



Fronteras Spanish Immersion Charter School

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APC Board Meeting

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

December 8, 2009 7:00 P.M.



Meeting Notes

- I. 7:09 Call to Order/Pledge of Allegiance/Roll Call/Determine Quorum
- II. Approval of the meeting notes for November 17, 2009 and approval of the agenda for December 8, 2009. Motion to approve. Approved.

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: Not reviewed during the meeting.
- B. Board Updates: See information below.
- C. Committee / Team Reports:

Facilities: The biggest thing that we need to discuss is the deadline is approaching the landlord with our intentions. Sandra spoke with Ken who said he had no idea why we thought the deadline is January, 2010. Need to contact him by January, 2013 to let him know if we were going to get out of the lease. We can opt to lease to renew on a year to year basis, or we can renew prior to that time for a chunk of time.

In regards to being a tenant eternally, the above is true. We can extend the lease up until the end of it, whether it is for one year, ten years.

He failed to understand that we are discussing the pre-purchase agreement. If it is our intention to proceed with purchasing the facility we must contact the landlord by January, 2010. They want the six month window. Otherwise, they plan on advertising with us as tenant.

Sandra's message to him was that we are fast approaching the January deadline and it would be difficult to come to some conclusion with the school district. We need more time. Was the decision about 'purchase versus the lease?' He thought we were "okay- fine" and not in need to make a decision at this point in time.

Public Relations: Nothing to report.

Treasurer's Report: The check book balance is +30,000. Amounts are being held for various projects. See the list provided by Kati for further details. Fundraising has earned \$2,880. Was there supposed to be a profit from the school photos? Yes. The checks were made out to Sara Wise. Do we have possession of the equipment that we got from Pickateers? We need to check on that. (Kati) Will check on the profit and check on the

location of the equipment. The equipment needs to be stored here. We need a report from Sara Wise. And we need to know where the funds are, where they were deposited.

The amount that was allotted for Paula Monroe was the extra for insurance \$800. Per the school district, she needs to have her own liability insurance. If we retain her, she has to be insured. The amount she was contracted with us did not include the insurance. Since she has proof of insurance, she should be paid soon, once the district approves it. So, the total is 8,000.

There is about \$1069.00 being added to the raffle ticket total. But, it cost 307.50 for the tickets to be printed. The other fee is the \$325 for winning sellers.

How do we pursue bounced checks? The checks were resubmitted and they still bounced. We have had two bounced checks this year. Need to set up a policy for those who have problems pay in cash. The fundraising teams and the after school clubs need to note this.

Academic & Curriculum Report: We just finished the Aimes Web Testing for K-2. It was an ordeal for the testers. The results should be forthcoming.

Principal's Report: Casey had a spreadsheet for the budget and had various due dates and problems with the spreadsheet errors. By the time he got a sort-of-working spreadsheet, he only had two days to complete the budget report. The school district said it could be considered a draft. Lori and Ernie told him to put it together because no one else could attend a budget meeting on such short notice. He submitted it. It was reviewed the next day by Ernie and Lori. He made educated estimates based on last years's budget report.

Facility, insurance, overhead costs, last year we had a 1.8 budget, this year it is 1.9. Then the next major part is staffing....we are planning to hire another teacher (possibly for grades 4-5). Next year, we will have grades K-8. Preliminary budget is setting up so that there will be no three-grade class (i.e., 6, 7 & 8 all in one classroom).

It can be a great program, but it has to be with the right variables. The goal is to get a new teacher. Currently, this is the possible breakdown of teachers per grade, but it will most likely change:

Grade, Number of classes
7-8, 1
5-6, 1
4-5, 2

The major budget change would be considering the new teacher. Additionally, we are looking at hiring two janitors/custodial staff, two hours per day for each of them...instead of using the current cleaning service. They are looking at adding two additional duties, with basically the same hours they have now. It is difficult to find good ones that will work those hours. If two new ones can not be located, the hours will increase for the existing ones. The plan is to advertise the position for the administrative / secretarial position with a particular set of skills. The title is yet to be determined.

