

ISLA Board of Directors Meeting Minutes

October 20th, 2008, 6:30 p.m. – 9:00 p.m.

ISLA School Building - 12007 Excelsior Blvd, Minnetonka, MN – Room #1/2 (Downstairs)

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. Called to Order at 6:45 – Melody read Mission Statement.
Members present: Melody Brombacher, Eric Swenson, Michael Valley, Samantha Baksic, Molly Quinn, Kerry LeMieux, Karen Terhaar
ISLA Board Members Not present: Mark Mathison, Sonia Miller-Van Ort, Rolf Brombacher, Steve Semler, Kate Shablott,
ISLA Board Advisors: Present-Karen Utt (PTO) Not present: Diane Schimelpfenig (Hopkins School District)
2. PTO Report – Karen Utt
 - \$2000 provided for Band/Orchestra
 - ISLA Board to decide how funds will be implemented.
 - ISLA 4-H Club
 - Voted to start our own ISLA 4-H club
 - Materials are available in Spanish
 - Steve will be leading
 - Costs will be minimal
 - Wide range of possibilities for projects – Lego league, leadership, etc
 - TA Program
 - Goal to find ways to maximize the benefits for all involved.
 - TAs will offer classes according to his/her area of expertise to supplement stipend.
 - Insurance regarding these after school activities – checking into this currently, at this point we understand that there is no problem.
 - United Way – donation.
 - Issues with money going directly to PTO by some companies.
 - Donate to school who will designate money accordingly.

Terry Maggaard arrived at 7:00pm.

Mike Utt arrived at 7:45pm.

ACTION ITEM: Finance Committee to investigate and determine how to address donation designation issue and setting guidelines regarding charitable giving.

Karen U to coordinate with Terry Maggaard in setting up band/orchestra – money as gift from PTO to school. Karen T to determine since it will be contracted. Need 3-4 weeks to put things in place. Looks as though it would be an hourly instructor fee – once a week, 4 weeks a month, up to 6 months, 30 minutes Full Ban, 30 minutes each with 2-3 small groups, instructor would arrange for Music ?Store to present students with overview, possibly providing rental for students. Bud's Music would meet the needs of the 3-4 students interested in Orchestra. Down the road cost may be \$3000 for the next few years or double that amount if there is a great deal or interest and could train someone else as well. Must be certified which requires a set amount of hours per year to keep up certification.

Do we need to vote on this issue? Have not voted in the past on similar issues.

ACTION ITEM: Karen will investigate need to vote on issues such as these.

ACTION ITEM: Terry will provide numbers and figures used to determine the \$2000 amount.

ACTION ITEM: Will communicate to parents stating that they can make a restricted donation to ISLA rather than PTO – parents will need to communicate with our ISLA bookkeeper, Rhonda, stating donation amount and desired designation. A policy will be drafted offering suggested designations, including a category for “Others”.

Grants – need a designated person whose focus is writing grants. Need to review tasks assigned to Karen and Rhonda to determine how grant writing needs could be met. A grant manager is needed for major grants.

Restricted donations – give a set amount of money to be sent in such a way.
Young Rembrandts – an after school class will be starting soon.

3. Consent Agenda - Hiring of new staff – Bookkeeper and Program Assistant

MOTION: Michael moved to accept the hiring of Rhonda Amon, bookkeeper, and Karen Speich, program assistant. Samantha seconded, unanimously approved.

Two Hires:

Rhonda Amon – bookkeeper

FD Kinder billing – invoices, etc taking that on entirely.

Lunch

Invoicing – Karen just approves and signs off – Rhonda does all of the bookkeeping.

Some Finance Committee tasks.

Karen Speich – immersion teacher, bilingual, worked at Univ Language Center, translating Becoming IB coordinator – will get training in Dec therefore until that point Amy E. will continue to be the coordinator. Now getting done rather than taking something off Karen’s plate that she has been doing. LILA is in year 5 and is now seeking certification. Wise to wait and get training first and then pursue certification? A draw for families to have it earlier but later would have more people power and more funds to meet the needs. Karen proposed that we continue to do a good job but take more time to achieve certification. Down side – still need to pay each year that we are considered candidate school. Next Tues Oct 28 IB rep will be here meeting with staff, any parents, ISLA community members are welcome.

HOPKINS Dist would like to meet with ISLA Board to discuss the future of immersion possibilities in this district – no language has been designated at this time, or if they will implement anything at all. If it were to be Spanish, would like to converse with us regarding impact on and future of ISLA. When ISLA was founded, we had initially been interested in creating an immersion option in an area that had none – that has changed however.

