

ISLA Minutes

Nov 27th, 2007, 7:00 – 9:45 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 called to order at 7:10pm

ISLA BOARD MEMBERS PRESENT:

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

EX-OFICIO MEMBERS:

Karen Terhaar (Director) Present, Diane Schimelpfenig (Hopkins District) Absent

VISITOR(S): Theresa Aleckson (PTO representative)

ISLA BOARD MEMBERS ABSENT: Angie Cabrera, Jenny Brockman,

2. Acceptance of Oct 23rd minutes

Question regarding minutes: corrected version posted on the Web regarding a \$ amount.

Acceptance of Nov 27th agenda

Amendment regarding tonight's agenda: Mark moved to amend the agenda to include an action by the Board to approve the charitable registration statement to be sent in.

Amended agenda approved.

3. Public Input

None – no members of the public were present.

4. Follow-up on Action Items from Oct 23rd meeting (see Oct 23rd minutes) – 15 minutes

Kerry appointed to keep time.

Karen: Policy to be established for emergencies – define chain of command. We have a fire, intruder, chain of command plans that all staff have seen. Communication plan, phone list – all done.

Rolf: Can we pay with grant funds before implementation grant has begun. No – Done.

Governance Committee: task of creating resolution for Board and Board members evaluations. Pending.

Board members sufficiently trained. Determined that this also should fall under the Governance Committee. Currently an action item.

On-Boarding packet for new Board members also determined to fall under Governance Committee.

Open Meeting Law and amending by-laws to reflect our position. There has been a draft amendment created.

On November 27, 2007, at a meeting of the Board held upon due notice and in accordance with Article XIV of the ISLA Bylaws, the Board adopted the following amendments to the Bylaws.

A. Article IV, Section 1 is amended as follows. The first sentence is modified by adding the phrase " Minnesota Statutes Section 124D.10 and" so that the sentence in its amended form now reads in full, "A meeting of the Board shall be open to the public in accordance with, and to the extent required by, applicable law including Minnesota Statutes Section 124D.10 and Chapter 13D unless the meeting is closed pursuant to Section 13 of this Article IV."

B. To Article VI, Section 1 the following sentence is added immediately before the final sentence of the section: "Pursuant to Minnesota Statutes section 124D.10, meetings of committees of the Board are not subject to Minnesota Statutes Chapter 13 and as such are not required to be open meetings and are not required to comply with any provision of Minnesota Statutes Chapter 13."

The amendment is a one sentence modification stating that we are not subject to the open meeting law regarding committees. **A policy has yet to be drafted.**
Steve moved to approve, Mark seconded. No discussion. All in favor, motion carried.

All committees were asked to create a document outlining purposes/objectives of committee and present document for approval by Board Article VI paragraph 7.

These committees are called for in the by-laws and have stated purposes:

Executive
Governance
Election and Legal Standing Committee

These committees need to create document outlining purposes:

**Facility
Finance
Personnel**

Committee Involvement for teachers
Erik – communication
Sarah and Samantha – strategic planning
Briana – facility
All will rotate PTO representation

Rolf: create a library of materials available for Board members consisting of the most up to date documents. – In progress.

Dress Code: done

Chair Elect: pending per Governance committee.

5. Director's Report – 25 minutes

- a. Timeline for IB PYP application A submission
 - i. Spring time – will submit in May. Not unusual for schools to submit in Spring.
 - ii. First unit is a collaborative project school wide.
 - iii. Application gets us into the 3 year approval process and in the mean time the teachers incorporate information/knowledge from training to begin creating units and curriculum.
 - iv. Planning Grant money has been designated for training and support as we create IBPYP units, etc.

- v. Teachers are setting the stage for further unit development, for instance teaching of the basic principles of IBPYP.
- b. Update on school operations
 - i. Hired Scott WETTERLUND, parent of ISLA student, as food service personnel. He has now taken the required training and is the noted food service staff member. Total of 2 hours per day which includes kitchen set up, serving and clean up. Hired after the last newsletter was sent home therefore a note will be sent introducing Scott to families.
 - ii. School Care – would like to hire a second person to help with opening in the morning to be assured that a school care staff person will be able to arrive early enough given winter weather as well as to have two people on staff to start off the day. Possibly altering Carmen’s hours to an earlier start/end time in order to be sure that given Minnesota winter weather that the opening staff member will be able to arrive before opening time.
 - iii. Media Center – Lily is helping to get the Media Center up and running.
 - iv. Karen is setting a goal of spending more time with teachers at this point to offer support and collaborate.
 - v. Brochures have been printed and disbursed.
 - vi. School care requires time since the school is small.
 - vii. Sub for school care will be coming ahead of time to meet students and become familiar with the routine.
 - viii. Q-Comp – used another charter school’s initial version of salary/Q-comp type criteria but definitely looking to develop something more feasible for ISLA. Must investigate and research this system. School receives additional funds for implementing this system from the state. Seek out resources to help us determine what will best work for ISLA.
- c. Report on Director’s time allocation
- d. Upcoming items requiring board attention / action
 - i. Recruiting is a major item. More students would provide more money and more support.