The volunteer nurse did not take a stipend. The volunteer nurse can not do it next year but has found someone for next year.

Curriculum and Supplies: Last year we put a ton of money into the curriculum by adding money to the science lab, etc. The supplies and materials are about the same as they

were last year, and the hope is that we won't have to cut it. We did not put a specific stipend for the classrooms, 2,000 per classroom has been budgeted.

The promethean boards are owned by the school.

We should have two more go-arounds with the budgets before it is finalized. We are supposed to have a committee meeting, submit the budget info to the board, reviewed by the board, voted on it. We are totally at the mercy of the school district, and they tend to give the principal a short time frame. This budget committee is made up Casey, Kati, Ernie, Joyce, Lori, Nina, and Wendy. The problem is that each time, so far, the school district has called back and said that we have to submit the budget earlier... by weeks. This year, the committee should be made up of: Casey, Ernie, and Lori.

Part B: Paula Monroe is now a contracted in accordance with the school district. Before the end of this quarter, she should be established as a regular contract employee.

Administrative help: The situation with the previous personnel is in transitional. As of November 20th, we will no longer be charged after that. The process is not complete, so we will not be able to post anything until it is complete.

Portables: The school district maintenance department has given us the approval to put them on site on the current grade with little to no work, with overhead power and data without trenching. In the future, if we decide to do that, we can. However, we still need the owner's approval. Part of that has been produced on the drawing that Ernie submitted to us tonight. We have to have it in writing that it has been approved by the landlord and then we can apply for the permit. Once we have all of that in hand, Casey has been informed that the school district would look favorably upon us using our money to purchase the portables.

The charter school can move their money around much easier than the traditional school can.

Fundraising: We have finally reached close to the end of our fall fundraiser. We have new protocol in place for spring fundraising. Hopefully, we will have more participation in the spring fundraiser.

Fundraising Protocol: The teacher or parent will submit in writing which fundraising activity they would like to do, to make sure there is no conflict with other teachers or other school activities. It will be reviewed by Casey; Solveig will put it on the school calendar. The fundraising request form goes to Sandra first, then to Casey. It will be communicated by e-mail (the protocol), post on web site, include a line in the newsletter that all fundraising ideas must be approved per the protocol information on the web site.

Someone from the board needs to communicate to the teachers and staff what the protocol is. Friday, afternoon at 1:30 P.M, during the staff meeting the information will be forwarded to the staff. After our last meeting, we thought Casey was going to send the information to the teachers at the next staff meeting. What happens is the teachers didn't think they were getting a principal and tend to work independently. Sandra will attend the meeting as a representative from the APC wants. We want to ensure that everyone knows that NO ONE is trying to stop the fundraising activities. We are instituting guidelines to prevent duplication of fundraisers or overwhelming everyone with too many fundraisers running simultaneously.

There are still a couple of parents who have not turned in their tickets. Legally, we can't hold the raffle unless all the tickets are returned. In the future, if we do another raffle, the teachers can put subtle pressure on the parents. We need to communicate better with the teachers during the final days of each fundraiser.

We have the issue of parking, and fundraising, and the water quality procedure. These issues could be brought to the staff meeting on Friday. Ernie will do it, and Nicole may be able to, as well. This will help the staff feel more connected to the board.

Teacher's Requests: Nothing reported.

Monthly Family Activities: Need to find someone for January's Art Night.

Amigos de Fronteras Report: No one showed up at the last meeting. There was band practice. So, no meeting. May we use Sra Bowen's room on first Wednesday of the month, 6:45 P.M? Alternating Wednesday's they have the meeting at 3:45 PM.

The previous meeting had a few attendees. There were two parents concerned with their young children having to do the mileage club. Casey said that it was a staff decision for the children to walk four laps, on Tuesdays and Thursdays. Sra Bowen's class loves doing it. There was concern expressed about having no unstructured play time.

