

# ISLA – Board of Directors Meeting

## Minutes

March 9, 2010, 6:30 p.m.

ISLA School Building - 12007 Excelsior Blvd, Minnetonka, MN – **Room# 122 (Upstairs)**

**Board Members Present:** Karen Terhaar, Melody Brombacher, Briana Boeser, Kerry LeMieux, Vanessa Bera, Eric Peterson, Steve Semler, Michael Valley, Kate Shablott, Mark Mathison, Sonia Miller-Van Oort

**Visitors present:** Theresa Aleckson, Jill Prohofsky, Terri Policy, Natalie Wobbema, Bill Lauer

The meeting was called to order at 6:35 p.m.

Michael read the Mission Statement.

Melody moved to approve the agenda as amended, adding the following points under New Business. Eric seconded. Passed unanimously.

- H. Consideration of Board meeting space
- I. Potential framing statement for board chair to address public at meetings.

Michael introduced Bill Lauer from the auditor. Bill reviewed the management summary and larger overall audit. Went through Management Report. Board is responsible for numbers and for reporting. MMRK makes sure it's accurate representation of numbers and that processes and procedures are in place. ISLA still has MMRK prepare the documents and do the audit – because we're small, that's the way it's done but it would be better if separate. No issues with compliance. Previous issues corrected. Reviewed state funding trends, school funding trends, and financial position.

Motion: Mark moved that the Board affirm its acceptance of the management report and the financial report from MMKR for 2008-9. Seconded by Steve. Passed unanimously.

Changes to minutes: PSI not closing, Ubah misspelled, Bob Wedl misspelled, Natalie Wobbema's name incomplete. Minutes incorporated into the record with changes.

PTO Chair gave her report. The PTO has been busy. Getting ready for upcoming events: 3<sup>rd</sup> session of extracurriculars. Roller Garden event last week, another in mid-April, again after last day of school will be ISLA only. Next Tuesday McD's night and 1<sup>st</sup> 4H kick off. There will be an event at Davannis and at Fuddruckers coming up. Wrapping up yearbook. Pending question – how many TAs should they be pursuing. **Action Item:** *KT will review with teachers and PTO rep.* Steve – no liaison report. **Action Item:** *Need new PTO liaison.*

Governance Chair proposed bylaw amendment: changes were made based on last Board discussion. Emailed bylaw changes per that discussion. Michael moved to approve amended bylaws as presented by the Governance committee. Steve seconded. Passed unanimously.

Governance Chair presented Governance Committee Description. Revised since presented at previous meeting per board input at that meeting. Steve moved to accept the Governance Committee description as presented. Kate seconded. Michael moved to amend Steve's motion to amend to description under 3. with the approval of Board of Directors and also in last paragraph: subject to the approval... Melody seconded. The amendment passed unanimously. Sonia moved to delete #3 accurate and up to date (leaves just legally compliant). Mark seconded. Motion was unanimously defeated. Mark moved to amend #3 so it says : Recommending from time to time changes to the bylaws as may be dictated by policy or otherwise be considered optimal by the Committee. Kate seconded. Amendment passed unanimously. Michael called the question. The motion passed unanimously (Michael stepped out for vote – abstained).

Governance Chair presented the Remote Meeting policy. Governance recommends ISLA have a policy on remote meetings. The change to Open Meeting law in 2009 allows meetings to be held electronically. Mark moved the Board adopt the policy as presented. Steve seconded. Discussion. Sonia moved to amend policy J: Guidance: if an electronic means meeting is needed in order for a necessary quorum to be met, a board or committee chair should designate the meeting as a remote meeting. The above situation may not be the only instance in order to designate an electronic means meeting. Steve seconded the motion. The motion passed unanimously. Sonia moved that the Board adopt the electronic meeting policy as revised and discussed in this meeting. Kate seconded. The motion passed unanimously.

Governance Chair asked that the Board consider a change in Board meeting space. Governance committee recommends that the board seek alternative space since the current space is not sufficient. Would like to keep it at ISLA – need more space and comfortable space for public. Perhaps a U shape for board, placards with names, and public in front of board (so Public is not looking at Board Members' backs, and so Board Members can see Public. **Action Item:** *Youth Center, Gym, Cafeteria/old sanctuary could offer solutions. Executive Director and Board Chair will work out next meeting location.*

Governance Chair presented a potential framing statement. It is proposed that the Board Chair read this statement at the beginning of each meeting. Could also pass this out. Discussion. This is a means to formalize the discussion. Forum for submitting input/questions/agenda items. Maybe assign a board member per grade/per alphabet/ per ??? for contact (although always free to contact anyone). Shorter statement to read, longer to hand out and to post. This is a suggestion from the Governance Committee for Chair's use.

