

Fronteras Spanish Immersion Charter School

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(907) 376-2223

APC Governing Board Meeting Meeting Minutes March 7, 2017



I. Call to Order

Meeting called to order at 6:00pm.

II. Pledge of Allegiance *La Promesa de Lealtad a la Bandera*

Juro lealtad A la bandera de los Estados Unidos de America y a la república que representa una nación bajo Dios indivisible con libertad y justicia para todos.

III. Roll Call/Determine Quorum (5 required):

Heather, Solveig, Jennifer, Misty, Philippe, Sandra, Chris, Jody present.

IV. Approval of the amended agenda for today's meeting

Heather made a motion to approve the amended agenda, Solveig seconds, all in favor.

V. Review meeting protocol

Heather reviewed Roberts Rules and the steps we take to put a motion forward. Before we have discussion of a new issue a motion needs to be made and someone needs to second the motion. We then will have discussion about the motion on the table. Chair will then pose question on the table, and then all board members will vote by raising their hand if they are in favor.

• Persons to be Heard – 30 minutes maximum

Mary Wargo stated she attended the spelling bee and thought that it was a great job for those who organized the event, all the kids had fun too.

VI. Standing Agenda

- A. Approval of meeting minutes from February 7, 2017
 - a. Misty motions to approve February 7 minutes, Sandra seconds, all in favor.
- B. Chair Report-Heather Charton
 - a. Roberts Rule states that when board members are having discussion, one person has the floor. Heather reminds us to be respectful. Misty asked if taking turns around the table would be helpful. Heather wants to keep informal open discussion, not too structured. We should strive for a collective discussion.
 - b. In regard to friendly amendments, if made by a board member the amendment should not be directed at one person. Amendment should be brought to the table, board members can disagree.
 - c. D&O Insurance or Director and Officers Insurance for non-profits is recommended by Foraker. Heather is doing the research. This would be something to consider to help protect board members from liability and would be purchased as a board.
 - d. Our parent language acquisition project will be difficult to do this year since we are finishing third quarter. Heather sent Yeimy an email hoping that she would be able to help with this endeavor; however, she had not responded yet before our board meeting.
 - e. Heather is the one member on our administrative evaluation committee, all board members are welcome to join. Will include sending out a survey to staff. Heather has met with Jennifer to set goals, and review how these goals have been achieved.
- C. Principal Report- Jennifer Hutchins
 - a. See attached report
 - b. Current Intent Forms (K-17, 1-55, 2-40, 3-34, 4-27, 5-36, 6-26, 7-20, 8-13, 24 kindergarten applications), 292 enrollment
 - c. Spanish Spelling Bee was a success. Jennifer states we had

positive feedback from Government Hill and Houston HS.

Originally had 7 schools signed up to compete; however, due to travel schedules were not able to come. Jennifer stated next year she will get feedback early in the year to schedule for a Spring spelling Bee. Government Hill would consider hosting next year.

- d. Peaks Testing. Chris asked what our testing regime is? Jennifer states the state standards has put the PEAKS test in place of SBA's. PEAKS test is done once a year and results are tallied in the fall. MAP testing is done quarterly. Are we redoing STAMP? Yes in April. We will do twice a year, this test runs 2 weeks. Jennifer states that Government Peak noticed their students tested at a higher level of Spanish.
- e. Chris mentioned we have warranty items that will expire in June. Jennifer states there is nothing that Howdie is not aware of. Chris recommends we amend anything prior to the end of July.

D. Treasurer Report-Misty Adams

- a. See attached report. Spirit Gear fundraiser was a success. Reminded us we don't have to pay for shipping and had a total profit of \$442.30. Misty recommends starting next year at the beginning of the year and change out the selection a bit.
- b. Discussion of income expense report submitted. We had a question about \$1000 misc item between 9-1/16-9/30/16. Misty said she thinks this is just a typo and will clarify for us.

E. Elections Committee-Solveig Eisdness

- a. We have 3 outgoing staff seats to fill (Sandra, Solveig, Philippe) and one parent seat (Chris). Liliana's post is open and needs to be filled by appointment since she is resigning. Applications have been submitted by Solveig (classified second term), Philippe (certified second term), Lynda Denny (appointed staff seat), and Jen Manion (parent). We are short one teacher application.