6. PTO Report – 10 minutes

- a. Theresa reported.
 - i. Dia de los muertos was a success.
 - 1. Info sent home in Thursday Envelopes and posted on the Web.
 - 2. Include Board members e-mails when sending info.
 - 3. 59 families represented – families and friends had a great time.
 - 4. Sun Sailor sent a photographer and resulted in an article in the paper.
- b. Will be addressing at a later PTO meeting the need for TA support at ISLA.
 - i. Looking at other options for current year and using a TA program in the future.
 - ii. Price tag: Amity - \$1500 fee, \$150 monthly stipend to TA, PTO provides access to classes (what type- not sure),
- c. PTO planning to register as a charitable and spend \$25 to do so allowing them to fundraise. The 501c3 status is more costly (approximately \$700).
- d. Theresa and Molly will check out options and report back.

7. New Business – 30 minutes

- a. Reports available on Mn Dept. of Education website:
 - <http://app.education.state.mn.us/MFRSystem/fetchEntities.do?&namefilter=I>
 - i. Rolf – MDE website has many reports per school.
 - ii. For example, reports state projected revenue down the road, how aid is calculated, student projections, reports that may be useful in the future.
- b. Resolution to renew MACS membership
 - i. In order to comply we need to pass a resolution to renew our membership.

- ii. MACS annual fee is \$2900 – based on enrollment.
- iii. Membership provides us the following benefits:
 - 1. Advocate on behalf of charter schools
 - 2. Charter school booth at state fair
 - 3. Newsletter
 - 4. Access to programs for reduced fee
 - 5. School listed on MACS website

Kerry moved that we renew our MACS membership.

Sonia made a friendly amendment to Kerry motion to state that ISLA will conform with the MACS application requirements as stated in their 2007-2008 membership expectations document posted on their website. All in favor, motion carried.

- c. All-Day Kindergarten
 - i. Kerry and Molly reporting.
 - ii. Hopkins has decided to offer at least one section of full day Kinder in each of its elementary schools.
 - iii. Kerry shared research states that full day Kinder students from economically lower backgrounds scored significantly better than counterparts who had not been enrolled in a full day program when students were tested down the road.
 - iv. Spanish immersion students pick up the language much quicker since they are exposed to the second language for a greater period of time. Once they reach first grade students overall even out regarding skills as the year progresses. The combination of students with greater/lesser language skills in the second language works positively to bring up all of the students and reach higher.
 - v. The difference between the half day and full day Kinder schedule: the same basic curriculum is presented and the goals are the same regarding outcomes, however the
 - vi. Michael moved that if after our meeting with the church that we can accommodate at this facility a full day and half day and Companeros program that we would proceed with offering it. Sonia seconded. Discussion.
 - vii. Michael withdrew his motion.
 - viii. Sonia moved that the Board, the exec director and all of the Board committees take any and all necessary action to plan and prepare for the induction of one full day Kinder class for the year 2008-2009. Steve seconded. Discussion. Motion carried.
- d. Discussion on staff evaluation reviews – procedure
 - i. Our charter refers to a parent/peer evaluation.
 - ii. Should include all staff members.
 - iii. Returned to a personnel committee that will take the feedback under advisement.
 - iv. Communication committee will come up with some type of feedback form by January Board meeting to solicit info from parents.
 - v. Karen will develop an evaluation of staff and report back to us – considered to be a director responsibility.
 - vi. Personnel Committee needs to formulate an evaluation of director in order to report back to Board at some point.
 - vii. Personnel Committee will be responsible for soliciting feedback from staff.

