



## **Fronteras Spanish Immersion Charter School**

P. O. Box 871433 Wasilla, Alaska 99687-1433  
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### **APC Board Meeting**

Location: (Building A – Multi Purpose Room)

**November 9th, 2010 7:00 P.M.**



### **Meeting Minutes**

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

In Attendance: Ernie Hetrick, Casey Bowen, Chris Cadieux, Wendy Bowen, Kevin Cochran, Nicole Whittington-Evans. We have a quorum.

#### **II. Approval of the meeting notes for October 12th, 2010 and approval of the agenda for November 9<sup>th</sup>, 2010**

APC Adopts October Meeting Minutes with changes.

#### **III. Question and Answer Period for Meeting Participants**

#### **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** – October Meeting Minutes adopted with changes.

##### **B. Board Updates**

- a. Board Training – Nicole briefly summarized the day-long training led by renowned Charter School Consultant, Dr. Brian Carpenter. Five folks from Fronteras attended (4 Board members – Nicole, Chris, Wendy and Sharon as well as Casey). Dr. Carpenter discussed Charter School Structure, “governing vs. administering”. The APC is a “Governing Body” and the Principal is responsible for Administering day to day functions of the school, and Dr. Carpenter spent time clarifying the differences between the two roles. Dr. Carpenter made recommendations for keeping Charter School organizations functioning at a high level. Nicole created a sample APC

Meeting Agenda based on consultants recommendations for the boards' review. Nicole suggested she and others that attended the training put some ideas forward for prioritizing some recommended changes to our board process and functioning for further discussion with the full APC board at the next meeting.

### **C. Committee/Team Reports**

- a. **Facilities** – Facilities committee meeting was not held in the month of October.
- b. **Treasurer's Report** – Chris C. laid out changes to process regarding money exchange at the school to improve records and book-keeping. He purchased the account program, "Quicken", and has hired a bookkeeper to get the program up and running and to start inputting information. Chris took all of Kati's information and entered it into Quicken. He developed a form for deposits that everyone must fill out, so that it is clear where the money came from and for what purpose the money is intended. Chris is standardizing our record-keeping and moving us into a new and much more trackable system. This is fantastic!
- c. **Budget** – Committee meets the second Thursday of the month. Committee made up of Joe D., Casey B., Kati Sanders, and Solveig Eidsness met the Thursday after the October APC meeting and discussed generally the different pots of money in the budget. Potential of covering Janitors and a possible Secretary for the front office were discussed. If others want to learn more about the budget, they are welcome to attend Budget committee meetings. APC Board Chair, Ernie H., discussed need for the Budget committee to discuss a policy regarding the notification process for the APC, School District and School Board. Our bylaws state that we have a quarterly budget report. Clarification of expectation that a report to the APC Board occur if there are any significant diversions from where we ought to be regarding the budget. In other words, APC Board needs a report from the Principal or Budget Committee regarding whether or not we are on track financially.
- d. **Principal's Report** (October attendance; janitorial services update, etc.)
  - i. October attendance as formally recorded by the School District as 221, which is 6 students over what we had anticipated. This is excellent news. Casey has entered a projection of 225 students for next year,

which is a low-ball projection, so that he does not have to deal with stress and anxieties of not reaching a higher projection. This took a toll on him this year.

- ii. Janitor Contract – The process should be finished with decision made on janitors by Christmas break.
  - iii. Casey purchased some Accu-Votes for Prometheum Boards. New ones - \$500.00 and used ones - \$350.00. We have to have a dual system until we completely transfer to new system.
  - iv. School District has begun charging Charter Schools and additional \$70,000 for “indirect costs.” We heard this from John Wheatman last year and Laura Wyck, starting the new Science Charter, has also heard this information. It is unclear what services we actually receive from the additional \$70,000. We would like additional clarification about this.
- e. **Fundraising** – The fundraising request form is in place. Fundraising efforts are not moving forward with raffle at this time. Sandra has not gotten a response from the Elks Club, our sponsor for the raffle. Elks Club is downsizing which might explain the lack of response. Wendy feels confident we can still reach them and that they would sponsor our raffle. Sandra will continue to pursue this or find a new sponsor.
- f. **Grants** – Sharon and Casey are taking a grant-writing class. Sharon intends to write a grant for next year’s field trip abroad for older students.
- g. **Academic & Curriculum Committee** – Making some progress. There have been meetings with decisions and recommendations being made. The question was raised about whether or not Teacher Requests can come to this committee. The answer was yes, including technology requests. We will strike “Teacher Requests” from the agenda as a stand-alone item from now on.
- h. **Teacher Requests** – strike from agenda in future;
- i. **Amigos de Fronteras/ Family Activities** – Spooktacular was a Fantastic event! Very well attended with excellent activities. Solveig and Hope deserve all of the credit. Recognition of this successful event will go to them and to Amigos. Upcoming activities:

Movie Night (November 19<sup>th</sup>)

Spaghetti Feed (November, Black Friday)  
December event? – still being discussed

Amigos is really taking off, which is excellent. A lot of activities and fundraising ideas are being funneled through that group. Amigos is planning a series of work days in December. Should we consider Prisoner work days?  
Demetria is looking for a huge Pavillion-style tent for the Spring Fiesta.

- j. **Miscellaneous Reports** – Kevin is taking an informal survey of teachers to determine if there are teacher morale issues at the school. There may be due to lack of contract with the District. Kevin will provide a report when done.

## **VI. Unfinished Business**

- A. **Conflict-Resolution Procedure regarding teachers** – Joyce has completed a Conflict-Resolution form.
- B. **Business Partners/ Outreach** (Chris)
- C. **Volunteer Sign-Up and Tracking** (Nina) – Volunteer log books: not everyone is logging in and reporting their volunteer time. Nina is trying to set up a computerized system.

## **VII. New Business:**

- A. **Board Education** - See board updates at the top of the meeting minutes. Otherwise this item is moved to next month.
- B. **Lottery System and Enrollment Procedure** – Joyce is working on this and we will wait for Joyce to attend an APC meeting for an update.
- C. **Fall Elections** – scheduling; staggered terms for the APC board. Sandra's term is up and a handful of board members' terms will be up in the Spring. There was discussion of setting elections up differently in the future so that we have staggered terms or so that our terms are defined differently and so that we can incorporate a fall election. It would be best to have elections when the school year starts and people come with new energy for the year Sandra recommended a Spring election followed by a fall election.

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

Next meeting: **December 14th, 2010**

### **IX. Executive Session:**

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

- X. Adjournment:** Nicole moved to adjourn at 8:58 pm! Kevin (and Wendy) seconded. Meeting adjourned at 8:58 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