Motion: Propose that since we started the mileage club so late in the year, the reason we had it for four days was to help boost their fitness level.... it helps them in their physical fitness testing, stamina, over all health. It has been cut back to two days. Sra Bowen suggested that all children be expected to participate two days each week. If there are children who want to do more, then let them. When they don't have structured activities and good spotting during recess, some of them will get into trouble. No actual motion was proposed; therefore there was no vote.

Miscellaneous Reports: Melissa O'Rourke: "I went with the 4-5th grade field trip. Well behaved. Service learning is one aspect of why I chose Fronteras...." See Melissa's note (email.) *Is volunteering to help coordinate what?*

IV. Unfinished Business

Was the **committee to report** to John Wheatman established? 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, and Casey. Casey and Robert have been trying to have an audience with JW but unable to do so. Three quarters of the school district are in training this month (December). JW suggested that we talk about this topic in January. The urgency was expressed about the five year status, about applying to the borough so that we can buy a permanent facility. He didn't want to discuss it yet. Probably because the superintendent is leaving and no one wants to make a decision. Troxel is not leaving until June, 2010. Things may slow down.

Robert and Casey spoke with JW, and *someone from the borough assembly* (four of them) discussed where we want to go-as far as the facility is concerned. What do we want to ask for? What is available to us? What would we like to get from the borough? The fact that the four of them are going to meet together is good.

The school district must begin treating charter schools more like regular schools.

Was the issue with the **budget spreadsheet resolved** and report forwarded to the schools district? The **budget report** was due on 11/12. Was it sent in? (Casey)

Were you able to obtain two more **computer monitors**? Unknown. It might be for the library.

Did you set up something with the district's customer service? What was it for? Last meeting, you mentioned that there is a difference in which one you use: \$11 versus \$25. We do have the choice of using them full-time or part-time. What is this for?

Portable Purchase: Please provide an update on the status of obtaining the portables. (Last meeting: Have received the permission letter from the landlord. Next step is to work on the permits (Ernie).)

Budget Concern: At the last meeting it was stated that 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.) Please provide an update (Casey).

Over-enrollment numbers: Please provide an update (Casey). Did we get the extra money, yes. Can we spend it yet, no. The pieces of money, over enrollment and sprinkler money. We got both, they haven't been delivered yet. The funds will be used for purchasing portables. \$50K returned each year for sprinkler funds.

Fundraising: Last meeting: Must come up with a system. Need to get a process to support field trips. (Casey and Sandra)

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.'

We need to have more input and help from the teachers and Ernie will speak with that on Friday, staff meeting.

Business Partners: Last meeting: We need to work on getting Business Partners. Has anyone approached any businesses? Has anyone written any sort of prospectus on what we should ask perspective business partners? The necessity for us to investigate getting on board with business partners is to help with our income. Cottonwood creek has their 'Thank You' signs on their fence.

Robert proposed to the board that we restructure some of our committees into a multi-faceted finance committee.

With our two new board members having strong financial backgrounds, we can cross over from a brand new school into a strengthen-and-continue growing status.

Robert recommends that the Budget Committee, Fundraising, P.R., Treasurer, Grant Writingall in this would be placed in the Finance Committee. There will be sub-committees reporting to the Finance Committee. With that we should include our two newest members into this Finance Committee.

Once we are all on the same page, we can solicit them better. The Rathmuson Group, need background on immersion to provide to Rathmuson (Wendy to send info to Robert). Rathmuson is very interested in encouraging the growth of charter schools around the state. They will fund things that are outside the realm of state funding. They will fund

tangible items. Are we prepared to change the structure to a Finance Committee? It would help to streamline things at our meetings (APC).

The Finance Committee is still under the APC. Ernie feels that fundraising is different than setting the budget for the school and should not be included under the Finance Committee.

We could have initiatives for the separate items.

We need a list of things that we want to accomplish.

