

ISLA Agenda – Board of Directors Meeting Minutes

March 10th, 2009, 6:30 p.m. – 9:00 p.m.

ISLA School Building - 12007 Excelsior Blvd, Minnetonka, MN – Room #122 (Upstairs)

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: 6:40pm

Board Members present: Melody Brombacher, Molly Quinn, Kate Shablott, Michael Valley, Steve Semler, Erik Swensen, Samantha Baksic, Karen Terhaar (ISLA School Director), Karen Utt (PTO Board Advisor)

Board Members not present: Kerry Krawczyk-LeMieux, Sonia Miller-Van Ort, Mark Mathison, Diane Schimelpfenig (Hopkins School District)

Steve Semler Read Mission Statement

2. Acceptance of February 10th minutes --- Acceptance of March 10th agenda

Corrections noted to February 10th minutes.

MOTION TO ACCEPT MINUTES: Melody Brombacher, Second: Steve Semler. Passed unanimously.

Sponsorship Task Force added to tonight's meeting – 5 minutes – under New Business.

MOTION TO APPROVE MARCH 10TH AGENDA: Melody Brombacher as amended, Second: Michael Valley. Passed unanimously

3. Public Input – Eric Peterson, parent of current ISLA student – present to listen.

4. PTO Report –

- a. TA Committee – at present there are no host families assigned for next school year however there are a few host families who have expressed an interest. There is a host family event on March 25th at the Chalet Pizza from 5:00-7:00 pm for current year host families and teaching assistants. Communicating the invaluable experience that comes from the opportunity to host a teaching assistant is a goal that is in the forefront of the TA program at this point.
- b. Teacher Majority Waiver Discussion – consensus supports a waiver if it would support the teachers and limit teacher burn out. Question as to whether or not it would be premature to request such a waiver and if it would be more appropriate to wait until next year.
- c. 4H program – looking into whether or not fees should be per class or per year. Strong concern that students may not be able to participate if the fee is too high although there are some scholarship funds available.
- d. PTO will work on matching its strategic plan to the ISLA strategic plan and align timelines.

5. Director's Report – Karen Terhaar

- a. Teacher Majority Waiver – still up for review at the state level.
- b. Grants – none for next year at this point.
- c. Staffing – As the years progress would like to be sure that we are continuing to be mission driven.
- d. IB update: teachers currently working on completing the second unit for the year, although a third unit is also currently being developed. Briana has had one release day to develop a unit for 5th/6th grade and hopefully there will be another. School-wide focus on specific areas of inquiry encourages stronger development of language but also challenges grade levels since different grades have developed

themes to different degrees due to varying areas of instruction and required outcomes at different grades.

- e. April 1st deadline to submit a report to IB – Karen and Amy are working on that currently. Must show how we plan to finance future work.
- f. Spanish Camp and Summer Care – will address in New Business.
- g. Staffing for next year – Karen is tracking the various tasks/duties completed each day in order to have a grasp of the greater draws of time. Staff development, training for teachers and following up with teachers is crucial.

6. New Business – Kate Shablott

- a. Sponsorship – Proposes continuing as we are and engaging the strategic planning committee for future direction with regards to this area. Karen reported that Hopkins is planning on continuing the sponsorship. At the state level they are considering raising the fee that charter school must pay to the sponsor and more specifically defining the sponsor's responsibilities.

ACTION ITEM: KAREN WILL CONTACT DIANE AS TO THE DEADLINE FOR SUBMITTING THE RENEWAL CONTRACT FOR SPONSORSHIP.

- b. Summer Camp – last year Samantha and Sarah offered 3 half day sessions. Parents paid ISLA. From that fee, teachers received an hourly rate and supplies were purchased – ISLA received about \$800 as a result above and beyond the teacher pay and cost of supplies. Pending final confirmation, there will be morning and afternoon classes from 9-12:30 and 12:30-4:00. The 2 week sessions with breaks when needed from June 15- July 23 will cost \$260 possibly for ½ day and \$475 for full day. \$40 per hour includes teaching/prep and unit development. 6 students per one teacher covers the cost of the class but before supplies. Checked into the insurance details and there is no conflict. Facility space and room usage will need to be determined.

