



Fronteras Spanish Immersion Charter School

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APC Board Meeting

Location: Joe D's Portable
January 15th, 2013 - 6:00 P.M.



Meeting Minutes

I. Call to Order

II. Pledge of Allegiance

Roll Call/Determine Quorum Number required for a quorum: 5

Board Members Present: Erik Hierschmann, Reanne Stephens, Michelle Niland, Jennifer Schmidt, Joe Dinwiddie, Gwen Schneider, Jackie Cochran, Jill Bang, Jim L., and Tammy Hemmerl; - attendees;

III. Approval of the agenda for today's meeting

Motion: Joe moves to approve the January, 2013 agenda. Michelle seconds.

Motion unanimously approved.

IV. Review meeting protocol

- Wait for recognition from the chair to speak
- Let people give their reports and ask questions after each report
- Keep non-productive comments to a minimum

V. Persons to be Heard – 30 minutes maximum

- Must sign up before meeting begins, each person will have up to two (2) minutes
- Minutes may not be shared with others
- Comments shall be civil
- No public comment past this time
- This is not a question and answer time- Comments will not be addressed by the Board at this time.

VI. Standing Agenda

A. Approval of meeting minutes from November, 2012

Motion: Nicole moves to approve November Meeting Minutes. Gwen seconds.

Motion unanimously approved.

B. Chair Report 5-10 minutes

Up and coming meeting regarding water quality, DEC and the landlord. Trying to get water quality up to standard. Meeting should take place in February. Some bacteria other than ecoli found in water.

C. Principal's Report 15 – 30 minutes

- Budget for 2012-2013 school year
- Student performance & curriculum
- Enrollment

- Parent communications/concerns
- Hiring
- Other

Principal –

- **Water:** Dave Wanton at DEC has been assigned to work with landlord regarding water. No child has been harmed from the water.

- **Advertising:** 100.9 radio ad has been renewed. Margie Van Ness is our contact.

Theater ad also renewed and ads will start February 15th.

- **Custodian Position:** Karen Coon, custodian, has applied for a position at Goose Bay Elementary and will be leaving Fronteras. Two week period before we can advertise.

- **Fronteras English Spelling Bee** – January 31st, at 8:30 pm. 3rd – 8th spelling bee. Spanish spelling bee will come after this. More specifics to come in February.

- **School District conference** – Jan. 25th, 4 staff members. Building Student Success and positive behavior support systems.

- **Budget** deadline on Tuesday. Proposed budget to share at February meeting.

- **Student Enrollment Projections** - 241 is proposed student number for next year. Need more space/capacity. Portable option – \$125,000 plus cost of moving. 11 offices in it. Second and 3rd grade classes likely 24 a piece, as the 4 K-1 sections are moving up into 2 -3rd grades.

- **Curriculum Alignment** - Jackie is starting to map out our entire curriculum at the school. We are in brainstorming session right now – what works, what doesn't. Having problems with time to do this work. Jackie is meeting with teachers 20 – 30 minutes at lunch time once a week. Grade level expectations, standards, for example. We're mapping out and then identifying units that work for each aspect. 30 minutes per meeting, does not give enough time to really progress quickly. 2014 – 2015 the standards will be changing. Thanks, Jackie, for taking this on!

D. Treasurer's Report - 5 minutes

Reanne went through banks statements and reconciled through the end of the year. There was a large deposit from a Torres parent fundraising effort. E-Script for Carrs grocery store receipts - \$1,000.

\$1,485.00 check made out on October 9th in a branch store. Not sure what this was for?

Finishing the bank reconciliation – there are some uncleared checks from 2010 – 2011.

10 items that are not cleared, none of them very big.

\$17,295.00 – current balance.

E. Committee/Team Requests- *Written reports should be submitted to the Secretary 1 week prior to Board meeting for all Committees so that they be reviewed by APC prior to meeting* Please keep oral reports as brief as possible

- Facilities Committee Report

December 18th, Chris W-E, Melanie and Misty met at Mr. Moosy's office at the Borough to present our application for the loan to his group. It was so well received, with a lot of support, but they wanted to see financial projections.

