



Fronteras Spanish Immersion Charter School

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APC Board Meeting

Location: (Building A – Multi Purpose Room)

May 10, 2011 7:00 P.M.



Meeting Agenda

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

In attendance: Casey, Sandra, Kevin, Ernie, Joyce, Jennifer, Nina, Nicole

II. Approval of the agenda for May 10, 2011

Agenda approved with changes – remove Executive Session from agenda. Open board seats and teacher applications to be taken up under Board Updates.

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

Marcus Reum – Thanked the board for serving.

Mike Backus – Apologized for his recent attempt to get a letter to the board regarding the Principal hiring process; Raised issue of board being in direct violation of the Open Meetings Act and concerns regarding the board not owning up to mistakes it had made; Requested that business be left for the new board.

Wendy Bowen – Thanked board members and addressed them individually; Commended our volunteer efforts; Challenged those in the board to admit mistakes made; Believes greater leadership will bring Fronteras back together.

Douglas Bowen – Spoke to his own credentials and the mistakes made regarding his application to the Community Member seat on the board; Raised concerns over a letter of recommendation for his applications to dental school and suggested his career had been ruined.

Carrie Galloway – Raised concerns to the board over meeting minutes and when they are released to the APC, specifically the April and May meeting minutes.

Hope Ronne – Requested that board member who indicated they would sponsor Doug Bowen to be on the board should show integrity and follow through now.

Seth Bowen – Spoke to the Charter and bylaws and indicated they are in place to determine process; Addressed the concept of malfeasance, which occurs any time a public servant acts unethically.

Sonya Cook – Expressed thanks to the board.

Gretchen Thompson – Expressed that people were busy not trying to find solutions and that the community should turn to solutions at this time.

Kevin Cochran – addressed APC and discussed a meeting he had earlier in the day. Kevin discussed dental school applications and school rejections. The man he met with had such hatred in his eyes that it is true that we need to move forward.

V. Consent Agenda

A. Approval of meeting minutes – Draft meeting minutes for April 12th and May 2nd, 2011

Motion - Ernie moved we accept May 2nd meeting minutes. Joyce seconded.

Motion Approved Unanimously. Will review April meeting minutes later tonight.

B. Board Updates – Wendy B.'s seat – Teacher seat; Sharon's seat. Charter states a clear preference to have teachers fill teacher and community slots on board over other candidates. Chair requested that teacher candidates address the board.

Hilary Mauldin – would like to help school. Has children here at school.

Connie Bamburg – school is off track. Wants to help

Gwen Schneider – involved since 2003 at school. Has two children. Would bring balanced perspectives to the board.

Discussion. Jennifer – Connie and Gwen would be good members of the board. Gwen has been one of the more consistent non-board members to attend the board meetings.

Gwen has been approved unanimously.

Motion: to bring Gwen on to board. Seconded.

Motion passed unanimously.

Motion: to bring Connie on to board. Seconded.

Motion passed unanimously. Both of these seats will expire in April 2012.

C. Committee/Team Reports

a. **Facilities** – had a meeting. Went through timeline. Have discussed options for facilities. Co-facility is one option to consider. We hit our target of over 220 children and it may be worth considering a larger school because of the funding that a bigger number would bring in. Facilities committee is discussing a new evening to meet. Ernie will no longer be chair of the committee as he is stepping down from the board and the Committee Chair needs to be on the board.

b. **Treasurer's Report** – \$29,224.00. Several thousand to be deposited. About a thousand in bills to pay. \$8500.00 will go to music teacher. This money goes to a variety of aspects for the school. New treasurer will likely be seated tonight. We have a few reimbursement requests in. Demetria has a request for pop-corn reimbursement. This money is \$375.94 – Richard Dieser, legal counsel. First two expenditures moved and seconded. \$369.75 Frontiersman Ad for Annual Meeting. All moved and seconded. Wells Fargo charges for a certain amount based on number of checks that are being deposited. Kevin recommend that the new treasurer reassess what particular financial institution we do business with. Luggage charges for Puerto Rican trip and other receipts will be forthcoming.

Motion: Ernie Moves that we approve the expenditures for students on the 7th-8th Grade trip to Puerto Rico. Motion was seconded. Sandra expressed she wanted to

know what types of expenditures we would be committing to and what the total amount of money would be.

