



Fronteras Spanish Immersion Charter School

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APC Board Meeting

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

November 17, 2009 7:00 P.M.

Meeting Notes

- I. **7:06 P.M.** Call to Order/Pledge of Allegiance/Roll Call/Determine Quorum: No quorum.
7:10 P.M. We have a quorum.
Motion To approve the minutes by Wendy, seconded by Lori.
Vote: Approved.
- II. Approval of the meeting notes for October 13, 2009 and November 10, 2009 and approval of the agenda for November 17, 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: Approved.

B. Board Updates: See information listed below.

C. Committee / Team Reports:

Facilities:

- We need a different facility (Ernie). We can:
 1. Remodel this one
 2. Build a new building in the dirt mound area (between buildings A and B). If we are going to do this, we need to start working on it, start thinking about it, about the fundraisers.
- ** The long-term facility is very important. **

Casey will meet with John Wheatman in hopes that he will recommend what we need to do to request a new facility. The school district will not renew the current lease. The lease, itself, is the issue. We have to notify the landlord of our intentions in January. The Borough owns the facilities. But, they have no ownership in our facility.

- Recoup some, if not all, of what is budgeted for the facility.
- Need business partners or bonds
- If we get a business partner who offer \$500K up-front, the Borough will make up the difference.
- Rasmussen Visit: It went well, as a fact-finding visit. She said that it is their full intention to help charter schools. They are adamant about NOT funding public schools. They will fund for specific things. We need to come up with A.B.C. options.
 - A. Make where we are work (fix the problems: classrooms too small, not enough classrooms, need a library and larger computer lab, for example).
 - B. Is there somewhere else in the area that would meet our needs?

C. We will have to build a new facility

Action: We need a committee to report to John Wheatman. The Facilities Committee should be comprised of staff and parents with financial understanding. Previously, the committee was made up of: Robert, Ernie, Chris Whittington-Evans, Sandra. Add Casey.

Public Relations: Nothing to report.

Treasurer's Report:

- Taxes are due on Monday. The accountant filed for an extension because the accountant's husband is **due in (or died)**. The next deadline is February, 2010.

Academic & Curriculum Report:

- Book Fair: made about \$1,000, used funds to purchase books from Scholastic. *We have about \$900, \$350 credit with Scholastic.???*
- Library: Jamie has spent at least a whole week of her vacation time working on the library. The borough library was contacted. They said it would cost us about \$2,000 to install the same system that they use. Then, our program would interact with theirs.
- Jamie has spent a lot of her own money to purchase things for the library. Some of those things are: Scanner, shelves, and supplies. Lori asked Jamie to make a Library Wish List.
- The funds that were earned through the book fair were processed through the school district (not the APC).

Principal's Report:

- Has been working on the budget, but having trouble because there are about eight cells on the budget spreadsheet that are corrupt. He is waiting for assistance.
- He is looking at obtaining two more computer monitors. *Vague, check with Casey.*
- Also, looking at using the district's customer service (*for what???*), which would mean \$11 versus \$25. We do have the choice of using them full-time or part-time.
- He is waiting for a return call from Dan, for assistance- (*for what???*). He is 2nd in command at Maintenance.
- The budget report is due on 11/12.
- Working on obtaining the portables. Have received the permission letter from the landlord. Next step is to work on the permits (Ernie). FYI, we are not getting any portables from Su Valley. The district decided who gets them on certain criteria (number of students, etc. We are unsure why we don't qualify.)
- The utilities are located on the back side of the building.
- FYI: The superintendent of schools, George Troxel, is going to retire.

Budget Concern: The board needs to have a say in the budget. Response: The principal has spoken with Robert. After he gets the spreadsheet (budget report) fixed, and gets the numbers, he will call a budget meeting. Previously, Ernie, Kati, Lori, Joyce, and Wendy were members of the committee.

- Waiting for the information on the over-enrollment numbers. By tomorrow night, we should know about the money being returned.
- Restrooms: The restrooms in building "A" are barely at maximum after adding the portables. **Needs to be re-worded.**

Fundraising:

- We are being slammed with too many right now.
- Must come up with a system.
- Fundraising volunteers need to bring in or e-mail their requests (to Sandra), she will decide if there is a conflict or too similar with another fundraiser. Submit the request to Casey, and then have it added to the main calendar (Solveig). The teachers and parents can use the calendar in GroupWise. We will all need the link to it.
- Need to get a process to support field trips.
- For field trips, there is no control, no approval system.
- We are doing all of these fundraisers for the field trips.
- We need to make a decision on how we are going to proceed.
- We all need to branch out to the community, not to just our parents. This will help to make us more visible to the community.
- When we have the Fiesta, we should invite the community. This will help to show the school to everyone.
- Carrs and Fred Meyers will not let us do a raffle in front of their stores because the prize is money (not an item or service).
- Approximately 30-40% of the parents have not signed out raffle tickets.
- The issue is fundraising for field trips. We need a list of the trips and how much they will cost.
- Comment: We may need to relocate the raffle until the first of the year (Jan-Feb). Response: We can't. The tickets have been printed.
- We had decided that all fundraisers need to go through the fundraising committee. Then, somewhere along the way, someone decided to just let everyone do what they wanted to do. We need to confirm and reinforce our policy. We need to come up with a field trip policy / procedure (Lori).
- Maybe the board could set aside some funds for those who cannot pay for the trip.
- Do we want to have a lot of fundraisers or do we want to charge a higher rate?
- If you sell this many Subway cards (for example) or pay the balance. If you sell more, the extra will go to another student.
- The staff needs to get together and decide. Then, make suggestions to the board.
- Maybe have the big field trips every other year.
- The staff should make lists at the beginning of the year.
- Come up with the protocol, which ones the students will go on, how to do the fundraisers.
- Casey will add this request for Fundraising Protocol to the next staff meeting agenda.
- Sandra and Nina will also work on this issue.
- Field trip ideas need to go through the secretary (Solveig) before it gets placed on the calendar. She needs to be the "hub." She will want the information sent to her electronically, FYI.
- After the next staff meeting, Casey will forward the information to the APC Board.
- FYI: There are field trip grants.
- We need work on getting Business Partners.

Spaghetti Feed:

The problem: Necia (the Spaghetti Feed Coordinator) delivered her baby 6 weeks early and will be unable to coordinate this.

Questions: How aware is the community and Fronteras community about having the Spaghetti Feed. Should we cancel/reschedule it? It has only been

in the newsletter two times. Necia did tell the local radio stations NOT to advertise for us. She only has two volunteers, so far (Jasmine B. and Demetria McGrew). Demetria is a friend of the fundraising person at the VFW and she said that it should be fine to cancel. Donations from ShopRite (beverages) and 3 Bears would make up part of what would be needed. We should cancel because we don't have the volunteers to take over for Necia. Necia wants to postpone until after Christmas.

Motion: To postpone by Joyce, seconded by Ernie.

Vote: Motion approved, unanimously.

Teacher's Requests:

- They appreciate the P-Cards for inessentials.

Question: Do the janitors clean the portables? Mr. Tampke has been cleaning his classroom. His portable is being overlooked. Also, our parent volunteers are not necessarily cleaning the classrooms, just the common areas.

Monthly Family Activities

- *January-Art night?*
- 12/02 Science Fair planning meeting. Imaginarium is not available.
- Science Night is in March, 2010.

Miscellaneous Reports: Nothing reported other than what is already contained within these meeting minutes.

IV. Unfinished Business

Board Election Results:

- The ballots were counted. The results were close.
- New to the board: Chris Cadieux and Nicole Whittington-Evans.
- Returning to the board: Ernie Hetrick, Nina Shaw, and Joyce Boyd.
- The newly-elected will begin their terms at the December meeting.

Parking Lot:

What was decided on the subject of teachers in Bldg. B parking a little further back or along the Bogard Road perimeter as opposed to using the closest parking spaces, which should be there for the convenience of the parents dropping off and picking up their children? It appears that Lori Koutsky is the only teacher who is now parking elsewhere. Were the other teachers notified?

Where the teachers should park was not well-received. As a board, we could encourage the teacher to park along the woods that run along Bogard Road, sort of perpendicular to building B. Casey will send an email to the teachers.

Transition from our Spanish Immersion school into High School Spanish.

Shelly spent some time speaking to Sr. Miles at CHS regarding this subject. She will expound at the meeting. The biggest problem is vocalization? Understanding of tenses is great. Immersion students have a better time with any oral work. In middle school the Spanish needs to be more mechanical. Sr. Miles wants to speak with Fronteras teachers.

Family Activities

- Science Fair Planning Meeting - Wednesday, December 2
- Art Night - January 29

- Movie Night - February 19
- Science Fair - March 18
- We hope to have the Science Fair criteria sent home with the students in January. The Imaginarium is not available. So we are looking into other possibilities for hands-on science projects for the Science Festival.

Field Trip Protocol (Develop by Board & Teachers), 05-107:

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

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

Foraker Group (Nina) – Update. Still working on it. This will be great for team-building.

Install Ice Rink: Update. Was letter issued to the landlord? Update. Not this year, is the response.

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

V. New Business:

Fundraising: Too many events happening simultaneously.

