



Fronteras Spanish Immersion Charter School

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APC Board Meeting

Location: (Building A – Multi Purpose Room)
June 14, 2011 7:00 P.M.

Meeting Minutes

I. Call to Order/Pledge of Allegiance/Roll Call/Determine Quorum

Nicole called the meeting to order at 7:08 pm.

Jackie lead the pledge.

Roll call ~ all board members present except Chris Hamilton (on vacation this week).

II. Approval of the agenda for June 14, 2011

Motion: Marcus moved to approve agenda. Connie seconded Marcus' motion to approve today's agenda. **Motion Approved unanimously.**

Motion: Michelle moved to move approval of board meeting minutes to next meeting. Marcus seconded. **Motion Approved unanimously.**

III. 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

IV. Persons to be Heard

- 30 minutes total
- 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 and are not to repeat earlier statements

Nicole reminded those in attendance of the procedures for "persons to be heard".

Jackie Cochran said she was very excited about this board; she feels we will be one to move the school forward. Jackie went to the District office yesterday and spoke to someone about grant opportunities. She said she is looking forward to next year and is very positive. She wants the board to start thinking about what we and our students need.

Veronica Wolf needs to know whom to address regarding considerations/input regarding after school programs. She is leaving next week and will not be back until the end of August. She is concerned about funding and guidelines. She needs supervision to discuss funding, volunteers, etc. Where can she get support? She doesn't want to wait until the end of August. She also wants to know if the Board will discuss giving each classroom a spending account for field trips, etc. when funds are raised. 4th & 5th graders are going to Kenai Space Center, and raising funds now needs to be considered. Also, Veronica has already reserved an evening in December for a family night at the VPA (Saturday matinee). VPA also set aside a day for us to see The Wizard of Oz. It would be nice if we could put all of this into a big

calendar (her 4th item!). Where can we put all of the information so all can see? Nicole asked who provided support and supervision for Veronica last year in regard to after school clubs. Veronica said no one! She said she would like to re-name after schools clubs to "After School Enrichment" ~ it is not babysitting. Michelle questioned whether or not Veronica has talked with Amigos de Fronteras. Veronica said no, but there were only 2 members of Amigos; she said we – all members of Fronteras – should attend at least one Amigos meeting. She also proposed we rename it to add "PTA or PTO" in front of Amigos de Fronteras. Veronica wants to require all family members to attend at least one Amigos meeting. Nicole moved the discussion to fundraising. Nicole informed those in attendance she has recently given board members a binder which includes information on fundraising ,etc. This is something we are looking into, so cannot give a firm answer now. Nicole also referenced a big calendar Nina Shaw forwarded her. Nicole said she and the board would like to see the list of events Veronica has. Andrew said calendaring issues should be an administrative issue to pass on to our new administration. Veronica would like to see the calendar on the web site. Gwen asked if Veronica had the 1st quarter activities lined up. Veronica said not yet, but Go for the Gravy, Meet and Greet, Alaska State Fair, and Work Days need to be discussed ASAP. She also said we need to order shirts; she had lots of ideas for activities and sports (a Booster Club). Marcus suggested if we could put this in the principal's lap. Michelle said if Veronica would email her all of the info, Michelle would forward this to the new principal. Ms. Reynolds said a lot of the things Veronica discussed fall into the Amigos arena, and she and Demetria will work with Veronica.

Mr. Ramirez said he was looking forward to getting a new principal. He expressed his interest in having a Spanish speaking Principal. Nicole addressed this stating that there are a lot of characteristics to consider when hiring a Principal. While everyone involved in the hiring understands the benefit of Spanish fluency to the school, this asset did not necessarily trump other characteristics that are also very important. He questioned whether teachers would continue to be on the board with the new principal. Nicole discussed the requirements of the charter, and said it would take time to revise charter and potentially change aspects of it. Ramirez said he would like to give the principal the best chance. Conflict of Interest Committee is already established, and Andrew invited Ramirez to be on the Committee.

Wendy Taylor questioned how to register students on-line. Jill and Connie informed those in attendance that it was available on iParent, and Jill mentioned a note about this would be sent out soon. Registration on-line for the new school year will not be available until July 1st.

V. Consent Agenda

A. Approval of meeting minutes – Draft meeting minutes for May 10th and June 2nd, 2011 (this item moved to the July board meeting.)

B. Board Updates

Nicole updated us that she presented to the School Board our Annual Report. She wanted to express thanks to Ernie Hetrick for his support in helping with this year's report, as well as all those that helped to pull this together. She acknowledged that some things were not included in the print version, but were mentioned in the oral report (P.E. and volleyball team, for examples). She asked that we all start thinking about what to include in the upcoming annual report. She also said the report and presentation was well received.

Nicole also handed out binders to board members with information that needed to be passed on from previous board including this year's Annual Report and a variety of other documents. More information is to come as the weeks and months move forward.