Motion Tabled: Joyce is tabling motion to allow it to be reviewed once the group gets back. Ernie seconds Joyce's motion. It could cause financial hardship. Up to \$100.00 dollars would be reimbursed to students is the students understanding.

- c. **Budget** – waiting to see how P-Cards and other transfers will affect 110450 account (student supplies).

- d. **Principal's Report** – Board is Governance. No board member has the authority to mediate or deal with conflict/resolution regarding teachers. I am an Ex-officio board member and do have authority to make motions.

Motion: Principle Bowen moved that all meeting minutes going back to start determine if he was present during the meetings.

Motion failed – was not seconded. Board Chair indicated that Principle could work with new board on this measure.

MAP testing results will go home on Thursday.

\$11,298.00 remaining in 110450 account.

- e. **Fundraising:** Successful Fiesta and committee! \$2500.00 deposited in bank. A few bills still need to be paid (close to \$300.00). Sandra is leaving the board – new board will have a new person in this position to take over.

Former Treasurers, Chris Cadieux and Kati Saunders, are happy to help.

- f. **Grants** – no report

- g. **Academic & Curriculum Report** - no report

- h. **Amigos de Fronteras/ Family Activities** – Fiesta was a successful event. A lot of people helped. Auction went well. Dunk station went well. We made money!

- i. **Miscellaneous Reports** (revisiting December meeting minutes) –

Motion: Nicole moved that the board accept the changes to December meeting minutes. Nicole worked on these with teachers and board members to capture the scope of issues raised at the December meeting. Nicole read paragraph of changes out loud during the meeting.

Casey responded that a Principle position at a Charter School is not the same as at a regular school. Charter School Principal's are liaisons with District. We have P-Cards at Charter School's. Often need to leave for: principal meetings, P-Card purchases, minutiae related to the school. To criticize me when you don't even know what the job means Teachers that came to board to discuss problems with my wife, Wendy, and the teacher names were not recorded in the minutes. There is no consistency with the meeting minutes – December to April, for example. Motion to accept changes to December meeting minutes was seconded.

Motion Unanimously Approved.

Motion: Nicole moved that we accept the meeting minutes for April. Joyce seconded. Ernie made a friendly amendment to "provisionally accept them" as the editing process is not completely finished.

Motion Carried Unanimously. April meeting minutes will be posted to the web as soon as the editing is done.

V. Unfinished Business

- A. **Annual Report** – Ernie made a report at April meeting regarding the Annual report. We hope to get this out next month. Principal made a report that Ernie presented to the School Board. School Board has not clarified if they prefer it from the Principal or the Board Chair. Ernie recommends the new board discuss this tonight to determine how they want to present this to the School Board.

- B. **Principal Selection Process** – Dr. Deena Paramo, addressed us in Spanish. School Advisory Committee will determine desirable characteristics. School District reviews candidates initially. Do research and credit checks. We will present candidates to the School Advisory Committee. The Committee then narrows the candidate pool down. Mr. Hettrick has requested that the new board be participants in the School Advisory Committee (SAC). Approximately 20 people applied to the SAC. We have selected 3 staff members, 3 previous and or new board members selected as well. The APC board will present the choice to the Mat-Su School board. Members of the School Advisory Committee are now public. Dr. Paramo asked Casey to send the members names out in an e-mail to the APC. Members of committee – Dean Tampke. Connie Bamburg. Anna Hartman, Barrie Blackman Green, Demetria McGrew, Gretchen Thompson, Sharon Laselle, Nicole Whittington-Evans, Michelle Niland. The people on the Committee will determine the rubric for narrowing the candidate pool. E-mail just went out to notify SAC members. This is an arduous and long process. This week and next week is the timeframe. The board indicated its appreciation to Dr. Paramo for attending the meeting. Dr. Paramo indicated that a Mat-Su Borough School Board member had a question about the hiring process. Dr. Paramo indicated she can always be contacted about the process if people have questions. Question asked from APC member regarding the posting of the position. Who was responsible? The District's Human Resources Department was responsible. The posting itself was essentially the Fronteras Administrator's Standards that we created and adopted this past year. Posted online are minimum qualifications. The SAC will distill and prioritize the characteristics. It was a random draw that minimized the SAC members.

Board Chair, Ernie, addressed who on the board creates the agenda. The Chair, Vice Chair, Treasurer and Secretary are responsible for creating the agenda. It may be in the school's best interest to elect officers tonight on the new board because the hiring process will require a chair.