- Gingerbread House Contest
- Go For the Gravy (5k) - PE Equipment
- Holiday Bazaar
- International dinner - 4/5 field trip
- Pampered Chef
- Photos
- Pizza - 6/7 field trip
- Pumpkin pies - 2/3 field trip
- Raffle
- Scarves - 2/3 field trip
- Scarves (embroider names) - Kg/1 field trip
- Spaghetti Feed - general field trips
- T-shirts
- Telegrams- 2/3 field trip
- Theatre Performance

Water Safety at Fronteras:

Coliform presence. Update. Water Safety: Nothing has been resolved yet. There have been some upset parents. The last notice was near the end of September. Chris Whittington-Evans researched it. There doesn't appear to be a problem. A Class A notice serves a number of children for a number of months. Derrick has to do certain tests (monthly or maybe 2x/month). There have been 6-8 violations, mostly because the sampling was not done or no report was done.

Coliform: Some of it can be bad. What has been spotted has been a very small problem. The second sample came out with a negative result. There have been a high number of false positives because of dirty hands, dirty faucets, etc. The new process will trigger more extensive testing whenever the results show up as positive.

Regular testing is sent to the D.E.C. The results are published (**What is the Link???**). We need to establish a policy which will show what the process is when we receive a positive test result. We should work this out with Crossroads. We should begin by leaving a message on Casey's phone and post on the doors to both buildings and the portable. Crossroads are doing what they legally need to do.

Action: We need a procedure for when the “Boil Water” notice goes up (Nicole).

- Cover the water fountains
- Wash hands and must use the sanitizers
- Send notice to the parents
- Make sure Crossroads brings bottled water over to the school right away. Should have some stored here.
- Crossroads may purchase a water filter system.
FYI: There are some schools that have the same problem.

Housecleaning:

Mr. Tampke’s room is not getting cleaned! And, who is in charge of scheduling the volunteer school cleaning crews? (Heather) Who is overseeing the hired cleaning crew? They are only here for an hour. It is not enough time. They are here, work fast, then they leave.

Concerns: There is only one parent in building B who is doing any cleaning. We need to check with the parents. We need a list of tasks for each classroom. Demetria said the lists are in the room folders in each building. Heather Hintze-DeBerry will get a list set up electronically.

Volunteer Letter:

Revise the first warning letter. (Heather) The group reviewed the issues concerning the letter that went out to the parents as a first notice. Consider changing the working from “Volunteer” to “Community Service” since they are required to put in their volunteer hours, it isn’t “volunteering.”

FYI: We wrote into the Charter that you are required to put in volunteer time. It was recommended that a “Thank You for logging your hours” be put in the newsletter. Also, consider having a volunteer-of-the month. Add special prizes (parking space, front row seats to performances, a free T-shirt, etc.). Send a letter thanking the parents. How about a “Caught Being Good” announcement or “Fill My Bucket” award?

Spaghetti Feed: Addressed earlier.

Activities Approval Form: (Melissa O’Rourke)

“This is not a Family Activities specific request. But, I really think we need to establish an “activities” approval form. After receiving permission from the APC Board or Mr. Bowen for an event to take place, the person in charge (of the event) would then have to fill-out a very simple form stating activity, date, time, and space (i.e. classrooms, gym....) needed. This form would then be turned in to the office and ONE person would go through the forms, as they come in, and put them on the calendar. If there are any conflicts, that person can address it with the parties involved and try to reschedule. We have 4 fundraisers happening in the next week: 4th/5th Dinner, Go-for-the Gravy, Pumpkin Pie Sales, and the Spaghetti Feed. That does not include the Friday pizza sales as that money has already been collected, the Raffle, or the other ongoing fundraisers that are taking place. I, and most parents, fully support the fundraisers that happen in our school. I just feel that when we have so many so close together, they are competing with each other.

This will also help us notify the teachers farther in advance, if their classroom will be needed for an activity. When planning reading night, I made the mistake of not contacting the teachers farther in advance to ask permission to use their rooms. This activity took place the night before P/T conferences and was not a convenient time for the teachers to open up their rooms for an activity. This was completely my mistake, and I have learned from it. I think the “form” system will help everyone in the future.”

March 2010 Meeting Date:

Determine alternative date. The 2nd Tuesday in March, the 9th, is during Spring Break.
Chose either 3/2 or 3/16 as possible alternatives. March 2, 2010 will be the meeting date.

VI. Future Items/Future Business

VII. Executive Session:

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

VIII. Adjournment: 8:55 P.M.

Motion: To Adjourn by Robert, seconded by Ernie.

Vote: Approved.

APC Governing Board Members

Additional Attendees

Present, Unless Noted Otherwise:

Wendy Bowen
Joyce Boyd, Secretary
Kevin Cochran
Ernie Hetrick
Robert Kalander, Chair (late)
Lori Koutsky, Vice Chair
Shelly Lund (late)
Sandra McMillian
Kati Sanders, Treasurer
Nina Shaw

Casey Bowen, Principal
Heather Hintze-DeBerry
Demetria McGrew
Melissa O'Rourke
Nicole Whittington-Evans
