

ISLA – Board of Directors Meeting

Minutes

December 8, 2009, 6:30 p.m.

ISLA School Building - 12007 Excelsior Blvd, Minnetonka, MN – **Room#121**

Present: Sonia Miller-Van Oort, Mark Mathison, Steve Semler, Eric Peterson, Kerry Krawczyk-LeMieux, Kate Shablott, Melody Brombacher, Briana Boeser, Vanessa Bera, Ximena Rayo, Theresa Alekson

The meeting was called to order at 6:44 pm (delayed due to snowstorm).

Briana read mission.

Mark moved the agenda be revised substitute #11 as written to Adjourn. Steve seconded the motion. This meeting will end, and then there will be two special Closed Board Meetings following it.

Minutes from November 10, 2009 Board Meeting were adopted into record with no changes.

Theresa asked to speak under Public Input. She attended the last HSD Board Meeting. They discussed reducing Ubah's rent to \$246,000 and approved a consent agenda that included bussing reimbursement for Immaculate Heart of Mary (they reimburse \$290/student rather than actually bussing the students). Three HSD Board members reported that they had attended PTO meetings at various Hopkins elementary sites. All were excited to have had 15 people at their meetings. Theresa was proud to note that ISLA's PTO consistently has more than 15 people at each meeting and ISLA is only 1/3 the size of the Hopkins elementary schools.

Under PTO Report, the PTO Chair reported that the Barnes & Noble bookfair sold over \$10,000 worth of goods, netting \$2591.31 for the school. Blue Sky Guides are on sale for \$15 for the holidays. The Spring Fiesta will be May 8. The PTO registered on givemn.org and received the benefit of matching funds from Give to the Max day. The PTO raised \$3278, entitling them to \$132 in matching funds.

Under Committee Reports, Kate reported that the Facility Committee is considering two spaces in Minnetonka for Fall 2010, as well as the possibility of staying at Faith long term. Faith is interested in building an addition for ISLA, but this space would not be available until Fall 2011. Discussed how the public bidding statute would apply to ISLA in this process. **Action Item:** *Mark will look into this.*

Eric reported that the Communications Committee met and had five people attend the meeting. They wanted another meeting two weeks later. There are three big pieces in place and a fourth – the communications calendar for the school, similar to an ad planning calendar – is in the works. There will be a main message each season (e.g. Fall = open enrollment). ISLA needs to get the message out. Discussed recent publicity about different advertising options (Robbinsdale does not advertise outside their district, Minnetonka openly recruits for open enrollment, etc.). There are a couple of people with web design and development experience. They will begin to build a parallel website using Network Solutions (ISLA's current provider). ISLA is paying for features that are not being used, and we hope to

start using them in the near future. For example, there is a blog feeder which would let teachers enter blogs as they choose. Search engines look for continually updated/added content, and blogs and other updates will help our site. The committee is working on defining a brand statement to go with the mission statement to say who we are: charter, IB primary years, and Spanish immersion – perhaps using a Venn diagram that shows our brand. Put a framework around it and there's our website ... huddle.net is a collaborative process that allows us to do work on line. Want parent input for website – need to know what parents think is/would be helpful, useful, desired. Will set up meetings for this input soon.

Mark reported that Governance has completed the Nominating Committee. Chair has yet to be designated. Richard Barnett & Janine Keller have been added.

Under New Business, the Governance Committee Description has been moved to next meeting. Also, Jill Prohofsky showed up for meeting last week. **Action Item: Mark will contact her for future meetings.**

Eric and Steve reported that Josh was going to present the revised financial reports, but Josh didn't feel the new forms were ready to be shared. The general feeling from Josh is that ISLA is in very good shape relative to both charter and district schools. We may or may not need to dip into a line of credit but we will secure it just in case. Josh is preparing a new cash flow report, as well as a report that will show variances between monthly expenses and budgeted expenses. Moving forward, the budget is the budget; once it's approved it's a budget. As we move forward we forecast future months based on what's going on but we don't change our budget. Jen Jouppi has started as bookkeeper. We haven't seen last year's 10% yet, but we expected it at the end of October. Not sure where it is. Based on enrollment, it appears the 27% is being held back but we're not sure because general and lease aid appear lumped together. Josh is checking to make sure he's accurate but he's pretty sure the numbers we've been getting include the 27% holdback not the 10%.

Sonia reported that we currently have an early admission policy that relates to Kindergarten. We don't have one for other grades. There was an issue last fall with a student who the Executive Director thought was too young for first grade. We interpreted the state statute to mean that we did not have to allow the student into first grade. Discussion ensued. Kate moved to make the existing early admission policy applicable to all of the ISLA grades. Melody seconded the motion. All in favor except Steve. Motion passed.

Under Old Business, Steve reported that the Disciplinary Policy team has not met yet.

Sonia reported that Faith only has the signed waivers from 4H. All other waivers are still in the possession of the PTO. **Action Item: Reach out to Faith to negotiate waiver issue.**

Mark reported that the Executive Director's contract is ready, and the Assistant Director's contract is close. Both should be signed this week.

Ximena presented the Director's report.

1. Summer camp forms, rates, and dates should be available by February.

2. MACS did a survey to possibly create a cooperative program for employee benefits. They welcomed our participation (even as a non-member school) and we did participate. They have taken the information and will be providing results to us. Deadline was December 4.
3. Lunch and recess
 - a. Staff has been reorganized for lunchroom and recess duties. Wanted to address parents' concerns from previous meeting, also have talked with other parents. Two people appointed to be supervisors of lunch and recess: Pam MF, Carmen TWTh. This will be consistent. Kids know what's expected. Have reviewed all expectations with kids during lunch. Also switching around how we do recess to make sure same people with kids every day. Things are going smoothly, very well. Karen and Ximena pop in as possible, but are no longer the ones responsible for being there. For recess, Jorge and Juan Carlos will do first and second recess. Javier will help with first recess, and David second recess. Givoanna will be with the Kindergarten class. The TAs only help M-Th.
 - b. Discussed concerns about bleach being used on tables. Then kids put food on table on the bleach. Scott followed up with Minnetonka for what is safe/minimum amount for cleaning purposes and will now use that concentration. Ximena contacted a food scientist with a Masters in Public Health, who told her chlorine dissipates within 15 seconds of being applied and it is safe to feed the kids following a bleach application.
 - c. There was also an issue raised about having kids help clean the tables at the end of second lunch. Every student will have the opportunity to help clean. It will rotate throughout all of the children. We are an IB school and are all responsible for each other. Helping clean up after lunch is helping take care of each other, and of our school. It is part of our curriculum.

The Chair gave her report. Charter schools have again been getting negative publicity – this time regarding misuse of funds related to buildings and building companies. The Board needs to continue to ensure we have a positive focus at ISLA, and a positive spin.

Mark moved to adjourn the meeting. Eric seconded the motion. The meeting was adjourned at 7:53pm.