- C. **Strengthening Bylaws Recommendations** – Conflict of Interest – We have an HR expert in our ranks – Director of United Way. Recommendation is for the new board to take this issue up.

Motion: In the interim - Ernie moved that we adopt the School Board policy. Ernie read the school board policy. Discussion ensued. Language is relevant to School board and District, not Fronteras, but the intent of the policy is clear and can be used as our guiding principle. Sandra believes it is clear in the intent. Ernie moves that the Fronteras board adopt policy 4112.8. Kevin seconds.

Motion carries unanimously.

- D. Board Elections Certification: Joyce handed out a committee report on ballot verifying and counting. Mr. Bowen read the report.

Motion: Joyce moves (before reading the names of the new board members) that the election results and recommendations of the election committee be certified. Ernie seconded.

Motion carried unanimously. Newly elected board members are: Chris Hamilton, Heather Gluth, Andrew Reynolds, Jill Bang, Marcus Reum, Michelle Niland, Nicole Whittington-Evans.

- E. **Executive Session** – deleted from agenda;

VI. New Business

- A. **New Board is Seated** – Recommendation is for the election of Executive Officers to be done at the June Meeting;
Motion - Connie B. moved that Nicole run the meeting for the remainder of the evening. Michelle seconded this motion and added a friendly amendment that Nicole be Acting Chair. Discussion ensued regarding other possible candidates, the June 1st School Board meeting and needing to present to the School Board. Marcus offered that he would like to be Chair. Nicole indicated she could make the presentation to the School Board and agreed that she would be the Interim Chair.
Motion Approved – 9 favored; 2 opposed. Nicole and Connie switched places for this meeting. Nicole took over as interim chair until elections for the Executive Committee occur at the June regular board meeting.
- B. **Interim Secretary** - Nicole raised that an Interim Secretary is needed. Chris Hamilton offered to be Interim secretary.
Motion: Nicole moved Chris be interim Secretary. Michelle seconded.
Motion approved unanimously.
- C. **Interim Treasurer** - Andrew Reynolds opened discussion to select treasurer position; discussion followed. Marcus Reum suggested two or three people to help with this position.
Former board member, Sandra McMillan, clarified duties of Treasurer; this position only concerns what funds the APC has raised/spent. Nicole reminded all that Mr. Cadieux and Kati Saunders, both former Treasurers, offered to assist new Treasurer. Discussion followed. Nicole wondered if anyone was interested in Interim Treasurer seat. Heather Gluth suggested she would be willing to be Interim Treasurer.
Motion: Nicole moved that Heather Gluth be acting Treasurer. The motion was seconded.
Motion carried unanimously.
Casey questioned if entire APC Board was filled. Answer is yes.
- D. **Board Insurance** – Nicole opened discussion and referred to Marcus Reum's prior discussion of obtaining insurance. Nicole wanted to know more about what types of policies existed. Marcus discussed points to consider: coverage for board members' personal negligence. He questioned if we needed insurance coverage for prior boards' actions. He highly suggested we get insurance for current board protection. Jennifer questioned why and agreed with Nicole that we needed to have a committee discuss and review options prior to making any decisions. Gwen asked Casey if this was in any relation to the Charter School Insurance Casey mentioned previously. The answer was yes. Discussion followed.
Motion: Michelle moved to discuss this in a committee; Connie seconded.
Motion Carried Unanimously: Unanimous vote to form a committee. Marcus excused himself from a voting role regarding insurance due to prior personal interest. Andrew Reynolds, Nisha, and Marcus agreed to be part of the committee.
- E. **Principal Selection Process** – Nicole said we were in good hands with SAC. Dr. Paramo will contact SAC members directly and coordinate with those members. Dr. Paramo will contact board with dates for the first meeting. Mr. Reum questioned if there was adequate notice to all; Jennifer reminded us that 21 applied. Mr. Reynolds asked who would actually interview principal applicants; Connie and Jennifer reminded that teachers would not be on the interview team. Nicole questioned Dr. Paramo if 7 people would be too many to have in an interview process. Dr. Paramo said it was a do-able number, and is what the school board does. Nicole said the hiring committee would be 7, non-teacher members of the board. Chris Hamilton asked that he be excused from voting, due to conflict. Michelle and Connie offered email addresses for APC comments regarding the SAC committee.