Director's Report.

- Lottery – some action/change already, but still have two full classes and 34 students on wait list. Summer camps – 6 weeks of camp, 3 in June and 3 in July, need 15 students/session to run the program. More help, more rotation, kids will move and have

multiple teachers. Hoping to have something for incoming K in August. Each session is one week. Half day/full day options. Before and after care if there are at least 4 kids. After March (if space is available), non-ISLA students will be admitted, too. **Action Item:** *KT to follow up on what happened with Mis Amigos if any problems arose. In future, Board should be more clear with direction from board to school for desired coordination related to summer camps.*

- Delinquent K accounts: Board discussed use of sample letter regarding delinquent accounts similar to one used for lunch accounts. Board discussed need for policy **Action Item:** *If policy to be employed, then Director and Jen Jouppi will present proposed policy to Board.*
- Authorizer: Bob Wedl, helped get us HSD as authorizer, is former legislator, grandparent of 1<sup>st</sup> grader sits on board of Innovative Quality Schools, which is a single purpose authorizer. Have lots of retired superintendant types sitting on their board. Brand new group, not yet certified, but the Board is interested in learning more about this organization and possible authorizer relationship.
- Met with John Schultz and John Benson, as well as with John Schultz and Terri Bonoff and Executive Director of MainStreet School for the Performing Arts. MSSPA did get another year extended from HSD so they can look for another sponsor. John Schultz said HSD would have continued indefinitely with our contract as authorizer without the changes in authorizer rules. Benson and Bonoff are considering a grandfather clause of some sort. **Action Item:** *Someone needs to be moving the authorizer forward and make sure it's happening. Sonia and Eric will be on task force for new authorizer. There is some urgency to this (potential impact on lease, recruiting, etc.).*

Break from 8:40 to 8:54pm.

#### Chair Report

- State of the School address will be March 23. This is a topic for Board Retreat on March 13. Purpose is to be informative and help build community. Presentation by Administration, Board, and PTO. Short presentations, followed by public questions and responses. Then informal discussions to follow.
- Board Retreat is March 13, 12:30-4:30pm. About 1 ½ hours on budget and staffing. Then review Strategic Plan and where we stand on it. Followed by planning for State of School event. No training at Board Retreat.
- Early Admission policy. There was a Fall appeal of decision by school not to let child into 1<sup>st</sup> grade, but let her into K. MDE called Chair to discuss policy and reasons and rationale behind it. Parent raised issue to them, challenging our policy. MDE says our policy is atypical but it is taking no action related to our early admission policy. Typically schools have a subjective/evaluative protocol after Kindergarten. Policy should perhaps be amended and revised to identify language skill component related to

Spanish language as suggested by MDE as option.. **Action item:** *KT to provide revised policy in the future.*

Facility update – Kate. St. Louis Park (Cedar Manor) not interested in renting to a Charter School – only to Private schools. Met with Ubah – have only 2-3 extra classrooms. Buyer for 5959 property is willing to lease to ISLA but won't/can't finance tenant improvements (\$1.5-2 million). Need to discuss options for ISLA at Faith, at Faith and West Oaks (just East of Faith), or out of district. Need to discuss out of district options for long term. Board agreed to discuss more at Board Retreat on Saturday.

Governance Report – Mark.

- No board training this week because there are no certified trainers and no approved training by MDE. Discussion regarding ISLA having someone or a committee get authorized as a trainer, but decided against for now because of limited resources. Will need to use a certified trainer as soon as possible to get training done.
- Need a lottery policy for upper grades. **Action Item:** *Follow up to occur between Governance Committee and Executive Director.*
- Considered mid-term appoints to board but there are none.
- Communications as part of governance. Feeling that there needs to be additional streamlining of policies for communications from staff, PTO, board, ED, etc. to all ISLA families.

Melody reported for the Nominating Committee. Five terms are expiring. There are two terms with one-year vacancies. Need a community member (all three current members have terms that are expiring). The committee has two applications at this time.

Mark moved the Board move into Closed Session on grounds pursuant to Minnesota Statutes sections 13D.05, subdivision 2(a)(3) to consider educational data and pursuant to subdivision 2(b) for preliminary consideration of allegations against one or more employees. Eric seconded. The motion passed unanimously.

Kate moved to adjourn the meeting. Vanessa second. Passed unanimously.

Meeting adjourned at 10:41pm.