C. Committee/Team Reports

- a. **Facilities** ~ nothing to report at this time; no one chairing this committee, and is open for finding a new chair. Michelle Niland will be the chair of the Facilities Committee. Marcus asked what this committee does; Nicole said it focuses on finding a new facility, funding, working with District. Marcus will work on the committee with Michelle. Nicole mentioned Chris Whittington-Evans and Ernie Hetrick are involved participants in this committee. Nina said it needs to be a stable committee. Michelle will check with Ernie about what has taken place already. Veronica said she would be traveling, so would be happy to take pictures of any places we would be interested in seeing.
- b. **Treasurer's Report** ~ Heather presented a balance sheet to the board. Currently in the account is \$29,607.87. Heather reviewed the items on the spreadsheet (attached). Discussion of music teacher funding and playground/PE equipment that is already ear-marked. Nicole discussed the Puerto Rico costs, which was brought up at the last regular board meeting. The prior board discussed items that the board may reimburse. Nicole said communications had already taken place regarding this, but Nicole does not know if reimbursement was ever formally approved at a board meeting. She wants us to revisit whether the board will reimburse those funds. Nicole motioned that we approve reimbursing the +/- \$1,800. Jennifer seconded. Michelle questioned how much have we already spent on the trip. Heather explained some short-fall. Andrew said it feels if parents think they were getting reimbursed, we should reimburse it now. Nicole says there was unofficial approval by the prior board. Michelle Buener said if any money was paid by board, we need to talk to Solveig because all funds were raised for the Puerto Rico trip. Also, she said there was surplus funding in the Pizza Account that could go back to the board for the trip. Sandra said as a prior board member she remembers \$1800 was approved. Each child was allotted up to \$100. Nicole retracts her prior motion. Each of the nine Fronteras students will be reimbursed up to \$100, which was already approved by the prior board. The permanent Treasurer will follow up with Solveig in the fall. Michelle moved to reimburse Jill Bang for lunch that was incurred during interview process; Andrew seconded; none opposed.
- c. **Budget** ~ Joe said this committee hasn't met since April due to certain stipulations.
- d. **Principal's Report** ~ no principal to give report; Nicole said we will discuss new principal issues later.
- e. **Fundraising** ~ Sandra still working on this, but we need a fundraising committee chair (still to be determined). Sandra put a lot together for the new chair; it's in the board box under a tab named "Fundraising". The folder also includes instructions on how Fronteras can obtain a gaming permit.
- f. **Grants** ~ nothing to report at this time; we need a new chair for this committee

- g. **Academic & Curriculum Report** ~ nothing at this time; this chair must be a board member. Jackie said she had some information about a video opportunity for our school. Jennifer and Connie said Hilarie Mauldin is interested in being on this board if a board member will chair it. Nicole said Hilarie and Gwen were very helpful with the academic portion of the Annual Report, and she expressed sincere thanks to them.
- h. **Conflict of Interest (COI)** ~ Andrew said there has been one committee meeting. He passed out at the meeting a COI memorandum that was forwarded by Stephanie Allen. He said it was good, but not perfect for Fronteras. He asked those in attendance to review and comment on the draft COI memo. He said the committee also talked about teachers being on the board with the principal. He pointed out it is Alaska Statute that teachers should have representation on APC boards. The committee also talked about the COI issues regarding community-member –at-large positions.
- i. **Information & Communication** ~ Nicole said Chris Hamilton is leading up this effort and is doing an excellent job and we appreciate all of his efforts.
- j. **Amigos de Fronteras / Family Activities** ~ Jordan Reynolds wants to do a meet & greet with new staff and principal (instead of a back to school picnic). Idea is a BBQ where schools provide meat items, with parents providing side dishes and desserts. Idea is to bring us back together to say we are still here and still a family. Her idea for a best date is Friday the 8th of July. Wants to incorporate a work day into this on Friday. Michelle said Demetria told her the 3rd week in July. Jordan asked for reimbursement of meat. Discussion continued about good dates.
Motion: Connie moved to approve up to \$500 for meat for the meet & greet; Nicole seconded. Wendy Taylor said the 1st two years we relied on donations from Three Bears. **Motion Unanimously Approved.**
- k. **Miscellaneous Reports** ~ nothing to report.

VI. New Business

- A. **Election of permanent officers** – open positions are: Chair, Secretary, Treasurer.

Motion: Connie moved to hold off on the Secretary position until Chris Hamilton returned. Nicole seconded. **Motion Unanimously Approved.**

Motion: Marcus moved that Heather keep the Treasurer position; Michelle seconded; **Motion Unanimously Approved.**

Andrew asked if Joe wanted to stay as vice-chair; Joe expressed that he wants to keep position.

Motion: Connie nominated Michelle Niland as Board Chair; Jennifer seconded. Heather feels it is a heavy position, so wants to hear description. Andrew read the description from Charter.