Questions:

Michael asked about appropriateness of Karen to work on Q-comp? Would she have time? With Karen T could work together. Erik commented that it is a great incentive program.

Compañeros – has been going very well.

Conflict of Interest Policy:

Ready to approve? Can always amend once adopted. Really need to adopt a policy.

MOTION: Mark moved that Board adopt revised conflict of interest policy as it has been presented to the Board but with any additional revisions deemed necessary by the executive Board to fully revise the policy to include employees.

Erik seconded. Call for discussion: Michael, section 4, refers to a specific conflict of work for profit.

Section 6 means that when Board votes to approve cost of living increases Board wouldn’t be able to do it across the board for all, but individually so people are not voting on their own salaries.

Key to tonight: Karen needs an adoption of this policy in order to present it to the state.

Motion carried unanimously.

Mark arrived at 7:30pm.

4. Acceptance of September 9th minutes

MOTION: Michael moved to approve the minutes from Sept 9, Erik seconded.

Motion carried, Mark abstained.

5. Acceptance of October 20th agenda

MOTION: Michael moved to accept the minutes for October 20, 2008. Samantha seconded,

Motion carried.

6. Director's Report

a. Lottery date revision

Karen requested that we change the lottery date since our date is earlier than most and numbers change dramatically once home districts have had their lotteries.

Full Day Kinder requires a down payment within 10 days and that cause some sense of drawing out and stretching that boundary.

b. Update on workload distribution and staff training

c. IB update

7. New Business

a. Board Training – Melody

- *Melody had sent out newsletters/articles regarding Board of Directors and Governing Boards.*
- *ISLA is not a member of MACS. Price of Governance Training is quite a bit more if not a member. Must take first class then may take them in any order.*
- *Grant report states that we will have a minimum of at least 3 people trained this year and 3 additional next year.*
- *MACS will come on site for a fee.*
- *Need to be sure that we are getting trained.*
- *There is money allocated in the budget for training.*
- *Individual versus school – would it be worth it to have a school membership.*
- *If interested please let Melody know. Strongly encourage everyone to be trained.*
- *Looking at repealing teachers as majority of Board.*

b. Approve Revised Conflict of Interest Policy

- *Cindy had noted that our policy was insufficient.*
- *State requires certain info be included.*
- *Mark has drafted an updated policy.*

c. Kindergarten Scholarship Policy

- *Board/Director \$3400 per student – if we set \$6000 as a maximum then that amount could be divided according to need.*

ACTION ITEM: BOARD OR DIRECTOR TO DETERMINE HOW FUNDING WILL BE DIVIDED. MAKE A DETERMINATION AND THEN CONTINUE TO PURSUE POSSIBILITIES. SINCE WE OFFER HALF DAY WE ARE NOT REQUIRED TO PROVIDE FUNDING.

Guidelines for funding needs to be addressed and updated yearly. Must be determined prior to the lottery in order to inform families when enrolling for Kinder. For this year we can look at what we have available and in the future need to set policy.

- **FINANCE COMMITTEE RECOMMENDATION:** Need to have it clearly stated as to whether or not there are funds available.
- **MOTION: Michael moved that ISLA (1) provide a half scholarship for the one student who knew of it and applied for it – for half of the year fee and (2) the Board would offer funds for 2 students who currently qualify for the same amount of scholarship dollar unless they were made aware of the potential scholarship availability but didn't apply.** Samantha seconded. Discussion: \$5100 would be needed. Our funds are tight. If a family elects not to enroll in FD Kinder and must make childcare arrangements there is a possibility of creating negative feelings. Other option: do not offer scholarships period. PTO has discussed the issue of scholarships. With regards to band, all students will be given an opportunity to participate since it reflects on a sense of community. A sense that ISLA parents would be willing to sponsor if needed in order to allow for a sense of diversity economically speaking and make

the opportunity of FD available to all students. As part of our initial sponsorship application to Hopkins, meeting the needs of a diverse community played a part. FD Kinder was initially created to meet needs of economically disadvantaged. Concerns about economic stability and reality of economic situation with regards to charters and running of schools lend strongly to veering from allocating funds to scholarships. Students can fully participate in ISLA without having FD Kinder. Reason we charge \$134 is to be sure that we will have a surplus in order to meet needs of students requesting scholarships. Checking out the application for this current school year, nothing is stated regarding scholarship offerings. Karen noted that it would be important to review the books and determine the cost and payoff of FD Kinder.

