

# ISLA Board of Directors Meeting Minutes

March 11<sup>th</sup>, 2008, 6:30 p.m. – 10:00 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 – Read Mission Statement

Meeting called to order at 6:40 pm

ISLA BOARD MEMBERS PRESENT:

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

ISLA BOARD MEMBERS ABSENT: Angie Cabrera

ISLA BOARD ADVISORS:

Karen Utt (ISLA PTO), not present

Diane Schimelpfenig (Hopkins District), not present.

VISITOR(S): Kate Shablott, Chela Guzman

## 2. Acceptance of Feb 19<sup>th</sup> & Mar 1<sup>st</sup> minutes

→ Steve moved to approve the Feb 19<sup>th</sup>, 2008 minutes, Mike seconded, motion carried unanimously.

→ Mike moved to approve the minutes, Molly seconded, motion carried unanimously.

### Acceptance of March 11<sup>th</sup> agenda

→ Rolf moved to approve the agenda, Lily seconded, motion carried unanimously.

## 3. Public Input

None

## 4. PTO Report

The grant submitted to Excel Energy was not approved.

The grant submitted to Supervalu is still pending.

## 5. Financial Report

### a. Update on report availability

- Due to meeting schedule changing to 2nd Tuesday of month, monthly financial statements may not always be ready by that time for the prior month. Therefore, our process going forward will be to review and approve the statements for two-months prior. February financial statements will therefore be reviewed and approved at the April board meeting.

### b. Review of draft budget

- Modifications included shifting our budget strategy to reflect only revenue that will be received within fiscal year, and to therefore exclude 10% hold-over from current year's budget and reflect that 10% as revenue in the following year.
- The Finance Committee will be reassessing the accuracy of the current year's budget numbers, and continuing to update / modify next years draft budget numbers, particularly in preparation for further staffing discussions.

## 6. Director's Report

### a. 2008-2009 Enrollment Numbers

- Enrollment applications are relatively stable at this point, no significant changes since last meeting.

- b. Logo update
  - The logo design that was previously agreed to has been modified to be more readable, and is now ready for use.
- c. Report on Director's time allocation  
No significant updates to report on.
- d. Upcoming items requiring board attention / action  
No specific items requiring board attention.
- e. Additional Updates
  - IB application and related work will become a significant priority in the next several months.
  - Parent resource fair was successful and well attended. Emily represented ISLA at this event.

## 7. New Business

- a. Discussion and decision regarding Kindergarten registration fee
    - For the current year, no such fee is being implemented.
    - Molly will investigate registration fees being charged by other schools, and the board will discuss at the next meeting whether a registration fee will be put in place for next year.
    - Some other schools hold a few spots for enrollees who qualify for free/reduced tuition, and fund this through the enrollment fee charged for full-day kindergarten. It was noted that this is an item that ISLA may need to consider for future years. The financial ramifications, as well as concerns about ensuring that ISLA is making the program available to students who may not otherwise be able to participate or who are deemed "at risk" need to be taken into consideration.
    - The question was raised as to whether offering scholarships for free/reduced kindergarten students to attend full day kindergarten might make us eligible for any scholarships that focus on at-risk students.
- Mark moved that the Board adopt a \$300 non-refundable enrollment deposit fee applicable to full day Kindergarten students and that:
- a. The \$300 be applied to May/June tuition payment for the current school year.
  - b. That ISLA make an announcement to include at least all accepted full day enrollees not later than March 17<sup>th</sup> stating that such a fee will be required, including a statement to the effect that funding assistance for full day Kindergarten and the enrollment deposit may be available, and instructing enrollees to contact the executive director with questions.
  - c. That the due date for payment of the fee would be April 14<sup>th</sup> of the current year.
  - d. That this fee would be applicable to future years, subject to Board review of the amount and dates.

Mike seconded this motion.

Rolf moved to make the following amendment to item (a.)

*a. The \$300 be applied to last month in which the student is enrolled in the current school year.*

Steve seconded the amendment, and the motion to accept the amendment carried, with all in favor with the exception of Kerry and Mark.