- F. **Conflict of Interest Bylaws Clause** – action taken earlier this evening by previous board; Nicole suggested we form a committee to discuss further. She pointed out that we would, in a year's time, need to work on revision of our Charter, and this is certainly a part of it. Nicole opened this to questions and asked who would be interested in being on the committee. Reum questioned why now? Nicole explained MSBSD policy would be a good guide, but we should look to refine and tailor this to Fronteras specific language. Reum brought up the Foraker group, who would probably have a template for such. Nicole agreed that a Foraker template would be good and the Fronteras board has already received a template from United Way. These and possibly other templates, including the School Board policy, should be reviewed in a committee to determine what language in a policy would best meet Fronteras' needs. Nicole questioned who would be on **committee**; **Jennifer, Andrew, Chris, and Gwen** volunteered. Connie reminded all APC members have the opportunity to be on any committee. Reum wondered if there was a Blog or another way to disseminate information to allow more open communication. Nicole suggested we consider another committee for the board to establish – a Communication Committee. She pointed out there are many tools we can use to share information and we should consider the pros and cons of those. Social media efforts should be tasked by a committee of 2 or 3 people to pass along positive and board approved communications. **Motion:** Nicole made a motion to create a Communication committee; Chris seconded. Chris volunteered to be on the Communications committee, along with Marcus Reum. Nicole said she would find others who have worked on other boards with these types of issues. Nicole suggested we include a short board update in every newsletter that went out to parents. Connie reminded everyone that it is also the parents' responsibility to check websites – both the teachers' and the schools. Demetria said she had polled people and more said they would use FaceBook than actually did. Demetria said she would be interested in Communication committee. Connie said she has already talked to Joyce about taking over web site, but needs support from the APC Community. Sandra said Joyce has put in too many hours and no one person on the board should be expected to commit to that level of work. Sandra pointed out that enrollment and the web site can be a full time job, and should be a paid position. Joyce recommends at least one parent be on the committee. Heather suggested Jake Libbey may be a great person to ask. Reum said Libbey would not be available next year. Nina said Rebecca Ames would assist with web site. Katie Sanders said to carefully consider if we want to pay someone to do this because of employment issues. Sonya said it should be a multi-person, paid job. She suggested the desk assistants at Bldg B. Nina questioned if the APC and Fronteras business could be used on the same communication. Demetria requested everyone on board send names and email addresses to Rebecca Ames for newsletter. Andrew is sending a list down for contact information; Connie will forward to Rebecca for newsletter publication. Gwen questioned if we could use school email for board business; Dr. Paramo said yes for board business, but not for personal business. This is the same with the district web site.
- Nicole reminded everyone the motion was on the floor to create a Communications and Information Committee.**
- Motion approved Unanimously.** Chris will be chair, with Demetria, Andrew, Marcus. Joyce will help in the beginning.

- G. **Board Education:** Board Member Responsibilities in the Bylaws – Nicole said binders will be assembled for all board members to include January board minutes through to today, along with Charter and bylaws. Nicole asked who had a Charter so she would not have to make more than necessary. Eight members do not need Charters.

VIII. Future Items/Future Business

Michelle asked if we could add review of by-laws to next meeting regarding board composition.

Motion - Michelle motioned, Nicole seconded.

Motion Approved Unanimously to discuss at next board meeting.

Mr. Cordero reminded us he is the liaison between our board and the MSBSB.

Marcus Reum requested we meet prior to June 1. Casey reminded us that it was a 5 minute presentation for the Annual Report at the School Board Meeting; Connie said Nicole was at prior meetings so could conduct meeting to MSDSB. Andrew said he didn't want to call a formal special meeting.

Doug Bowen questioned why there was not a community member on the board, and suggested it should not be overlooked. Michelle reiterated she mentioned it in initial discussion, but later clarified. Galloway questioned if anyone on board ran for community position; Andrew said no community-member-at-large position is on current board. Nicole stated she acknowledged Mr. Doug Bowen's concerns.

Ms. Heimerl questioned how current board teachers came onto board and if this was appropriately noticed? Nicole was not able to specify how notice occurred but would look into it. Discussion followed. Hope Ronne stated what the charter states about teachers on board. Demetria said page 57 discussed this issue.

Next meeting: **June 14th, 2011**

X. Final Actions and Adjournment

Nicole adjourned meeting at 10:15.

APC Governing Board Members

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

Additional Attendees

Casey Bowen, Principal