



## **Fronteras Spanish Immersion Charter School**

P. O. Box 871433 Wasilla, Alaska 99687-1433  
(907) 745-2223 (info@fronteras-k8.us)

### **APC Board Meeting**

Location: (Building A – Multi Purpose Room)  
**December 14th, 2010 7:00 P.M.**



### **Meeting Minutes**

- I. Call to Order/Pledge of Allegiance/Roll Call/Determine: We have a Quorum; Ernie, Chris C., Sharon, Jennifer Ward, Nerissa T.; Gwenn Schneider, Jackie Cochran; Sonya Cook; Nina Shaw; Nicole Whittington-Evans; Kevin Cochran; Joe Dinwiddie; Sandra McMillan;
- II. Approval of the meeting notes for November 9th, 2010 and approval of the agenda for December 14<sup>th</sup>, 2010.  
Minutes are approved. Agenda changes: Kevin – miscellaneous report: Postponing board training report until next month; Administrative Standards committee will give an update.
- III. Question and Answer Period for Meeting Participants – Ernie clarifies that we use a relaxed “Roberts Rules of Order” during meetings. If things get difficult we can tighten down on Roberts Rules. Anyone wish to speak at this time? No one offered.
- IV. 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
- V. **Consent Agenda**
  - A. Minutes
  - B. Board Updates – Miscellaneous report from Kevin at this time. Ernie moves we keep this discussion to ½ hour. Sharon seconded. We can revisit this if necessary. Kevin took this task on after Ernie was unable to follow through for a number of reasons. Kevin wanted to talk to all of the teachers to discuss things

openly and candidly with them. Kevin talked to most all of the teachers, except for Jackie. Kevin put together some questions, and took notes. Questions and question topics included the following:

1. Are you aware of the teacher request portion of the APC Board meeting? Have you spoken to the board? Explain. Facilities related question; Books and supplies; Are your needs being met? Do you think you're an efficient teacher? What in your day causes you to be an inefficient teacher? Do you have any conflicts? Brief overview of curriculum; Teacher morale- individual and teacher team morale;

Some teachers spoke to the issues raised Kevin's survey and raised some concerns related to communication, budget, curriculum and conflict-resolution.

Ernie informed the teachers that we as a board voted to send out a survey, similar to a 360 degree survey. We will spend \$350.00 to send survey out to Fronteras community and staff.

**Nicole moved** that the board ensure that the Conflict/Resolution policy get out to the staff. We need to get feedback from teachers about whether or not it is sufficient. **Ernie amended** – moved to post the policy on the web and e-mail it to the teachers. **Jennifer seconded**. Motion passed by unanimous consent.

Nicole moves that the board act to do the following:

- 1) finalize Administrator's Standards as soon as possible – strive to do so by the January board meeting;
- 2) move to ensure that the contracted survey results be completed as soon as possible;

- 3) set up Executive session meeting with Casey to discuss soon to be final Administrator's Standards document, results of survey and begin an evaluation process.

Ernie seconded and the board passed the motion unanimously.

#### C. Committee/Team Reports

- a. Facilities – Casey, Chris Whittington-Evans attended. Report will occur next month.
- b. Treasurer's Report –  
\$3456.56 total – unencumbered funds (t-shirts, sweatshirts, cookbooks);  
Form is working well.  
Ernie – School picture money: total \$ 2,068.86. Last year we sent this to principal's discretionary funds. In the past it's been used for additional resources for teachers. This is not in the APC's account. It is in District account. Table decision on these funds for now.
- c. Budget – looking to firm up some things a bit more, now that we have teacher contract in place. The purpose of the budget committee is to essentially decide where the funds are allocated. Can we propose where funds should be spent?  
Ernie- this needs to be clarified. In most schools the principal determines the budget themselves. Budget committee may help make some of those decisions because of the board's responsibilities. The budget committee can make recommendations, absent other direction from the Principal. Joe has brought a formal proposal for the Assistant Administrator's position, which a number of community members at Fronteras support.