We haven't completely figured out the new school status and the strengthening the school status. Ernie doesn't agree with restructuring the committees.

What do we want to accomplish? We need a long term vision. It is much easier to accomplish things if we have money set aside. It's easier to get more money. If we have an overriding goal to determine what it'll cost to get there.

The Facility is priority number one. We haven't made much progress because we don't know where we can go, or if we should stay, how much we need to purchase, need to develop the goal as the information changes. We need to figure out what we can do, and need to meet with the school board. Casey and Robert need to meet with them and then come back to us right away. It has to happen with the school district and borough, to help us figure out what we can do.

We need a new facility. Do we have to wait until we have all those meetings to determine where we need to go? We should draw up what our dream school would be and start working towards that. Are you okay with a finance committee without the budget committee within it? Based on our vision this is what we are looking for. The Board should be doing the long term planning. Then spin it off into committees to do what we want to do.

Focus on meeting with John Wheatman, Casey, member of the assembly to discuss what our options are. Cindy Battine is now the chair of the site selection committee. Mr. Houston, who is on the assembly, he wanted to let us know that is really in favor of charter schools. But, they don't like our lease.

90% funding of current levels. Programs based funding, 90 percent for next year. The school district is forecasting losing 30 teachers. That's looking at public schools in general. We receive our money in a different manner. We get it based on a certain program/formula, fixed cost. We can choose how we spend our money (lower teacher/student ratios, etc.) We do not have the same constraints as regular schools do.

Even though we haven't been around for long (2 years as a school), we need to "push" so that maybe they will make an exception so that we can get a building...since the program has been in existence for 8 years.

Even if the school district built a school a year, for the next ten years, they wouldn't be able to keep up with the expected growth.

We are running out of funding programs....that have been keeping all of us going.

Some of the other regular elementary schools have large student numbers in each classroom (31, for example).

Still some issues that Miss Battine still had some issues and some of our pro charter school representatives were not at the meeting.

The board members were directed to take this with them and discuss at the next meeting, on how best to move forward. Chris Cadieux will do an outline on a pitch packet. January 12th is the next meeting. Nicole will help. Hopefully, the round table meeting will take place, and the facilities team will meet prior to that. That way they are on the same page at the roundtable meeting. Then they can polish the pitch packet. Should spend some time on what the vision is for the facility.

What would it take to re-do the building? What would be changed? Could we find a better place somewhere else? The likely hood of finding some place down the street and being able to lease it is low.

Questions/Details to consider: 12 classrooms, gym, library, separate middle school students from K-1, how many acres, location, the general location of the building, how is it arranged,

Per the facility committee, Robert has participated in 12 in the area, Ernie has worked on 13 in the state, the school district has it in their mind what they want to give us, and what they will approve. If we purchase our own school, we can do what we want. If we use the school district's money, there will be guidelines.

We got the official bylaws back from the attorney. Need to give copies to Nicole and Chris. Can send a copy by email.

Business Outreach, we do not have a formal outreach, no pitch package. It should reflect: This is who we are, where we want to go, what do we stand for, what direction do we want to go, what are the benefits of this program, how do we benefit and how do you benefit from helping us. We need a PowerPoint put together for everyone to use.

Parking Lot: Has the information and the request been forwarded to the teachers at Fronteras?

Transition from our Spanish Immersion school into High School Spanish.

Last meeting: Shelly Lund spent some time speaking to Sr. Miles at CHS regarding this subject....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. Has this been set up yet? It would nice to be able to do this. The staff will take this task on, if they are interested.

Can we have an honors program in the high school for our students? Could the Spanish teacher at the high school teach at least one other subject in Spanish at the honors level?

Foraker Group (Nina) – Update. No update provided.

Water Safety at Fronteras: Update (Nicole). Part one: info sheet about what type of well, regular testing, once a month, coliform is tested once a month, with class A wells where we have tested positive at times. Part two is drafting a policy piece and procedure on how to deal with a positive test result. What will our procedure be to notify parents, teachers, and staff, and children? The draft has been forwarded to Ernie and Chris W.E. and have received their feedback. Nicole is hoping that Robert will look at it, as well.