Elections committee would like to appoint Lynda Denny to fill Liliانا's vacant seat. Chris seconds motion, all in favor. Lynda present at meeting and welcomed to the table. Solveig stated the committee discussed at length Liliانا's open seat and referred to charter as their guide. Lynda Denny can finish Liliانا's term and then can run next year if interested. Certified staff positions need to be filled by employees qualified as certified, and in the fall we will have a vacant post for a teacher. Election is at the end of April the same night as the lottery.

F. APC Board Calendar-timeline review

- a. Language acquisition projected completion date moved to next year.
- b. Facilities committee tasks include recommendations for facility use, maintenance, and repair schedule. Use determined by the district.
- c. Fundraising can be added. As a board we will discuss options as a group in April.

VIII.Unfinished Business

IX. New Business

A. Faculty Minigrant Request

Heather motions to approve mini-grant application, Misty seconds. Discussion on table. Misty wants to go over receipts from Señora Torres to determine how much is really needed to finish the project. Sandra states she can help get more info. When reviewing original application there was discussion that \$500 might not be enough to cover all materials. Philipe asked is it worth increasing our \$500 cap? We don't have enough information and should allow them the opportunity to reapply, Chris says structure of application isn't adequate. *Heather amended motion to say that if Torres resubmits with an itemized amount and we can vote on amendment via email.* Chris continues discussion to ask do

we want to raise the cap of the mini-grant? Heather asks can we move forward to vote, *all in favor of Torres resubmitting itemized amount.*

Solveig and Jennifer both suggest making a separate application for a single teacher vs multiple teachers. Solveig motions to use two different forms with a budget of \$500 per teacher, Lynda seconds. Chris mentions the APC would need to be prepared to fundraise. Misty says their needs to be a time frame to accept applications. Heather says would give out only so much per year possibly use as an incentive to apply early. Motion does not pass, agree to take some time to consider all options.

B. Anti-Bullying Presentation

Okomoto Karate is requesting to do a presentation at the school with an anti-bullying message for students with demonstrations for K-3 and 4-8. Topics include “what is bullying?”, “what if you are a bully?”, ways to respond, deflection methods, release technique, and how to be a friend. Heather says they are vague with their exact approach, Solveig wants a better definition. Misty requests a board demonstration. Chris states we have turned down for-profit businesses in the past, feels like we could be opening a “pandora’s box” with not having a certifying entity to back the program. Jennifer says its a sales pitch. Chris mentions may be best to look to other non-profits. *Heather motions do we want to move forward with the Okomoto Karate program? Jody seconds, No one in favor, motion does not pass.*

C. Year End Feedback Surveys

Heather states previous boards have sent out school satisfaction surveys to the Fronteras community. Since we are in a new facility we would like to get opinions from people. Would we like to put a survey together for this year? Lynda poses we can ask how do they feel about changes. Philipe suggests asking their favorite thing about Fronteras and also comments about anonymity. Misty states we can give them a choice and name would be optional. Heather would like to ask about events. Solveig asks how much weight would we give to negative

comments. Jody asks would families be able to comment about teachers and staff? Previous survey had 9 general questions with answers ranging from excellent to needs improvement. Chris will email previous survey. Heather suggests using old survey and adding some new questions. *Heather motions to move forward on year end survey, Sandra seconds, all in favor.*

X. Executive Session

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

XI. Future Items/Future Business

Regularly Scheduled Board Meeting April 11, 2017

XII. Final Actions and Adjournment

Solveig motions to adjourn meeting at 7:25 pm, Sandra seconds. All in favor.

APC Governing Board Members

Heather Charton, Chair
Philippe Onfray, Vice Chair
Misty Adams, Treasurer
Jody Soeder, Secretary
Solveig Eidsness
Sandra Page-Carranza
Lilliana Taner
Chris Whittington-Evans
Jennifer Hutchins (ex-officio), Principal
Beckie Murphy-CML