For future, ask strategic planning committee to focus on summer camp logistics – send info out earlier, time frame to fit more schedules, transportation.

MOTION: KATE MOVED THAT ISLA OFFERS SUMMER CAMP AS SAMANTHA HAS PRESENTED SUBJECT OF REVIEW BY FINANCE COMMITTEE. Samantha recused herself. Erik seconded. Motion approved unanimously.

7. Old Business - Melody

- a. Treasurer elect position – did not get posted on web.
- b. Teacher majority waiver – If we would like it to take effect in timing with our next Board seat election in May and deviate from the structure as is then we need to submit a waiver now. Is that enough time? Teachers still expressed interest in wanting to be involved on the Board after a second meeting and discussion of the waiver. Discussed the possible future scenarios including needing to ask brand new teachers to serve on the Board and teachers still expressed interest.

ACTION ITEM: REVISIT THIS ISSUE AT THE JUNE/JULY MEETING.

Meeting Break at 8:00 pm

Meeting reconvened at 8:05.

8. Committee Reports –

- a. *Finance Committee – Michael reported.*

- a. Audit Opinion and Findings:

We have already created policies to address the first and third deficiencies.

1. The academy does not have proper segregation of duties ...
2. The Academy depends on the auditor to prepare its annual financial statements.
3. The Academy has a lack of documentation with regard to components of its internal controls, including governance-level controls.

b. Financial Report:

1. Page 11 – noted that we do not have any long term debt.
2. Page 22 – at the time of the writing of this report the point stating that we had too much money in one account over the FDIC amount has since been corrected.

c. Band funding still needs to be funded.

ACTION ITEMS: ADD BAND DISCUSSION TO APRIL BOARD MEETING.

b. Facility – Kate

Physical and geographical issues – looked at all of the possibilities.

Facility committee meets again March 23 at 5:00 pm (location TBD) to further address these issues. Still in discussion as to which rooms specifically will be used/reconstructed for next year.

ACTION ITEM: MAY 26TH – LEASE AID APPLICATION DEADLINE.

c. Communications – Steve

a. Karen and Emily have been working on communications info.

b. There is an ISLA sign posted once again in front.

c. We are in need of a new communications committee chair. Steve will be working with finance committee more fully as soon as someone has taken on the communications chair position.

d. Smart advertising, newspapers, community events – would like to better address these needs. Karen can determine what would be most appropriate under the realm of the office and identify goals that would be best met by the communications committee.

e. School Business Solutions workshop (February) – 156 charter schools in Minnesota (only 5% in operating debt and all 5 will survive due to plans put in place). Our reports reflect that we are doing a good job of communicating our financial situation and retaining an adequate reserve. Charters are to be innovative therefore keep a good sense of our level of innovation while continuing to be fiscally responsible.

d. Personnel – Molly

a. Seeking more committee members.

b. Policy-wise many things need to be addressed.

c. Working on visas for applicants.. Cap for the H1 visa – looking at bypassing the cap depending upon the requirements.

d. Melody noted that down the road we need to be looking at how to address human resource needs through staffing opportunities.

e. Strategic Planning – Sonia

Meeting Thursday, March 12, 5:30-8:00 and then 8:00-10:00 (second portion regarding sponsorship).

f. Governance – Steve and Melody

a. Additional pages passed out – each Board member to add pages to binder.

b. Teacher Majority Waiver – previously communicated.

c. Nomination Committee – Mark is the chair, membership already identified, in process.

d. Policy on ISLA sponsored events is in progress, for example, summer camp.

e. March 21, 8:00 training by Eugene Piccolo regarding Board training.

9. Other Business – Melody

a. Possible changes in charter laws:

1. District Bussing – possibly discontinuing law which requires districts to provide transportation for charters.
2. Charter Schools not being allowed to locate within 1 mile of a school that has been closed within 3 years without permission of school district.

10. Next meeting time – April 14, 2009 – 6:30 pm - 9:00 pm

11. Next work session – March 21, 8:00am, at Mark's office in Minneapolis.

12. Adjourn –

MOTION TO ADJOURN: Steve, Second:Kate. Passed unanimously. Adjourned at 9:04 pm.