Motion: Marcus nominated Andrew; Heather seconded. Andrew is willing, but needs help; there is a lot to do that must be delegated. Marcus questioned how much needed to be done outside of board meetings; Nicole said it requires a big time commitment and she feels it would be better to have someone who could be at school and available on a

regular basis. She said it needs to be a balanced person who will take everyone's opinions into consideration and will earn the trust of the board. Jackie suggested Nicole, but Nicole said it is hard for her to be at the school due to other commitments. She, like Andrew, would need a lot of support and people to help. Jennifer said both Andrew and Michelle make everyone comfortable and are easy to talk to, but Andrew has a full time job, whereas Michelle is already at the school a lot. Nicole said she has heard that when you have an effective and strong principal, the job of the board is easier. Marcus said both of those suggested would be suitable. Andrew said he has noticed Michelle likes to be involved (which is good), but questioned her ability to delegate. Michelle said she does have a lot of time to devote to the school, and is willing to delegate. She also said she would be happy to revisit the decision in 6 months and reevaluate. Nicole said it is important that we are good spokespeople and work well with the principal; it is important the new chair understands all the politics involved due to interaction with School Board and District. Marcus moved we elect Andrew; Heather seconded.

Vote was taken for both candidates - Michelle and Andrew. **Michelle was elected as new chair, by majority vote.** Michelle will take over as Chair at the conclusion of this meeting.

B. Assignment of Board members to committees

Nicole said there was a document Ernie put together regarding Board Committee Structure, but that there were a number of documents that UPS was not able to print today for the binders, including the one about committees. She will forward them electronically for us to put into our binders. Joe said there were 2 committees to be chaired by a board member. There are actually more. Andrew said he felt Fundraising should also be chaired by a board member.

Heather will chair the Budget committee
Michelle will chair the Facilities committee
Joe will chair Academic & Curriculum committee
Partnerships & Public Relations committee ~ vacant
Fundraising committee ~ vacant
Andrew and Jill will represent Amigos de Fronteras

Veronica talked about needing the ability to pay fees on line; she also wanted to talk about asking for a fee for school supplies. Jackie said we needed to check into the legality of this. Sandra said she had talked to Mr. Bowen before and it was problematic due to storage, etc. Barrie cautioned about the need for scholarships. She is concerned about the perception that Charter schools are for the wealthy; we should not expect everyone to drop \$200 at once. Mrs. Codero said we should look into the issues further; it is not cheap to have kids! We should have budget committee discuss this further.

Andrew asked if Marcus would chair the fundraising committee due to his business experience. Marcus said he would help wherever he can, but his business travel will limit his availability.

Nicole discussed an email Nina sent about issues needing board attention that included documents that could not be printed out at the UPS store; Nicole will forward email to all board members.

Nicole considered either the fundraising or partnerships committee, but wanted to look into them more before committing.

Motion: Joe moved we table two committee chair selections; Michelle seconded. **Motion Unanimously Approved.**

C. Principal selection process

Michelle updated all on the process. SAC reviewed 17 applications; they moved 8 forward to the interview committee. They also sent a list of interview questions that were compiled by the SAC with the assistance of Dr. Paramo. The interview committee moved forward two applicants for the board's consideration.

Motion: Michelle moved we approve Jennifer Schmidt as the new principal as Fronteras; seconded by Marcus. Nicole read a letter from Chris Hamilton. He formally excused himself from the principal interviews and voting of the principal due to a conflict of interest. **All voted in favor of the new principal!**

Nina asked for info on the new principal. Michelle said Jennifer was the VP from Academy Charter. Nicole talked about her excitement and leadership ability. She said Jennifer's sister is the principal at Chugiak.

Everybody took the time to explain what we thought about the candidate and did not divulge any information that was proprietary or confidential. We were all in agreement on the vote and all thought that Jennifer was the very best pick for the job. Joe asked if there were any other questions about Mrs. Schmidt and Mr Ramirez from the audience asked how long she has been in the system and they asked about her experience. The board divulged how long she has been in the system and also that while she hasn't been a Principal, she has held a Vice Principal position at Academy and thus has some administrative experience. Joe read from a document that she has worked at Snowshoe and another school. Nina asked if we could send out an email to all of the families and Nicole said that we can't do that until we notify the School Board. Joe offered that we cannot give out any more info until we take certain steps and that he is very excited to have her as our new principal. Sandra McMillan asked if she has a family and Joe said that he is sure that she does somewhere, in jest, and everybody laughed. Andrew said that we are not allowed to ask such personal questions about Jennifer and both he and Joe lauded many compliments about her. Andrew said that there was a lot of excitement after the interview and Mr. Ramirez said that there is going to be a honeymoon period and wanted to know how much power and leeway she is going to have to make decisions before she has to tell somebody "no" regarding something. The Board said that we will support her in any way that we can.

Nina described the reasons the founding Charter School group put teachers on the board.

VII. Future Items/Future Business

Next meeting: July 12, 2011

VIII. Final Actions and Adjournment

Motion: Nicole moved to adjourn. Joe seconded. **Motion Approved unanimously.** Meeting adjourned at 9:05pm.

APC Governing Board Members

Connie Bamburg
Jill Bang
Joseph Dinwiddie, Vice Chair
Heather Gluth, Acting Treasurer
Chris Hamilton, Acting Secretary
Michelle Niland
Marcus T. Reum
Andrew Reynolds
Gwen Schneider
Jennifer Ward
Nicole Whittington-Evans, Acting Chair