

ISLA Board of Directors Meeting Minutes

Special Session – Facility Matters

January 29th, 2008, 6:30 p.m.

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

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.

❖ Call to Order

Meeting called to order at 6:41pm

ISLA BOARD MEMBERS PRESENT:

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

ISLA BOARD MEMBERS ABSENT: Angie Cabrera, Steve Semler

EX-OFFICIO MEMBERS:

Karen Terhaar (Director) Present, Diane Schimelpfenig (Hopkins District) not present.

VISITOR(S): Mike Utt, Jamie W.

❖ Acceptance of Jan 15th minutes

Kerry moved to approve the minutes, Mark seconded, motion carried unanimously

❖ Acceptance of Jan 29th agenda

Mike moved to approve the agenda, Rolf seconded, motion carried unanimously

❖ Public Input

None – no public present

❖ Facility Updates and Discussion

Budget Projections related to Facility / Lease Aid Projection

A preliminary version of the budget forecast for fiscal year 2009 was reviewed. Discussion was focused mainly on lease-aid and anticipated facility expenses.

Mike indicated that per MDE, Tennant improvements can be included in lease, meaning that ISLA could pay for such improvements from our operating budget if necessary.

Clarification on Lease Aid:

Statute 124D.1 - REVENUE FOR A CHARTER SCHOOL.

*A charter school must not use the building lease aid it receives for custodial, maintenance service, utility, or other operating costs. The amount of building lease aid per pupil unit served for a charter school for any year shall not exceed the lesser of (a) **90 percent of the approved cost** or (b) the product of the pupil units served for the current school year times the greater of the charter school's building lease aid per pupil unit served for fiscal year 2003, excluding the adjustment under Laws 2002, chapter 392, article 6, section 4, **or \$1,200.**"*

Update on Faith Church

Faith Church session met on Feb 22, and approved moving forward with lease negotiations with ISLA.

Bid's on fire alarm system have come in much lower than original estimate. Rick Reed from Faith Church received three bids for the system:

\$35,000

\$25,000

\$19,800 – (from a company that has done other work in the facility several times in the past)

Update from Realtor / Facilities Committee on Other Potential Facilities

Market conditions – may be in our favor at this time due to low demand.

Other sites currently being considered include:

-509 2nd Ave S (on 169 S of Super Value)

- 30,000 sq feet, willing to lease just 12 or 15k sq ft for first year and willing to make upfront investment to convert 1st floor
- Asking for a 5 year commitment
- This is in city of Hopkins, so would require special approval from City. Requires a variance / amendment to comprehensive plan. This will be the case for all sites in Hopkins.

-Foss swim school

-Baker Rd (Minnetonka)

-Bet Shalom – rooms are small –would need to convert room several times a week only a short term option (2 year max)

-Fairview Lutheran – rooms are small and need work– only a short term option (2 year max)

-A local Spanish day care is potentially interested in being a sub-tenant of ours in the future. Ultimately, they may need up to 1400 sq ft, plus office space.

Facility committee estimates that ISLA will need 35,000 sq feet once we are fully grown.

Jamie believes he can secure proposals from Baker, Foss, 509, Bet Shalom, and Fairview by February 19th, so that we can review these and discuss at our next board meeting.

Jamie will provide us a draft RFP that he will submit to these facilities with basic requirements for us to review.

Jamie suggested that we may want to find an architect or “Code Consultant” to review whether or not we are in compliance with code. He can refer several to us who may be willing to consult with us initially at no cost.

→Sonja moved that we move forward with Jamie securing proposals from the 6 facilities discussed above. Mark seconded, Motion carried unanimously

→Sonia moved that the Board authorize the facility committee to enter into lease negotiations with faith Presbyterian Church for Fiscal year 2009. Molly seconded, Motion carried unanimously

→Sonia moved that we obtain recommendation from Jamie as to possible architect / code-consultant who we will attempt to engage to analyze fire alarm issues and provide opinions relative to that issue on how to proceed. Mark seconded. Motion passed. All in favor with exception of Mike V

Negotiations with Faith Presbyterian Church

→Mike V moved that facilities committee in upcoming negotiations with faith do the following:

- 1) Negotiate terms of 2nd year lease.
- 2) Attempt to attain a commitment from church for 3rd year option.
- 3) Explore that the cost of upgrading facility, including moving walls and installing alarm system be considered as potential shared cost.
- 4) Proceed with the authority to offer up to 85 pupil unit minimum as part of negotiation.
- 5) Explore getting the earliest possible commitment date from Faith Church.
- 6) Explore the possible term for ISLA to have a sub-tenant.

