

# ISLA Minutes

January 15<sup>th</sup>, 2008, 6:30 p.m.

ISLA School Building - 12007 Excelsior Blvd, Minnetonka, MN – Room #1

*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 called to order at 6:45pm

### ISLA BOARD MEMBERS PRESENT:

Melody Brombacher (Board Chair), Rolf Brombacher, Mark Mathison, Sonia Miller-Van Oort, Steve Semler, Kerry Krawczyk-LeMieux, Molly Quinn (Board Secretary), Lily Johnson, Michael Valley

ISLA BOARD MEMBERS ABSENT: Angie Cabrera

### EX-OFICIO MEMBERS:

Karen Terhaar (Director) Present, Diane Schimelpfenig (Hopkins District) not present.

VISITOR(S): Mike Utt

## 2. Acceptance of Now 27 minutes

### Amendments to minutes:

- Updated Title from “Agenda” to “Minutes”
- Updated # 2(pg 1) to clarify amendment was for board to approve *charitable registration statement* to be sent in.
- Updated # 3 - Public input to indicate there was none since no members of public were present
- Updated # 7 b to clarify that Sonia’s amendment to Kerry’s motion was an update to state that ISLA will conform with the MACS application requirements as stated in their 2007-2008 membership expectations document posted on their website.
- Updated #8.b.i, tax free to ‘tax exempt’
- Updated # 8.b.iii to state the following:  
Action item: Board Chair will assemble an evaluation team for the school director, consisting of one board member designated by the Board Chair and one member designated by the executive director, as designated in the bylaws.

Mike moved to approve Nov 27<sup>th</sup> minutes as amended, Steve seconded, motion carried unanimously.

### Acceptance of Jan 15th agenda

Sonia moved to accept, Mike seconded, motion carried unanimously.

## 3. Public Input

None – no public present

## 4. Review Action Items from Nov 27<sup>th</sup> mtg (see items in red in Nov 27<sup>th</sup> minutes) –20 minutes

Action Item	Owner	Open Date	Status	Update
Create resolution for Board and Board members evaluations.	Governance Committee	10/23/07	Open	Governance committee needs to meet
Ensure that board members are sufficiently trained.	Governance Committee	10/23/07	Open	Governance committee needs to meet
Create On-Boarding packet for new Board members	Governance Committee	10/23/07	Open	Governance committee needs to meet

Action Item	Owner	Open Date	Status	Update
A policy needs to be drafted regarding ISLA board committee meetings in relation to our recent amendment to bylaws regarding open meeting law.	Governance Committee	10/23/07	Open	Governance committee needs to meet
All committees were asked to create a document outlining purposes/objectives of committee and present document for approval by Board (see Article VI paragraph 7)  These committees still need to create document outlining purposes: -Facility -Finance -Personnel	Mike  Molly  (Each Committee Chair)	10/23/07	Open	Still need to complete these for finance, facility and personnel committees.
Add agenda item to board meeting to review committee purpose / objective documents and approve as a board once these documents are ready for review.	Melody	10/23/07	Open	
Rolf: create a library of materials available for Board members consisting of the most up to date documents. – In progress.		10/23/07	Open	Rolf has stated creating this, needs to compile updated versions of more documents. Plan is to make available on website, will require user login to access.
Chair Elect needs to be nominated.	Governance Committee?	10/23/07	Open	Nov minutes indicated this was pending action by the Governance Committee.
Communication committee will come up with some type of feedback form by January Board meeting to solicit info from parents. – Steve indicated this should be complete by January	Steve – Communications Committee	10/23/07	Open	In progress
Karen will develop an evaluation of staff and report back to us – considered to be a director responsibility.	Karen	10/23/07	Open	Teacher evaluations complete School-Care evaluations and Emily evaluations still pending.
Personnel Committee will be responsible for soliciting feedback from staff.	Molly – Personnel Committee	10/23/07	Open	Molly indicated that personnel committee will have something by end of January
Check with St. Joe's to communicate our interest if the site ever becomes available.	Facility Committee	10/23/07	Open	
Action item: Rolf will check with Lila regarding PERA and school care.	Rolf	10/23/07	Closed	Verified with LILA, they do pay PERA for their school care employees.
Are we obligated to pay PERAS for school care workers? Is there a penalty for not doing so? Action item: Mark will check into the legality of this issue.	Mark	10/23/07	Open	Mark will research this
Revise our type of checking/bank account in order to make interest on our balance. To this point we have not been getting any interest.	Mike V	10/23/07	Open	Mike checking into this
Board Director will assemble an evaluation of School Director including Board Director, member of Board chosen by Director and member chosen by Board Director	Melody	10/23/07	Closed	Direction check-in was done Monday, Dec 17th, 2007, and included Mark, Melody and Rolf
Need addendum on director's contract and be prepared to present a recommendation at the Dec Board meeting. Need benchmarks and criteria.	Melody	10/23/07	Open	Melody will coordinate with personnel and finance committees
By-laws need to be renewed, update business address to current ISLA address	Governance Committee	10/23/07	Open	Governance committee needs to address this when they meet next.
Need to have a reasonable idea of where we will stand next year regarding enrollment.	Karen	10/23/07	Open	Karen reported current enrollment numbers....see director's report below