8. Financial Report – 15 minutes

- a. Revised Budget
 - i. Action item: Rolf will check with Lila regarding PERA and school care.
 - ii. Are we obligated? Is there a penalty for not doing so? Action item: Mark will check into the legality of this issue.

b. Monthly Financials

- i. **Action items: 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.**
Would not cause us to pay since we are tax exempt.
- ii. Our projections were fairly close to the actual numbers.
- iii. **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.**
- iv. Consider stating a date such as January with payment in May regarding bonus for school Director.
- v. Salary and bonus was compromise regarding varying thoughts on what pay should be for director.
- vi. **Action item: Need addendum on director's contract and be prepared to present a recommendation at the Dec 18 Board meeting. Need benchmarks and criteria.**

9. Committee Reports – 40 minutes

a. Governance

- i. **Need to set next meeting. Have outstanding action items from last month. By-laws need to be renewed, update business address to current ISLA address – must be reviewed by Dec 31.**
- ii. 90 days before May meeting must solicit applications for seats on the Board.
- iii. There must be an election. One third of the Board must stand down.

b. Strategic Planning

- i. Currently setting meeting dates.
- ii. Seeking additional members.

c. Facility – Update

- i. Mike Utt, Michael Valley, Jamie Wellik
 1. Meeting Dec 3 with Rick Reed to discuss our future at Faith mostly with regards to space and our needs.
 2. **Need to have a reasonable idea of where we will stand next year regarding enrollment.**
 3. **Need to determine our ideal size in the future since it will play a role as we make future decisions regarding facility.**
 4. Spent last few Mondays looking at space (warehouses, etc).
 5. Acceptable space
 - a. Rowland – would be subleasing for a few years
 - b. 2nd Ave – Hopkins – interior space already gutted, water damage, flood area, questions regarding post water damage work, 10-31 ownership stability issue, conditional use permit would be required since it is zoned as B-1. Possibly bussing issue.
 - c. Baker – woodsy facility, 5 minutes from downtown Hopkins. Shared facility with machine shop. Smaller spaces since it is set up as offices.
 - d. General rule: 150 square feet per student. Well designed space has been noted to be as low as 90 square feet per student but would be tough.
 - e. Other options: keep our feelers out for possible space.
 - f. **Action item: check with St. Joe's to communicate our interest if the site ever becomes available.**
 - g. Other organizations that are interested in sharing space.

d. Finance

- i. 501c3 has been filed. Takes 4-6 months to go through. Allows for donations to be tax deductible.

- ii. MN Attorney Generals Registration – will be filed. Registers organization as a charitable organization and allows us to solicit donations. Once this has been filed then there can be no question as to whether or not your organization is a charitable organization.
 - iii. Resolution of the Board approving the contents of the Registration statement needed.
 - iv. Mark moved that the Board adopt the Resolution defining the registration acknowledging that the Board has assumed and will continue to be responsible for setting Board policy and assume have supervised and will continue to supervise the finances of the organization. Motion seconded. Discussion. Motion carried.
 - e. Communications
 - i. Recruitment – need funds in order to proceed for contracted services and PR.
 - ii. Setting up for direct mailing to parents of school age/Kinder age students as was done last year, brochures, lawn signs, advertised and listed in Family Times and MN Parent Magazine, press releases, events, word of mouth, face to face.
 - iii. Pay for printing cost, lawn signs, etc.
 - iv. Need immediate authorization to allocate funds – specifically Family Times Newspaper (bi-monthly) – education, camp issues have greatest impact - \$1500. Estimating that MN Parent will be a similar cost. \$700 for the mailing.
 - v. Implementation Grant has an available amount for advertising. Since Karen already has the authority to commit the funds, then Steve can proceed.
 - vi. **Steve needs between 4-8 volunteers** – stuffing envelopes (Theresa will seek volunteers through PTO), etc.
 - vii. Any suggestions, contact Steve.
 - viii. Terri has talked with local newspapers regarding the article published on ISLA
 - ix. Update Steve’s e-mail if not already done.
 - f. Personnel – Life insurance, 403B retirement plans, PERA eligibility
 - i. **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.**
 - ii. **403B** – prepare documents on behalf of ISLA, meet with interested teachers, our responsibility from a payroll perspective would be pre-taxed payroll deduction. Need at least 2 interested staff members. This type of program is for non-profits. Need to be aware of how much we are putting ourselves in their hands. Action item: View the forms to clarify exactly what our role would be – plan sponsor could put us in a more susceptible position. If not, then the sense is that it would be acceptable.
 - iii. **Action item: Molly will find out about the class size maximum as stated in the proposal/contract.**

10. Old Business – 5 minutes

- a. Board Governance Training reminder

11. Other Business – 5 minutes

12. Set next meeting time - December 18th, 2007 at 7:00 p.m.

13. Adjourn - Rolf moved, Sonia seconded, adjourned at 11:15.