The board voted unanimously in favor of the amended motion.

- b. Compañeros program plan for 2008-2009
  - The board discussed whether ISLA should consider collaborating with a third party to staff and manage the school care program for ISLA on-site.
  - The sense of the Board is that ISLA should explore this with various possible organization, but only those who would be able to integrate Spanish as a part of the program.

→Melody moved that the board authorize Sonia and other interested members of the board to explore options for working with a third party to provide Spanish immersion before and after-school care. Steve seconded, and the motion carried unanimously.

## 8. Committee Reports

### **a. Strategic Planning**

- i. Report on strategic plan progress
  - There were 9 components of the strategic plan that the ISLA board previously authorized the committee to work on. Of those, 6 will have been addressed by the committee by the end of March.
  - The committee recommends that the remaining 3 be put on hold for the time-being, but that a draft strategic plan for the first 6 items will be available for the ISLA board to review by April 15<sup>th</sup>.
  - Sonja presented and the Board discussed and provided input on draft goals for the following 3 components of the strategic plan:
    1. Academic Achievement & Bilingual Fluency
    2. Development of Student Character & Global Perspective (IB)
    3. Extracurricular Activities

### **b. Facility**

- i. Update on negotiations with Faith
  - Lease negotiations are ongoing with Faith
  - The Facility Committee is confident that we will be able to successfully negotiate a final lease for the 08-09 school year.
  - In communications that Karen had with the Fire Marshal's office, it was noted that it would not be uncommon to gain a variance regarding the timing for when the new alarm system would actually need to be installed.
- ii. Report on other facility options
  - Karen met with Jamie W. on Monday, and they reviewed several additional options that Jamie is working on.
  - Jamie has provided ISLA with two proposals thus far, for the 509 property and for Bet Shalom.

### **c. Governance**

- i. Review & approve recommended by-law amendments
  1. Article III – Board of Director Elections, Terms of Service
  2. Article VII, 3.b. & 3.c. – Officers and DutiesThe Governance committee recommended adoption of these amendments.

→Kerry moved to accept the proposed amendments to the bylaws as created by the governance committee. Molly seconded, and the motion carried unanimously.

- ii. Annual meeting update
  - The Governance Committee has begun planning the annual meeting for a date yet to be determined in May.

### **d. Communications**

- i. Update on current recruiting & advertising campaigns
  - Steve will be meeting with sales / marketing person for additional publication.
  - The committee is working on ideas to market to Spanish speaking students, and has secured 4 volunteers to assist with this. Molly will coordinate these efforts.
- ii. Decision regarding photos on website & other publications

- Steve will work with communications committee and PTO to establish process to gain approval from parents to include student pictures in publications and on ISLA website.

**e. Personnel**

- i. Upcoming hiring plans, job fairs, postings
  - Job postings have been added to a number of websites and the committee will continue to post to additional sites.
  - ISLA will participate in an education job fair on April 14. The cost is \$300 for ISLA to attend.

**f. Finance**

- The Finance Committee plans to prepare an amended version of the current year's budget ready for board review and approval at the April Board Meeting.
- The School Care bank account is not reconciled by Stenmark, and they would charge ISLA additional fees for doing this.
- The Board discussed whether there is any real benefit or requirement for the school care funds to be held in a separate bank account, and to be broken out separately from our operating budget and monthly financial statements. The sense of the board was that this separation is not required or advantageous.
- The Finance committee and Karen will take this into consideration and determine whether it is prudent to close the additional account and/or incorporate the school care reporting and budget into the general operating reports and budget.

**9. Other Business**

- a. Review of March 1<sup>st</sup> meeting and ongoing actions
  - The Board agreed to meet again on April 12th to continue our discussion on this topic.

**10. Set next meeting times**

Working meeting follow-up session: Saturday morning April 12<sup>th</sup>, 8:30-11:30am at Mark's office.  
Board meeting: April 8<sup>th</sup>, 2008 – 6:30 pm - 9:30 pm

**11. Adjourn**

→Sonla moved to adjourn, Steve seconded, the motion carried unanimously.  
The meeting adjourned at 10:37pm.