Action Item	Owner	Open Date	Status	Update
Steve needs between 4-8 volunteers – stuffing envelopes (Theresa will seek volunteers through PTO), etc. Steve has volunteers for stuffing envelopes	Steve	10/23/07	Closed	Steve indicated he has enough volunteers for these tasks at the moment.
Life insurance – need to secure the amount at 1x up to \$50,000 for any employee that worked 20 hours or more. Rolf will finalize.	Rolf	10/23/07	Open	Rolf attained quote for our current census, premiums were lower than expected. Enrollment forms have been provided to all employees. Once forms are submitted, insurance should be effective within 30 days.
403B - Discuss ISLA obligations, view sample documents to clarify exactly what our role would be – If we set-up such that ISLA is the plan sponsor, could put us in a more susceptible position. If not, (ie, just offering a service through 3 <sup>rd</sup> party) then the board’s sense is that it would be acceptable.	Rolf	10/23/07	Open	Rolf meeting with representative next week to go over option and get sample documents.
Action item: Molly - Find out about the class size maximum as stated in the proposal/contract and determine consequences / implications of changing these numbers if necessary.	Molly	10/23/07	Open	Molly will look into this.

## 5. Consent Agenda

- a. Hiring of Ariana Lowther, ISLA Compañeros employee

Molly moved to approve consent agenda, Mark seconded, motion carried unanimously.

## 6. Director’s Report

- a. 2008-2009 Enrollment Numbers and Lottery status
  - i. 64 applicants for Kindergarten ( 32 boys, 32 girls, 7 are siblings)
    - 34for all day kindergarten,
    - 13 for 1/2 day,
    - 1 for either, 14 didn’t specify
  - ii. 3 applicants for 1<sup>st</sup> grade, 1 for 2<sup>nd</sup>, 2 for 4<sup>th</sup>, 1 for 5<sup>th</sup> (all girls)
  - iii. 33 applicants from Hopkins district, 10 Robbinsdale, 6 St Louis Park, 4 Osseo, 1 Fridley, 1 west Tonka, 1 N. St Paul, 5 Minneapolis, 1 Shakopee, 1 Anoka
  - iv. 29 applicants are also applying to other schools. 13 at PSI St Louis Park, 4 at Beacon, 4 at Chinese immersion in Hopkins, 1 at LILA, 1 at Aurora charter school, 1 at 4 RSI, 2 at private school.

**Action Item: Rolf** - Need to update website to make it clear we are accepting applications even after the lottery

**Action Item: Karen and Molly** - Need to determine how to handle waiting list for Kindergarten...separate later lottery for full day, etc.

