

ISLA Board of Directors Meeting Minutes

April 8, 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 6:39 pm

ISLA BOARD MEMBERS PRESENT:

Melody Brombacher (Board Chair), Rolf Brombacher, Mark Mathison, Sonia Miller-VanOort, Kerry Krawczyk-LeMieux, Michael Valley, Steve Semler, Karen Terhaar (Director)

ISLA BOARD MEMBERS ABSENT: Molly Quinn

ISLA BOARD ADVISORS:

Karen Utt (ISLA PTO), present.

Diane Schimelpfenig (Hopkins District), not present.

VISITOR(S): None

2. Acceptance of Mar 11th minutes

→Mark moved to approve the March 11th, 2008 minutes, Mike seconded, motion carried unanimously.

Acceptance of April 8th agenda

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

3. Board announcements

- a. The board recognized the resignation of Lily Johnson & Angie Cabrera effective March 11, 2008
- b. The board recognized the resignation of Sarah Petersohn, effective the end of the 2007/2008 school year.

→Mark moved that the board formally accept Sara's resignation and that the board issue her a formal letter of thanks for her service to ISLA.

Kerry seconded the motion. The motion carried unanimously.

→Mike moved that employees whose employment with ISLA is discontinued should have an exit interview conducted by a member of the personnel committee.

Steve seconded the motion. The motion carried unanimously.

4. Public Input

None – No public present.

5. PTO Report

- a. The PTO Board has begun discussions regarding the formation of a strategic plan for the PTO which they intend to implement in May, prior to establishing and approving a formal budget for the PTO.
- b. The PTO has sent a direct mailing soliciting donations to support with the PTO's goal of raising enough funds to hire a Teacher's Assistant
- c. The PTO is planning a spring fundraiser for the end of May
- d. The grant submitted to Supervalu was not approved. However, the PTO is continuing to explore additional grant opportunities.
- e. The PTO is actively working on creating a yearbook for the 07/08 school year.

6. Director's Report

- a. 2008-2009 Enrollment Numbers
 - 38 Kindergartners on waiting list
 - 6 students on 1st grade waiting list
 - 3 new applications for 4/5 grade
 - 1 new application for 3rd grade
- b. Report on Director's time allocation
 - Key items within this time period include hiring, IB application(which is close to complete) ordering for next year, working with finance committee on finances, working on revision for grant budget
- c. Upcoming items requiring board attention / action
 - No items requiring board attention except for the possible addition of an additional section of kindergarten (see below.)

7. New Business

- a. Security measures
 - The board discussed the security measures currently in place at ISLA.
- b. Compañeros program plan for 2008-2009
 - Sonia indicated that she has been engaged in conversations with 3rd party entities regarding operation of the school care program and that she hopes to have received proposals from two of them by our May board meeting.
 - Karen noted that there could be a possibility of using available space in another building within close proximity of ISLA.
- c. Additional half-day kindergarten
 - The board discussed the need to make a decision regarding whether an additional ½ day kindergarten section should be added.
 - The following considerations were discussed:
 - If ISLA adds another section, we would likely still have a waiting list, even if it is assumed that 1/3 of the current total Kindergarten applicants may not eventually choose to enroll.
 - A reminder letter is being sent tomorrow advising applicants to submit their enrollment fee for full day kindergarten, which is due April 14. Thus far, only 2 have been received.
 - Approximately ½ of families currently slotted for ½ day have expressed that their preference would be full day.
 - Facility impacts: Adding an additional section of Kindergarten MIGHT force ISLA to move out of Faith facility a year earlier than otherwise would be necessary.
 - The sustainability of proceeding with only 2 Kindergarten sections, (due to class of 12) vs. risk of attempting to add a 3rd and not having enough enrollees.
 - Sonia noted that strategic planning committee is proposing that ISLA remain committed to a model of 2 classes per grade, and indicated in ISLA's original proposal.
 - Adding a 3rd section of kindergarten will set a precedent going forward to being committed to 3 classes moving on to each grade.

→Mike moved that the ISLA not add a 2nd ½ day kindergarten for next year.

Steve seconded the motion. After significant discussion, the board voted and the motion did not pass.

Mike voted in favor of the motion, all others opposed.