- Vote: all in favor, Karen, Samantha, Michael, Molly and all opposed, Erik, Melody and Mark.

8. **Committee Reports** – Each committee will **report on action items** from prior Board mtgs, provide a report on committee mtgs, advise Board of upcoming mtgs and any other business. Time will be provided at the end of each committee report for questions.

- a. **Facility**

- Update on lease with Faith

1. In June entered into an memorandum of agreement with a few new features.
 - a. Took time to finalize, for example the indemnification language was imbalanced therefore committee requested that the language be equal.
 - b. As of today it has been agreed upon and now only need hard copy document for signing by Karen. B does not need to take any action at this time.
 - c. Adjusted conditional use permit
 - d. Have decided to follow the non-profit route with regards to leasing since taxes can vary greatly.
 - e. Looking at 2011-2012 school year possibly having a site in the city of Golden Valley, Hopkins school district, working on a community center site.
 - f. Sonia spoke with someone in Hopkins.
 - g. Kate spoke with someone in Plymouth regarding a location at 55 and 169.
 - h. 2010-2011 space at Faith with possibility of leasing additional space at neighboring church.
 - i. Jamie Wellik – committee decided to continue working with him at this time.
 - j. Continuing to seek out other realtors as well for the future.
 - k. Facility meeting – B members are welcome to attend whether or not they sit on the committee.
 - l. Susan Easton at Hopkins regarding Eisenhower – how much space is available – minimal space and HS students nearby.

- Report on future site search

1. Keep in mind our level of urgency. Must already keep in mind what our need will be in September.
2. Faith has communicated that they are open to having us here one more year.
3. Samantha excused herself at 8:58.
4. Karen and Michael Utt excused themselves at 9:00.

- b. **Strategic Planning** – no report

- c. **Finance**

- Approval of FY'08 Year End Financial Statements

1. Michael commented on bottom line: positive fund balance greater than expected. Some of Karen's salary was noted in another section resulting in additional dollars. Also due to salary specifics we ended up with more funds than planned.
2. Lost \$1000 on food service. This year Emily submitted free and reduced numbers immediately and we should recuperate the money. Until we have more students eating hot lunch and Hopkins is running the program, we can't come out ahead. We pay for the number of lunches we order therefore when students eat/don't eat then we end up paying extra.
3. Last year we made \$13000 on Compañeros since we didn't charge overhead although a great deal of extra energy went into it and this year we are able to put that energy into other areas. This year we are also

4. **MOTION: Michael moved that we approve the year end financial statements for school year 2007-2008 (FY 08). Motion approved unanimously.**
- Approval of FY'09 Budget Amendments
 1. Revenue – no gifts/donations have been budgeted.
 2. Will have to revise FD K numbers according to scholarships.
 3. **Withhold – general ed aid - \$5000 per pupil, 109 pu, withholds from previous years.**
 4. **Scott is am greeter and lunch server.**
 5. **Benefits according to who is electing benefits.**
 6. **Purchased services**
 7. **Utilities are separate rather than all included.**
 8. **Jorge and Carmen – half time, special ed both as consulting and purchased contracted services.**
 9. **Bottom line: surplus of \$94,721. We have confidence in these numbers.**
 10. **Michael moved that we approve the budget for FY'09, Erik seconded and motion carried.**

ACTION ITEMS: Update: Michael, Mark, Karen and Rhonda are Finance Committee members.

- d. **Public purpose money**
- e. **Concern is that the Board has to follow the law which is the Public Purpose Policy.**
- f. **MOTION: Michael moved the Board direct the personnel committee to establish, based on the executive director's goals, how the bonus will be paid and bring a recommendation back to the next committee for Board approval. Erik seconded. Discussion: As long as it is established in advance, then language is acceptable. Motion carried unanimously.**
- g. **Personnel**

- Action Item Updates

1. Background check requirements for current staff & board members
 - a. Molly investigated. Seems that only newly hired employees must have a background check completed. All employees have had background checks within the past year.

ACTION ITEMS: Molly will continue to investigate usage and ease when comparing computer from home versus that in the store.

2. Contract update.

ACTION ITEM: Personnel Committee needs to finalize director's contract.

h. Communications – nothing to report.

i. Governance

- **Will meet on Saturday.**

9. Other Business

10. Set next meeting time – November 24^h, 2008 – 6:30 pm - 9:00 pm

11. MOTION: Michael moved to adjourn, Mark seconded. Adjourned at 9:46