- b. Update on Compañeros
  - No update other than hire of Ariana.
- c. Media Center update
  - i. Lilly has made a lot of progress
  - ii. Still looking for volunteers to assist
  - iii. Angie will also be providing additional assistance
  - iv. Karen called public library regarding “Read Mobile”, but they indicated this is not an option, their focus is on pre-school
- d. Staff evaluations

- i. All teacher evaluations have been conducted with exception of Jorge.
  - ii. Karen is using evaluation tool and processes that have been used successfully in other schools
  - iii. Planning 3 teacher evaluations per year
  - iv. Feedback from teachers has been positive
  - v. Karen also planning to do a similar type of evaluation with school care staff
  - vi. Also planning to do a formal review with Emily (probably once annually)
- e. Report on Director's time allocation
    - i. Karen anticipating that school care should be taking less of her time, but it has still required significant time at this point
    - ii. Star reporting completed
    - iii. Special Ed had required a lot of time
- f. Upcoming items requiring board attention / action
    - i. Karen's two main concerns are **enrollment** and **facility**
    - ii. Noted that it may be worthwhile to spend significant effort on recruitment of upper grade levels

## 7. PTO Report

- a. Report on Legislators' visit
  - Had a rich discussion with legislators, had good parent turn-out
- b. Grant writing committee has identified many possibilities, focus on corporations and private foundations – focus on providing TAs, ultimate goal of one per class.
- c. 5013c app will be sent to IRS this week
- d. IRS articles of incorporation submitted and accepted
- e. In processing creating TA support network
- f. Book fair Feb 15th
- g. Feb 5th MAIN immersion fair

**Action Item: Rolf** – add book fair and immersion fair to website upcoming events

## 8. New Business

- a. All-Day Kindergarten Fee
  - i. All day programs not yet fully funded by state, per-pupil state funding accounts for 1/ day only, therefore, an additional fee is charged for full day
  - ii. Hopkins districts charges \$3,400
  - iii. Other schools build some costs into this number, including bookkeeping / administrative costs, plus ability to waive fee for students eligible for free-reduced lunch. Action Item: Is it a requirement to subsidize in these cases?
  - iv. Currently about 13% of current student population are eligible for free-reduced lunch

Mark moved that board set the fee for full day kindergarten at \$3,400 or per student per year. Motion seconded by Sonia, motion carried unanimously.

- b. Review Board member Roster & Contact Information
- c. Facility
  - i. **Fire Inspection results and impact**
    - Per 1/15/08 state fire marshal inspection, facility needs an updated fire alarm / strobe light system. Cost is estimated to be at least \$40,000 This is not something that the church would be willing to pay for at this time.
    - This requirement is necessary because of ISLA being housed here; it would not be required for the Church without ISLA's presence here.
    - Need to establish next-steps if we have no recourse other than implementing this change

- Need to determine whether there is a possibility to postpone this, or ask for an extension / enter into negotiation with Fire Marshall

**Action Item: Mike V** - We need to determine exactly what the cost would be for the new system, and get a number of bids. Mike with work with Rick on this. Need to determine what payment terms would be available.

**Action Item: Mike V** - Need to determine if a written report was provided as part of the inspection that may help us understand exactly what type of system would be required.

**Action Item: Karen / Jenny** - Need to investigate if/how ISLA could afford this. Karen will ask Jenny if she could create a version of next year / 3 year budget that assumes this system as an expense within the next fiscal year or spread across next several, depending on possible terms of payment.

**Action Item: Karen** - work with state department to determine whether they can be of any assistance to us in this matter, and to better understand why this requirement was not communicated to us during one of the several inspections that occurred prior to our occupying the space.

**Action Item: Mark/Sonia** - Consult with lawyer who specializes in these matters to determine possible courses of action

## ii. Facility for next year

- Current square footage at church:
  - Total square footage: 13,000
  - 6,194 classroom
  - 802 office
  - Additional 6,050 with gym, cafeteria, kitchen, upstairs space
- Facility committee has looked at a number of other properties, but none seem ideal / attractive / affordable at this point.
- Facility committee's sense was that the best approach for next year and possibly beyond would be to remain in this facility. (prior to taking above fire marshal issue into consideration)
- There is some state of federal grant money available for school facility updates, but it is available only to schools that have been operational for a longer time. We are not yet eligible for this.

**Action Item: Karen** – Investigate when ISLA would become eligible for these types of funds.

- Should we consider working with Hopkins to determine whether they would be willing to negotiate with us on the requirement to locate within the district? For example, there might be available facilities close to, but not immediately within the district boundaries.
- Jamie is working on contacting churches in the district.

