

ISLA Agenda – Board of Directors Meeting Minutes

November 24th, 2008, 6:30 p.m. – 9:15 p.m.
ISLA School Building - 12007 Excelsior Blvd, Minnetonka, MN

Mission: International Spanish Language Academy (ISLA), a K-6 Spanish immersion community, empowers the whole child by nurturing the development of personal growth, strong character, academic excellence, and global vision.

1. Call to Order – Meeting was called to order at : 6:46pm

Board Members present: Molly Quinn, Kerry Krawczyk-LeMieux, Kate Shamblot, Michael Valley, Steve Semler, Eric Semler, Melody Brombacher, Samantha Baksic, Sonia Miller-VanOort, Mark Mathison, Karen Terhaar Board Advisor: Mike Utt (PTO) Diane Schimelpfenig (Hopkins School District)

Board Members not present: Rolf Brombacher

Steve Semler Read Mission Statement

2. Acceptance of October 20th minutes --- Acceptance of November 24th agenda

Motion to accept minutes: Michael Valley, Second: Steve Semler. Passed unanimously.

Motion to approve Oct. 20th agenda: Sonia Van-Ort Second: Samantha Baksic. Passed unanimously

3. Public Input – 10 minutes

4. PTO Report – Barnes and Noble fundraiser took place. Amount raised approximately 1,200.00. Issued as gift card for ISLA.

Soccer, Young Rembrandts and 4H extra-curricular have been implemented.

After School Study Hall- concept is being worked on. Aim to give help to students who need academic assistance.

Parental concern over facility location for next year.

Responsive Classroom Family Night- being set up to give parents/students an overview of how to address bullying using the responsive classroom techniques.

Need for PTO, Governance and TA Committee to communicate a set policy for reimbursement of TA time beyond school day (soccer, etc) to make sure we are in compliance with Amnity Contract.

Diane Schimelpfenig (Hopkins School District) Joined the meeting at 6:55.

Facility Report –given by Mike Utt.

Rick would like to meet in early December to discuss next year's housing contract.

Realtor update: Looking at 3 potential realtors to work with ISLA in search for housing.

Discussion on current enrollment and projected enrollment took place.

Discussed what information to relay to parents: ISLA plans to remain at Faith Presb.Church for 09-10 housing unless another housing option presents itself or enrollment numbers surpass capacity of housing at Faith.

5. Director's Report – given by Karen Terhaar

a. General school update –

18 kindergarten applications have been received for the 2009-10 school year

Jan 15 and Feb 5 =information meetings for potential families; will include IB presentation.

Feb 17=lottery date

Action Item: Communication Committee needs to look at recruiting strategies to maximize enrollment

b. Meeting with HSD update- Hopkins is conducting a world language study. Looking at what HSD currently has for language classes. Community survey shows high parent interest in world languages being implemented in elementary level. HSD has asked if ISLA would be interested in having a conversation regarding ISLA becoming part of the Hopkins School District. Karen said we may be

interested in having a conversation as it does not commit ISLA to anything. Diane S would have more information in January from HSD Board. HSD Board has given no direction to date as to which avenue they will go to implement more language in the elementary level.

- c. IB update- visit from IB representative went well. Teachers feel more comfortable with units of inquiry and developing future units of inquiry.
Comments given by IB/PYP Representative: Characteristics of PYP program is evident in every classroom. Commendation to PYP leader (Amy Egenberger) as a strong leader for overseeing PYP implementation and training of ISLA teachers.
Areas of focus for future growth in IB program were given.
IB rep encourages ISLA to develop 6 units of study and apply for “IB World School” status. We are currently a candidate school and are working to be approved/authorized as an official “IB School”.
Karen Terhaar anticipates development of units over the next two years.
Eric Swenson gave examples of how the fundamentals of PYP “inquiry” is evident in daily learning.

Diane S left meeting at 7:42 pm.

