

Fronteras Spanish Immersion Charter School

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(907) 376-2223

APC Governing Board Meeting Meeting Minutes for February 7, 2017



I. Call to Order

Meeting called to order at 6:06pm.

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):

Members present include Heather, Jody, Philipe, Misty, Jennifer, Sandra, Solveig, Chris, and Beckie

IV. Approval of the agenda for today's meeting

Beckie motions to approve agenda, Sandra seconds the motion.

V. Review meeting protocol

- *Wait for recognition from the chair to speak*
- *Let people give their reports and ask questions*
- *Keep non-productive comments to a minimum*
- **IV. Persons to be Heard – 30 minutes maximum**
- *Must sign up before meeting begins*
- *Each person will have up to two (2) minutes to speak.*
- *Minutes may not be shared with others.*
- *Comments shall be civil*
- *Comments will not be addressed by the Board at this time.*

VII. Standing Agenda

- A. Approval of meeting minutes from December 13, 2016. Solveig motions to approve minutes and Beckie seconds the motion.
- B. Misty noted that under Treasurer report regarding the \$700 from Believe Kids Fundraiser, this was not a profit amount. This \$700 was a bonus from Believe Kids for our school based on our total sales, which we are able to spend out of their catalog. Motion passes to approve amended minutes.

B. Chair Report

- Recycling program has begun. Jody and Heather recruited students from grades 4/5 to collect recyclables from classrooms during their Friday recess. Permission slips were sent home and teachers notified which students are involved. Parent volunteers have been recruited and given a schedule to pickup weekly. Smocks have been ordered for students to wear while participating. Students are accompanied by Jody during their recess collection times. Recycling bins have also been ordered for K-3 classrooms.
- We determined that since our move we are now out of boundary to participate in North Lakes Community Council meetings and submit an application for funding. Chris thought it would be worth continuing to seek funding from other sources regarding funding for our library and outdoor supplies.
- Board training. Both attempts with scheduled training fell through due to unforeseen issues with Foraker, they were apologetic when Heather talked with them. We discussed the idea of finding other opportunities; however, the cost is very high. We have been paying an annual \$100 membership fee with Foraker and the session are \$500 which we agreed are economical. We will table training until after our April election to include new members.

C. Principal Report

See attached report by Jennifer

1. Projected enrollment, right now we are at 290. Breakdown of students for each grade:

15 (K Siblings), 23(K), 44 (1), 33 (2), 30 (3), 23 (4), 35 (5), 23 (6), 17 (7), 9 (8).

Next year we will have 2 kindergarten classes. Chris asked what are we targeting and how does formula change? Jennifer says 250-450 is our formula and we will always reach this.

2. We are acquiring an additional middle school teacher. Ms. Pierce and Señora Cook have presented a schedule, students will be assigned a homeroom teacher for each grade. Each teacher will teach one subject. Looking for a Spanish speaker. Ms Pierce will move to science lab. Discussion about furniture in that classroom, will tables work? Yes. Do we have enough lockers? Will confirm. John Rodgers will not be contracted for next year. April 1 will be next round of postings for positions.

D. Treasurer Report

See attached report by Misty.

2. Spirit gear fundraiser started. No other fundraisers are going now. Samples available in office and also available during PT conference. Items can be purchased

with order form or online. The APC will get 10% profit of all orders. Fundraiser will end on 2/24/17.

3. Misty attended budget open house at Fronteras and thought it was well received. Event was held in the gym at Fronteras. Several other open houses are scheduled in the borough and encouraged us to go. The district presented a clear and thoughtful picture of the education budget for our state and would like public participation via survey and public comment at meetings.

4. Audit information. Misty was able to get information from Lyn Mitchell and another CPA who specializes in non-profit accounting regarding getting an audit of the APC budget. The quote was \$7,000 for an audit, \$3500 for a partial audit. Misty pointed out this is expensive and if charter does not require it then not worth it. Our account with Mat Valley Credit Union documents all transactions of APC ever since school started. Our transactions are minimal and an open book. Chris says getting an audit is best practice. He would like to confirm if this is a requirement by our charter, and also if it is a requirement for our lease. He has asked several people with the district about clarifying and not received information. We should make sure we are covered. Heather sees the APC budget as very different then the school budget, but agrees we need to clarify our obligation with regard to the APC. Solveig says Acacia did a financial statement. Jennifer will clarify the funds with USDA and Misty Hull, our contact. Misty wants us to table the vote for now and clear up all questions. Chris may be able to find a company that would do an audit for us pro bono and will follow-up. Overall discussion of group leans toward not doing audit unless required.

E. APC Board Calendar

- Removing UAA Art Collaboration under Fundraising which includes partnering with students. We have not received response from them for some time. If opportunity arises again we will discuss opportunities.
- Under Board Development we will remove updating board pamphlet, decided we can use current pamphlet as a pdf document. Board training will be pushed to April due to Foraker cancellations for two scheduled sessions in December and January.
- Under policy manual review we will push our search for a word search program that will aide in retrieving previous pertinent board minute information to March. Our language acquisition survey was a success and can be removed.
- Curriculum committee elections will be in April.
- Hiring committee board members include Amber Rinella, Misty Adams, Jamie Francisco.

VIII.Unfinished Business

A. Parent language acquisition survey results

We received 52 respondents to our survey, 86% said “yes” to a once weekly Spanish class. A weekday class was preferred, with parents building on Spanish they already know. 44 people said they would pay \$120 a semester. Heather commented that this is tricky question because expense may change depending on how many people are in the class. Lots of positive comments, suggestions not to do a weekly class. Discussed option of combining an online resource with meeting in the classroom. Beckie thinks we are describing a typical university class by thinking about a class a semester, meeting 3-4 times a month. She would support a blended model, which may not overwhelm a teacher. Misty asked would we start this year, we could start planning for next year and give us time. Heather would like to do a trial this year. Jamie Francisco is very busy now but could be support or give suggestions to another tutor. Discussed possibility of APC supplementing some of cost for a tutor and asking people to pay up front.