8. Committee Reports

a. Facility

- i. Update on negotiations with Faith

- Lease negotiations continue to be in progress.
- ii. Report on other facility options
 - No additional facilities have been identified that would be a legitimate option for next year.
 - The sense of the board was that we need to become more actively pursuing the facility search for future years.

b. Finance

- i. Review February Financial Statements
 - The board reviewed the February and YTD expenditures embedded within the revised 2007-2008 budget document.
- ii. 2007-2008 Budget Update
 - The board reviewed and discussed the revised 2007/2008 budget prepared by the Finance Committee. The most significant revisions were related to the Director's salary and to Stenmark consulting fees due to erroneous assumptions in the previous version of the budget regarding how much of these expenses would be paid for with CSP grant funds.

→ Kerry moved to approve the revised 2007-2008 budget, Mark seconded, the motion carried unanimously.

- iii. Other Updates
 - The Finance Committee has been focused on re-assessing the 2007-2008 general budget based on evaluation of actual revenue and expenditures to-date, and reassessment of how CSP grant funds are being used.
 - Focus for this next month will include:
 - Updating the previously prepared draft budget for 2008-2009 in preparation for the April 12 special session focused on ISLA's future staffing model.
 - Updating the CSP grant budget narrative and ensuring reconciliation between it and the revised general budget.
 - Working with Karen to plan expenditures of the first installment of the CSP implementation grant in preparation for submission of the first interim expenditure report, due no later than May 30.
 - Incorporating expenditures and revenue for the School Care program into the general budget

c. Governance

- i. Annual meeting update
 - The annual meeting will be conducted as part of the regular May board meeting.
- ii. Election information
 - Elections for Board Members will be conducted at the annual meeting.
 - Eligible voters include parents, staff, and board members, as stated in ISLA's bylaws.
 - There are currently 5 open seats on the board.
 - The deadline for finalizing the list of director candidates is 10 days prior to the annual meeting (which is scheduled for May 13th)
 - Teachers Erik Swenson and Samantha Baksic have indicated they are interested in serving as directors on the ISLA board.
 - ISLA has received one statement of interest from a parent
 - The board will also elect officers at the annual meeting.
 - The board drew lots to assign seat numbers for each board member in accordance with our bylaws. Seat designations are as follows:
 - Seat# 06: Sonia Miller-VanOort
 - Seat# 07: Molly Quinn
 - Seat# 08: Michael Valley
 - Seat# 09: Melody Brombacher
 - Seat# 10: Rolf Brombacher

- Seat# 11: Mark Mathison
- Seat# 12: Steve Semler
- Seat# 13: Kerry Krawczyk-LeMieux

d. Strategic Planning

- i. Report on strategic plan progress
 - Sonia distributed approved meeting minutes from 3/13 Strategic Planning meeting. Focus of that meeting was on the school care program. Refer to committee meeting minutes for details.
 - Hopkins summer school care program would accommodate ISLA students if there is open space after accommodating all interested Hopkins families.
 - The most recent committee meeting focused on goals for marketing /recruitment over the next five years.
 - 6 of the 9 total topics have now been reviewed by the committee and the committee plans to have a version of the goals for these 6 topics ready for review and discussion by the next ISLA board meeting.

e. Communications

- i. Update on current recruiting & advertising campaigns
 - The committee has gained momentum regarding recruitment of Spanish speaking students.
 - The committee is researching advertising in MN parent magazine. The cost of this would be approximately \$6000 / year for a full advertising campaign including on their website and 12 printed issues of the magazine plus 3 special sections.
 - Marketing / recruitment efforts are divided into 3 main components:
 1. Recruiting kindergartners.
 2. Recruiting within the Hispanic / immersion community for grades 2-5 where we need additional students to fill out classes.
 3. “Welcoming committee” to ensure that we retain sufficient contact with families that have already applied. Work on this is underway, and a letter has been sent to families.
 - The committee’s main focus now is on items 2 and 3 above.
 - The committee is also investigating creating a new version of ISLA lawn signs.
- ii. Decision regarding photos on website & other publications
 - This item is in progress, but a decision has not yet been made.

f. Personnel

- i. Upcoming hiring plans, job fairs, postings
 - Karen will be representing ISLA at the job fair at the convention center on April 14 and will also plan to have one of our teachers in attendance.
 - Postings have also been placed on various websites.
 - ISLA has accepted a few applications for teacher positions.
 - The current plan is for Briana to transition from teaching 3/4th grade to 4/5th grade.
 - It was noted that the teacher contracts will need to be renewed and updated for next year.

9. Other Business

None

10. Next meeting times

- Staffing model special session: Saturday, April 12th, 8:30 am – 12:00 pm
- Annual Board meeting: May 13th, 2008 – 6:30 pm - 9:30 pm

11. Adjourn

→Rolf moved to adjourn, Mike seconded, and the motion carried unanimously. The meeting adjourned at approximately 10:30 pm.