Motion: Mark moved that the ISLA Board remain open to conversation with the sponsor about the sponsor’s world language programs. **Seconded:** Steve. **Passed unanimously.**

Meeting Break 7:55

Meeting reconvened at 8:07

6. Committee Reports –

a. *Governance – given by Mark and Sonia*

- Primer on fiduciary duties- looking at setting up fiduciary duty training based on MACS training available to charter schools. Use 15 minutes at beginning of Board Meetings to train members.
- Tonight’s meeting focused on 3 Primary Board Duties:
Duty of care: use reasonable care under the circumstances to make sound decisions (i.e. read attachments and minutes sent before board meetings, participate in committees, review records to assure accuracy) Includes duty of reasonable inquiry to seek clarification for any given matter.
Duty of obedience- directors must be obedient to the board, it’s mission and the laws that govern the organization. Familiarity with charter school law, 501 c3 status, non profit status, state title grants and governing documents, etc. Systems and processes in place to assure we are in compliance.
Duty of loyalty- cannot act on behalf of self. You have a duty to the board process. Should not act on behalf of the board outside of board meetings.

Reliance, Delegation and Exoneration-

Reliance - info from statements, employees, etc who merit confidence

Delegation- not personally responsible if actions have been affirmatively delegated properly.

Exoneration- if you are in compliance with your fiduciary duties you are immune as individual.

We hold a higher level of protection due to voluntary services given by directors on board.

Action Item: Melody. Invite a MACS associate to attend a ISLA board Mtg in the Spring.

b. *Communications – given by Steve Semler*

Working on upcoming information meetings set for Jan and Feb.

Will determine best marketing strategy for recruitment

Action Item: Communications Committee- look into business cards being produced for ISLA to hand out

Revisions being made to ISLA application for incoming kindergartners to be more decisive on application whether applying for full-day or half-day kindergarten.

Action Items: Governance Committee

1. boy/girl policy for lottery admissions.

2. full day/half day policy admissions: payment, moving from one list to another, etc.

c. *Facility – given earlier in meeting. See above.*

d. *Strategic Planning – given by Sonia.*

3 Main Areas of focus: Goals need to be developed for these areas of ISLA Strategic Plan...

1. Relationship with sponsor- sponsorship by HSD expires summer 2009. Needs to know who would participate on this committee. Kate, Erik, Karen and Samantha would like to be involved. Melody is also already involved.

2. Growth and Expansion: plan is to maintain at 2 classrooms per grade level. The question was raised as to whether or not we are open to expanding to K-8 or K-12.

3. Finance and Funding- Will coordinate future mtg with finance chair to develop finance goals.

e. Finance – given by Michael Valley

- Draft of Finance and Budget Policy:

-revisions offered for wording in various sections of policy. The allocation of donated funds was discussed. To address the desire of some to restrict their donation to a specific area, a vote was taken on this subject.

Motion made by Sonia: Add section I.C. “ This donation funds allocation applies to all restricted and unrestricted donations whether they be cash or non-cash donations.”

Seconded: Steve. Passed unanimously .

- Draft of Bidding and Purchasing Policies:

- discussed clarifications on term “bid” (posting to public and open to numerous bids) and “RFP” (soliciting providers to propose cost of services needed)

Motion: Michael moved the board approve the two above policies as amended by the Board.

Seconded: Sonia Passed Unanimously

f. Personnel – given by Molly

- Karen wants to begin looking for teachers earlier this year for the 2009-10 school year.

Candidate from Columbia is interested in doing interview. Karen is looking for expertise in immigration law for council in considering teaching positions.

7. Other Business – 10 minutes

a. Remaining action items from previous meetings- keep an eye on action items from prior meetings.

Action Item: consent agenda for band director hire put on next month’s agenda

b. Discuss meeting date/times in 2009- Dec 15th

Board Meetings will return to taking place on the second TUESDAY of the month starting in January.

8. Set next meeting time – December 15th, 2008 – 6:30 pm - 9:00 pm

9. Adjourn – Motion to adjourn: Kate. Second: Samantha Passed unanimously