In regards to the staff meeting presentation on Friday she wants to know what the board thinks should be done.

There are notices up on our doors stating the wells were not tested this month. The landlord is required to test the wells monthly. We need to impress on the landlord that this needs to be done and that our parents are concerned.

How to approach the landlord: They were in the building on Saturday. Sra Bowen thinks the water was tested over the weekend. The results were not sent to DEC on time. There's a lack of confidence on how our water is being handled. We need to get behind what ever we can do to appease the concerns of the parents and work with the landlord to make sure the testing is being done. Have to determine the procedure for how to respond when there's a positive test. And put the procedure on the web site, boil water notices need to be sent to the parents so they can make sure to send bottled water to school with their child/children.

There is a time limit within a certain number of days. If it is prolonged after a certain number of days, then the landlord has to provide bottled water.

Students need to use the antibacterial soap while washing their hands.

Housecleaning: Mr. Tampke's room is not getting cleaned! Heather Hintze-DeBerry will get a list set up electronically. Are these available now? The list has not gone out yet. One of the room parents pulled the list and posted them. Teachers would like a list of rotating schedule for the classrooms, step by step instructions on cleaning. Demetria will check on adding Mr. Tampke's classroom to the cleaning list. The teachers need the list. Mr. Tampke's classroom is missing vacuuming three times a week and wiping the tables tops. The room parents are not doing it all...wiping tables, taking out the trash.

Are their plans to shampoo the carpets during the winter break? Is there something in the janitorial contract about it? Wendy will check with Casey.

Activities Approval Form: (Melissa O'Rourke) Has this form been created? Don't know.

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

V. New Business:

What is the status of the obtaining technological assistance at Fronteras? The school is in need of a professional who can service both Macs and PC's.

Update on **P.A.C.S.** (Joyce). Casey will be the liaison for meetings. Post-meeting discussion changed this to: Joyce will be the liaison for the meetings.

FYI: Melissa O'Rourke will be out of town in the early part of January. Kellie Davis has agreed to take care of "Art Night" at Fronteras in January.

Motion: That the meeting minutes not be required duty of the secretary by Ernie. That the secretary will ensure that the meetings minutes are being done, but doesn't actually have to do it herself. Second: Who will take the meetings minutes consistently, come up with the policy that everyone will take turns taking meeting minutes. If you don't want to take the meeting minutes, then you find someone to take your place. If it is your turn, you do the notes.

Discussion: A way to do this, is that we record the meeting.

Suggested Amendment: Nicole will share some of the responsibility.

The notes can be more abbreviated. We should be clearer about what is being decided.

Ernie is working on the book of policies. Everything that is made as a decision is to be voted on and needs to be put in the meeting minutes.

Action points and statement of record.

Seconded by Wendy,

Vote: Motion Passes. Motion: to pass the task around the room.

Amending to the motion that the chair and presiding officer should be exempt from taking notes by Robert, seconded by Nicole.

Vote: Motion passed.

Proposed revision to the Bylaws, secretarial duties.

Motion: To head up special service learning coordinator By Wendy, for Melissa O'Rourke, seconded by Chris. (What is this coordinator position for?)

Vote: Approved.

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: Motion to adjourn by Wendy, seconded by Sandra. 9:37 P.M.

APC Governing Board Members

Additional Attendees

Present, Unless Noted Otherwise:

Wendy Bowen
Joyce Boyd, Secretary
Chris Cadieux
Kevin Cochran-Absent
Ernie Hetrick
Robert Kalander, Chair
Lori Koutsky, Vice Chair-Absent
Sandra McMillian
Kati Sanders, Treasurer
Nina Shaw-Absent
Nicole Whittington-Evans

Casey Bowen, Principal
Demetria McGrew
