



Fronteras Spanish Immersion Charter School

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APC Board Meeting

Location: (Building A – Multi Purpose Room)

August 10th, 2010 7:00 P.M.



Meeting Minutes

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

Joyce Boyd, Nina Shaw, Chris Cadieux, Casey Bowen, Wendy Bowen, Jennifer Ward, Michael Backus, Nicole Whittington-Evans; Joe Dinwiddie; Kati Saunders; Sharon LaSelle; Sandra McMillan; Quorum – yes.

II. Approval of the Meeting Notes for July 13th, 2010, and approval of the agenda for August 10th, 2010

Meeting minutes approved; Meeting Agenda approved with three changes – transfer students, conflict resolution, principal evaluation;

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** – no business conducted at last meeting because there was not a quorum;

B. **Board Updates** – none.

C. Committee/Team Reports

- a. Facilities – gas and electrical finished today; promethium boards and white boards still need to be done; we need to get tables, chairs, desks set up for portables; calling Fire Department tomorrow to set up an inspection; lockers need to be installed; dividers need to find a home – back to a church? Still lots to do; having trouble getting volunteers out for work days. We need bodies and

bodies with muscles; having custodians will be a huge bonus; Nina can get the list of chores needing to be done; Joyce can provide phone numbers; need to find someone to do a phone tree; find groups to do chores for specific classrooms;

- b. **Treasurer's Report** – Kati turned the paperwork in for turning signatures over to the new signatories on board; \$8,000 spoken for without covering the music teacher; Chris is taking over books as of tonight.
- c. **Academic & Curriculum Report** – people have volunteered to be on the committee; plan is to have the first meeting within the first two weeks of school; then weekly thereafter; hope is for it to tie into professional development themes for the year;
- d. **Principal's Report** – Facilities: we spent our rent, utilities; and about \$6,000.00 on supplies; networking will be about \$5,300 for all of the costs (including switches); connecting of the gas and electric; We're o.k. financially; John Wheatman is new IT person for the School system; He is open to Apple products for Charter Schools; looking to supply someone to share for Charter school IT support; Custodian paperwork went in today; We will have additional monitors to make a total of 6 monitors at the school;
Teachers are in place – one teacher (new K-1) is supposed to arrive tonight; she finished her last class to be certified in Pennsylvania; her paperwork needs to get done and into/through Juneau; we may hire her as a sub and then as a full-time teacher; Liliana Taner (first language Spanish teacher, neighbor of Jackie's growing up.) Britney Pierce is doing 6th Grade; She is fluent in Spanish; her forte is science; She has subbed quite a bit here in K-1; Connie Bamberg is 2-3 as English partner with Hilary Maulden; Two meetings ago we formalized the hiring committee; due to the very quick way we hired Liliana, we were able to get Idaho, Pennsylvania and Alaska all together on the phone for an interview in a short amount of time; Liliana shined in the interview and her references were excellent.
- e. **Fundraising** – committee cancelled our last meeting; will try to talk to people at our dessert social to see if I can get some motivation going; Need to get a 7-8th grade class trip figured out. We have to get this going right away in order to

raise funds, get approval through the school system, etc.. Dinners did really well last year raising money;

- f. **Grants** – Casey has information to forward to Sharon L.; Mat-Su Health Foundation has 2 grants – one \$15,000 and larger; one up to \$15,000. They have been engaged in school travel efforts, such as helping to provide bicycles for getting to school on time. We need to get approved by the School Board first, but only if the School applies for these grants. If the APC applies, we do not have to get approval from the School Board. It's in our best interest to go through the School Board, however, because of the granting procedures. Melissa Kemberling is applying for a small grant to help with some things (\$2,000).
- g. **Teacher's Requests** – Jackie and Wendy B. would like to put together new teacher baskets and it would be appropriate for these to come from the APC, so that new teachers get a good welcome from the APC. This would require about \$100.00 to do it right and to express our appreciation, such as: chocolate, helpful items for teaching, Fronteras shirt; teacher whistle; maps of area; activity info web site; sharpies and highlighters. This could come out of the general fund or from "Teacher request money that Robert Kalander set aside as one of his last actions as the Board Chair."

Motion: to allow funds to come from general fund to put new teacher baskets together. Motion was seconded and passed unanimously;
- h. **Monthly Family Activities** – this should be a sub-committee of Amigos de Fronteras. Perhaps these should become quarterly activities as per Melissa O'Rourke's suggestion. Every month is too difficult to organize and there is not enough support to do these every month. Melissa O. recommends that Science Fair have teacher support and agreement from teachers to move forward with it. Melissa felt she was pushing it without much support from teachers. There is support from teachers, however, and teachers will get agreement at beginning of school year for these types of activities – spelling bee; Science Fair, etc..
- i. **Amigos de Fronteras Report** - meeting time 3 -4 pm. There will be no evening meeting time.
- j. **Miscellaneous Reports** – none.

VI. Unfinished Business

A. Portables:

1. Sidewalks for new portables; need a sidewalk from Building A to portables; Duane Ferring needs to be contacted; Rick Roberts helped with concrete for last portable;
2. Painting portables; Painting of the portables - outside; plywood skirting and outside walls could be painted to match the rest of the school;
3. Pic-Nic tables could be between portables to keep folks from driving and parking between them.

B. **Enrollment Update** – Joyce presented analysis and a hand-out. We have a healthy waiting list for K-1 classes. Otherwise, our attrition rate is not out of the ordinary for the District at this time. In October we need maximum attendance every day. We can not go below 215, or our budget will be cut; Right now we have 218; Joyce has contacted three additional families for 1st grade spots; The easiest way to raise funds for your kids is to have them in attendance every day of October.

C. **Business Partners/ Outreach** (Chris). Still need to pick photos. Otherwise, packet is close to finished.

D. **Board Development** (Nina); Planning for August 21st, Saturday, at Elks Club: staff and board and families team building day; Camp Challenge – on a lake near school also a possible location;

E. **Water Safety Update** (Nicole); No update;

F. **Teacher Requests** – Casey's list; this item needs to come off of the agenda.

G. **Parent/Student Handbook** (Nina); Hilary and Wendy were going to try to get something done and they will get it done;

H. **Conflict Resolution Procedures**; Question was raised several different times about how to deal with conflict resolution. Jennifer – where is it, how can we find it? It's only in Charter, not on web site; where can parents find it? It's not easy. This needs to be addressed. There are a variety of reasons for need for clarification about the procedures: Wendy and Casey's roles at school, being that they are married; What if there is a problem with a board member? The Conflict

Resolution in Charter is set up to work well for parents in its written part. The flow chart deals with both parent and staff conflicts. We need to make the flow chart available on the web site and the suggestion was made that it go out to staff in the beginning of the year in handbooks; Wendy (one of original authors of process) will work with Jennifer to see if it can be improved.

VII. New Business:

- A. After School Activities Funds**
- B. Health Classes for Upper Grades**
- C. Bulk School Supplies**
- D. Revised Interview Questions for Teachers**
- E. Volunteer Sign-Up and Tracking**
- F. Policy for Returning Former Fronteras Students;**
- G. Transfer Students;**

H. Approval of a Principle Evaluation System;

VIII. Future Items/Future Business

Next meeting: **September14th, 2010**

IX. Executive Session:

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

X. Adjournment:

APC Governing Board Members

Additional Attendees

Present, Unless Noted Otherwise:

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

Casey Bowen, Principal
