passed.

Amendment: To include the afterschool activities for Friday by Wendy, seconded by Joyce.

Vote: The amendment passed.

Foraker Group (Nina)

The group discussed signing up for board training at Foraker. The training will take place in Anchorage or can do it by teleconference. There is a \$100 annual membership fee. The group discussed this option and most agreed it would be of great benefit to the board. The group agreed to sign us up for Team Building events for Board members and Families. Nina will check on the logistics.

Workshop Offer from Twindly Bridge: If we split the cost with them, our cost would be \$320. The workshop is on 10/24, from 10-3. It will teach Charter Schools how to work more effectively, review Board standards/policies, and the Open Meeting Law. Lori, Nina and Joyce said they'd go, but that is not enough. There wasn't enough for-warning for more of us to attend. So, we will pass.

VI. Future Items/Future Business

Next meeting: November 17, 2009, at Fronteras, 7:00 P.M. The elections will take place on Tuesday, November 10th, at 7:00 P.M. The APC Special Meeting will take place on November 10, 2009, 7:00 P.M., building A, multipurpose room.

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

Note: Executive Committee Meeting after the APC Board Meeting.

VIII. Adjournment: 10:05 P.M. – Moved into an Executive Committee.

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
Sandra McMillian
Kati Sanders, Treasurer
Nina Shaw

Casey Bowen, Principal
Heather DeBerry
Necia Kuleck
Demetria McGrew
Melissa O'Rourke