B. Fundraising

Committee brought to the table a proposal (see attached) for fundraising at Fronteras. Their goals are to devise a concrete approach to approving fundraisers and take the burden off of the principal. Approval will go through the APC Board, we will not take money or proceeds. In the proposal is a list of standing fundraisers and additional fundraisers that would be funneled into the Christmas Bazaar and/or a Family Business Flyer. Chris concerned about a family business flyer and that we are “certifying” that these groups are ok. The APC should not be in the business of endorsing certain businesses over others. Jennifer states the district does not allow food service to be brought on campus if Fronteras would advertise. This could be included in the guidelines. The Aces, which Jennifer mentioned in her principal report, can be added to list of fundraisers. The discussion revolved around the idea of fundraiser fatigue and concern that our families are getting overwhelmed. Solveig stated that whoever is organizing the fundraiser will determine where the profit money will go. Top four of the standing fundraisers bring in the most profit. Is a pamphlet allowable? Jennifer will find out. Solveig would like committee to consider that she likes certain fundraisers based on how they benefit her such as Scholastic books or art pieces made by her kids. Misty stated they are trying to streamline the process, base choices on guidelines, and the number of fundraisers going on in a designated period of time. School pictures are no longer a fundraiser. We previously had a parent willing to do all the work and gave

money to the school, another parent has said they could do pictures but not for free. Considering now choosing a company and having parents pay for the services.

IX. New Business

A. Budget Presentation from Solveig

- Presented the Fiscal year budget explained the green highlighted rows are discretionary spending which are the only thing we can change. Some the changes from last year are building in a tutor under “improvement of instruction” and also a middle school teacher under “regular education”. There are no travel plans for next year, no immersion conference. Encumbrance in some cases we know we are spending that, the district gives us this money. Motion by Misty to accept projected Fronteras Charter budget for 2017-2018, Onfray seconds the motion. All in favor motion passes.
- Solveig presenting Feb FY17 Budget. Unexpected expense for facility came up related to paint, tac board, bulletin board, and portable flooring. School needs to have board approval for expenses over \$5,000, Bill was \$17,000, Facilities committee made decision to move money from “teaching supplies” to “other purchases”. Quality of the paint and flooring around the building is concerning and will need to factor into budget in future. Chris says we are still under warranty we can go back to contractors and discuss, Jennifer said she did and it is not covered. Beckie asked who did the paint? Howdie subcontracted the original paint job with the new construction and Rodda did the recent paint updates. Chris asks that facility committee be made aware of these problems as they happen.
- Finance committee is proposing we pay forward our lease for 3 years and also to increase the amount of money that can be moved around in budget (currently \$5,000) for requests that need to be brought to the board. Our lease is \$133,000 balloon payment for next year. Solveig states if we pay forward our lease then we would not have loan payments and can budget differently.

Motion to extend meeting at 8:00pm by fifteen minutes. Solveig motions to extend meeting and Jody seconds the motion, motion passes.

- Heather explains that the finance committee has spent time going over all the numbers and reviewed all options. Solveig says anything and everything this year will go to the loan which is an extra \$900,000. Committee believes that best use of

money is to pay loan down. Solveig motions to approve the forward payment of our loan for the next 3 years, Misty seconds the motion.

- Discussion: Solveig states we need to make sacrifices in the future, if we don't spend this money now we could potentially lose the option to spend it. The school district very well can take the money away. They have reached out to teachers already for next year and determined needs which are included in the budget. Chris has concerns that previously we had more income and revenue and had lower lease and tax payments to make. Also Chris is concerned about unexpected costs in the future and if we deplete our reserve we may not have the money. Solveig states we get a flat allocation per student and that funding is not in jeopardy.

Motion to extend meeting at 8:20 pm by 15 minutes. Chris motions to extend, Misty seconds motion.

- Solveig states our rollover for this year is over \$900,000. She would like to see us put money away every year and not use every penny. Solveig gave example if we paid 2 years of loans, year 3 we would have \$333,000 which could be used for loan payment and other expenses, but it makes more sense to her and finance committee to not pay loan payment like this and just pay forward 3 years. We may need to make sacrifices in the future based on district spending projections. Heather summarized at the end of the year we have always had rollover, we have a motion on the table to pay forward loan, just over \$900,000. Vote was Beckie abstained, Chris opposed, 7 in favor, motions passes.
- Solveig motions to move \$20,000 from "teaching supplies" and put into "other purchase services", Jody seconds the motion. Discussion included Chris asking about snow removal costs at \$350/hr, Solveig anticipates \$5000 for the year, radio advertising still to do. Motion passes.
- Solveig motions to increase the amount of money to be brought to the board for approval. Currently it is \$5,000, would like to increase to \$20,000. Chris asks about the procurement allowance sole source vs bids is anything over \$5,000. Friendly amendment by Chris to change the amount to \$15,000. Solveig rejects the friendly amendment. Vote 8 in favor to pass, Chris opposed.

B. Anti-Bullying Event

Will table until next meeting.

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

Rescheduled Board Meeting for March 7, 2017 due to Spring Break.

XII. Final Actions and Adjournment

Chris motions to adjourn the meeting at 8:40pm, Sandra seconds the motion, motion passes, meeting adjourned.

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