**Action Item: Mike Utt** - We need a list from Jamie of which churches he has contacted.

**Action item: Melody and all Board Members** - We may need to directly contact other churches that Jamie has not yet contacted. Facility committee will create basic list if items we'd ask for, and Melody will assign them to us.

**Action Item: Sonia** - Follow up with Mis Amigos on possibilities to co-locate

**Action Item: Mark** - Take another look at whether there are options for ISLA at Curren, since it sounds like there is a possibility that not all of the space is currently being utilized.

**Action Item: Facility Committee** - Continue working with Jamie on additional property possibilities.

**Action Item: Facility committee** - Meet with Rick before church's session meeting next week to talk through options / possibilities.

### **iii. Board Resolution Regarding Relationship with Faith Presbyterian Church**

Mark made a motion that the board authorize Melody to transmit to the session via Rick Reed the following resolution of the board.

Mike seconded, motion carried unanimously

The Board of Directors of ISLA wishes to formally express to the Session of Faith Church its gratitude and commitment to the Church, as the Session considers the possibility of entering into lease negotiations with ISLA for the 2008-2009 school year. By unanimous resolution, the ISLA Board has requested and authorized me to communicate the following statement to the Session. I would very much appreciate if you would share this letter with the entire Session at its next meeting.

ISLA is deeply grateful to Faith Church for reaching out to provide ISLA with a wonderful home in which to begin and carry out its vision of nurturing and educating children. ISLA recognizes and appreciates the many ways in which Faith Church, its staff, and its members have gone "above and beyond" to make its facility work as a first home for ISLA.

ISLA is committed to working with Faith Church to negotiate a lease for at least the 2008-2009 school year. ISLA's strong preference is to keep Faith Church as ISLA's home for at least the coming school year and, if workable, beyond that.

ISLA's Board is likewise committed to working with Faith Church to address issues and challenges as they have arisen or may arise from our lease arrangement.

Furthermore, the Board looks forward to expanding exploration of the possibilities for partnering with the Church to further the mutual interests of the Church and the School.

**Action Item: Rolf / Melody** – prepare document, Melody sign as board chair, and mail to Rick Reed.

## **9. Financial Report**

The following materials were made available to the board for review:

- a. Audit Results
- b. Budget
- c. Monthly Financials

There was no discussion on financials

## **10. Committee Reports**

- a. Governance  
-No update
- b. Strategic Planning  
-Sonia provided copies of committee's last meeting minutes
- c. Finance  
-No update
- d. Facility  
-No update other than discussion on facility above
- e. Communications – Recruiting & Advertising – Update provided by Steve
  - i. Have various people working on newspaper / print media
  - ii. Working on distributing flyers – informational session have been very helpful
  - iii. Working on getting listed on various educational sites
  - iv. Working on creating "business cards" for ISLA
  - v. Will be creating a strategy to maintain communication with families that have submitted applications
  - vi. Will likely plan additional informational meetings
  - vii. Need to consider how to bring-in native Spanish speakers into upper grades.

**f. Personnel**

**i. Director Check**

1. Direction check-in was done Monday, Dec 17<sup>th</sup>, 2007, and included Mark, Melody and Rolf
2. Consensus was that current administrative staffing model os not sustainable long-term
3. Recommendation was to schedule a special session with the Board to discuss this issue and determine possible solutions.

ii. Life insurance – see updates on action items above

iii. 403B retirement plans – see updates on action items above

iv. PERA – see updates on action items above

**11. Other Business – 5 minutes**

None

**12. Set next meeting time**

-Special Session - Facility: **Tuesday, January 29<sup>th</sup>, 6:30 pm**

-Special Session - Sustainability of Administrative Staffing Model: **Saturday, March 1<sup>st</sup>, 8 am**

-Regular Board Meeting:

-Next Meeting: **Tuesday, February 19, 6:30 pm**

-Future Meetings: **2<sup>nd</sup> Tuesday of Month starting in March, 6:30 pm**

**13. Adjourn**

Motion to Adjourn

Rolf moved, Mike seconded, motion carried unanimously

Adjourned at 11:10.