The position would cost: \$10 – 10.25 per hour, ½ time. Total of about \$10,000 per year. The Assistant Administrator would be stationed in Building B. This is a safety issue. Adam's classroom is constantly interrupted. Our biggest concern is how do we come up with \$10,000 to cover this position? This needs to be weighed against other competing needs. This should also be considered as a full-time (full-day) position. Students in Building B go to the bathroom

unattended. Children could be abducted by outsiders. Teachers can lose track when children are unattended.

Other issue: Budget does not seem as defined as it ought to be. Casey hasn't been at the last 2 budget meetings. The budget needs more discussion with Casey for additional clarification.

Normal budget meeting occurs the second Thursday of the month. Without Casey in attendance it is not worth having the meeting. Joe is cancelling the meeting.

- d. Principal's Report – (delivered by Ernie): Custodian issue is in District hands. Needs to be on the agenda as strong point of discussion. Casey is considering hiring an Assistant Administrator. He is hoping to get an I-Pod Center for 2nd-3<sup>rd</sup> grades.
- e. Fundraising – we have school-wide spaghetti feed; Weather (ice storm) really affected the turn out. Made \$151.00 after expenses. There are a lot of spaghetti supplies left over. Nisha is willing to try to do it again. Chris C. has not seen any money on this. Money needs to be turned into Treasurer in a timely fashion.  
Fundraising outlook is pretty bleak. Not too many people want to get involved in school-wide fundraising. Sandra feels more challenged now than ever; we have to get momentum going for fundraising. We are planning a raffle in the spring.
- f. Grants – Sharon went to grant class with Casey. For the foreign trip aspirations to go to Puerto Rico in May (7<sup>th</sup>-8<sup>th</sup> grades), Sharon put a funding request (using a lot of knowledge from class) together to a family for \$7,500.00.
- g. Academic & Curriculum Report – (Sonya reported):  
Math: we decided we would just look at the math that we have for now.  
Discussed concerns regarding curriculum. Committee decided to stick with Everyday Math for the next two years. Everyday Math has its own language and presents some challenges moving from one area to another. This will change K-1's original plan. They agreed that they would use Everyday Math also for the next two years. In the next two years, teachers agreed they would research other options.

- Curriculum committee is working well. We need a lot more people on committee because there is a lot of work that needs to be done.
- Technology may be better served to have it in a stand-alone committee. We need a technology staff person on staff in the next couple of years. Committee discussions are ongoing and we will revisit this concept.
- h. Amigos de Fronteras/ Family Activities - Next meeting in question because of reconsideration of day of the week that they take place. Family Dance night Jan. 28th, 6-8 pm. There is still a question about the money needed for a Movie license. Ernie directed Chris C. to pay for the license based on the boards vote in favor of that several meetings ago.
- i. Miscellaneous Reports – Kevin gave this report above.

## **VI. Unfinished Business**

- A. Business Partners/ Outreach (Chris) (**remove from agenda**).
- B. Volunteer Sign-Up and Tracking (Nina) (**take it off of agenda**).

## **VII. New Business:**

- A. Board Education: this month's topic? Board training. Deferring until January re: priorities from training. Discuss the new information first. We need to go through bylaws.
- B. Lottery System and Enrollment Procedure – Joyce is working on that. Not done yet.
- C. Fall Elections – scheduling; staggered terms: Need to make a decision about when we are holding elections. Proposal is to hold elections in April and then again in the fall.
- D. Administrator's Standards – please review draft. Get any suggested changes to Nicole, Nina, Ernie. Committee can meet early in January to discuss finalizing Standards. A document will be presented at next Board Meeting for adoption.

## **VIII. Future Items/Future Business**

Next meeting: **January 11th, 2011**

## **IX. Executive Session:**

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

**X. Adjournment:** Ernie moved to adjourn. Chris C. seconded. Unanimous approval of adjournment (9:49 pm).

**APC Governing Board Members**

Wendy Bowen  
Joyce Boyd  
Chris Cadieux  
Kevin Cochran  
Joseph Dinwiddie, Vice Chair  
Ernie Hetrick, Chair  
Sandra McMillian  
Sharon Lasselle  
Nina Shaw  
Jennifer Ward  
Nicole Whittington-Evans

**Additional Attendees**

Casey Bowen, Principal