Jennifer along with District, Mr. Forest, got projections together. Luke Fulp, the CEO for the District put together a 3 – year projection through 2016, keeping our student number at 241 students. He also did a growth of twelve students per year. Only thing not included are costs of new teachers. Also did 3 –year projection with cap of 225 student numbers. Jennifer took all three projections to the Borough. We're waiting to hear back now. Our septic system is a limiting issue for us on

growth. We are on waiting list to get portables from Academy as well. Loan would be 3.5% interest loan. As we grow our costs go up – staff, bathroom additions, and facilities costs. Should hear back this month on the loan application. Once we hear, we will move forward on application process, which the Borough will be doing. Borough's financial's are in good shape, so we are sitting really well with respect to this potential. Target for new facility move-in - One more school year at our current site, and move in to new facility in fall of 2014.

- Board Development Committee Report.
Erik distributed articles on Finish education system.
Interested in making parents more aware of the board. Last meeting we discussed easy links for parents. Erik is brainstorming how to improve our web site for volunteer access to board information. Some really succinct, bullet-pointed documents might really help. Jackie wishes board members would be more visible at Fronteras. Time to address parents and teachers as a board. Erik is considering composing one-page documents and run them by the board before uploading them to the web site.

Erick read Charter School University book – just a few minutes should be devoted to talking about a big, broad question at the school during our board meetings. Examples – “Why does your school exist?” Broad questions like this help the board focus on school issues.

VII. Unfinished Business- Action Items

A. Board Fundraising

1. Nisha – getting ready for our next big school fundraiser. Looking at the Elks Lodge on April 6th. Looking to keep the same theme as last year; Found a great caterer at \$10.00/ plate. Caterer wants a down payment. We're shooting for 150 people. Her deposit would be ½ of the amount - \$750.00. 30 days before hand we give her a definite yes.

Motion: Michelle moved that we allocate \$750.00 for school fundraiser caterer deposit. Nicole seconded.

Discussion - April 6th was only day left in April. Not a huge space for 150.00. Elks Lodge is \$550.00, or \$75.00 per hour with a three hour minimum. A lot of the same parents are participating with this fundraiser, so it will be a lot easier. If we want the Elks Lodge we need to jump on it.

Unanimously approved.

2. Raffle Update – Raffle should be APC board fundraiser. Theme – Support Spanish Immersion at Fronteras.
 3. Video Camera for Fronteras. Is Fronteras interested in purchasing a video camera? The Christmas performance and glee club performances would be so terrific to record. We had a video camera that disappeared. We can look into purchasing another one with better controls on it.
- B. Curriculum Development – see above.
- C. Language Immersion Conference – Jennifer indicated the one we were looking at is not available, unfortunately. If there is one that we can find that works, please bring it to Jennifer Schmidt's attention.
- D. Facebook Site Update – Jill posted today about enrollment, board elections in April. There is some feedback.

- E. Administrator Evaluation Update - Nicole has received two forms. Extending deadline to next board meeting. Would like to have more input to make this process meaningful.

VIII. New Business

- A. Time permitting, non-agenda items – .

Michelle raised that it's important to begin having discussions at the board level regarding our test scores – our weaknesses, strengths, and what to do to address any weaknesses. The District is looking at information in Laymans terms that can be sent out to parents.

Jennifer and Gwen are attending meetings at the District at the Data Workshop (once a month for 3 hrs.) to get better understanding of the test scores. Fronteras is above overall District levels. Shawn Arnold - can he come to Fronteras board meeting February 12th to discuss our test scores? Jennifer and Gwen will look into this.

- B. School Security – topic for next meeting agenda.

IX. Executive Session

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

X. Future Items/Future Business

Next regular board meeting: **February 12th, 2013, 6pm**

XI. Final Actions and Adjournment

Meeting adjourned at 7:29 pm.

APC Governing Board Members

Jill Bang
Jackie Cochran
Joseph Dinwiddie, Vice Chair
Erik Hierschmann
Michelle Niland, Chair
Marcus T. Reum
Andrew Reynolds
Gwen Schneider
Raeanne Stephens, Treasurer
Nicole Whittington-Evans, Secretary
Jennifer Schmidt, Principal

La Promesa de Lealtad a la Bandera

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