Mark seconded, Motion carried unanimously

Note that Conditional use Permit will need to be revised / renewed once our enrollment numbers exceed those stipulated by the current permit.

Review Facility Action Items from Jan 15th mtg.

See 1/29 updates noted in Appendix

❖ **New Action Items**

Facility Enter into lease negotiations with Faith Church	Facility Committee	1/29/09	Open	
Distribute a copy of letter from Minnetonka Fire Department indicating facility was approved for school use, and a copy of the State Fire Marshall's recent report to the board.	Karen	1/29/08	Open	
Contact Minnetonka fire department to inform them of our situation and get their feedback. Possibly meet with them along with Architect.	Karen / Facility Committee	1/29/08	Open	
Distribute a copy of letter from Minnetonka Fire Department indicating facility was approved for school use, and a copy of the State Fire Marshall's recent report to the board.	Karen	1/29/08	Open	
Contact Minnetonka fire department to inform them of our situation and get their feedback. Possibly meet with them along with Architect.	Karen / Facility Committee	1/29/08	Open	

❖ **Other Business**

None

❖ **Next meeting time** – February 19th, 2008 – 6:30 pm

❖ **Adjourn**

Mike moved that we adjourn, Molly seconded, motion carried unanimously.

Meeting adjourned at 10:23pm.

**Appendix A –
Facility Action Items from January 15th, 2008 ISLA Board Meetings**

Action Item	Owner	Open Date	Status	Update
Facility – Fire Marshal We need to determine exactly what the cost would be for the new system, and get a number of bids. Mike with work with Rick on this. Need to determine what payment terms would be available.	Mike V	1/15/08	Open	1/29: Bids were attained Still need to determine possible payment terms
Facility – Fire Marshal Need to determine if a written report was provided as part of the inspection that may help us understand exactly what type of system would be required.	Mike V	1/15/08	Closed	1/29: We did get a letter from the state Fire Marshall summarizing his finding and requirements.
Facility – Fire Marshal Action Item: Karen / Jenny - Need to investigate if/how ISLA could afford this. Karen will ask Jenny if she could create a version of next year / 3 year budget that assumes this system as an expense within the next fiscal year or spread across next several, depending on possible terms of payment.	Karen / Jenny	1/15/08	Closed	1/29: Done, Mike presented draft of budget projection, which will continue to be revised as necessary
Facility – Fire Marshal work with state department to determine whether they can be of any assistance to us in this matter, and to better understand why this requirement was not communicated to us during one of the several inspections that occurred prior to our occupying the space.	Karen	1/15/08	Closed	1/29: Done
Facility – Fire Marshal Consult with lawyer who specializes in these matters to determine possible courses of action	Mark / Sonia Facility Committee	1/15/08	Open	1/29: will solicit assistance from architect / code consultant
Facility – Fire Marshal Action Item: Karen – Investigate when ISLA would become eligible for state/federal grants that are available to schools.	Karen	1/15/08	Closed	1/29: Melody researched, we are not eligible
Facility – Fire Marshal We need a list from Jamie of which churches he has contacted.	Mike Utt	1/15/08	Closed	1/29: Done
Facility Action item: Melody and all Board Members - We may need to directly contact other churches that Jamie has not yet contacted. Facility committee will create basic list if items we'd ask for, and Melody will assign them to us.	Melody All Board Members	1/15/08	Closed	1/29: Done – Melody contacted remaining churches
Facility Action Item: Sonia - Follow up with Mis Amigos on possibilities to co-locate	Sonia	1/15/08	Closed	1/29: Sonia contacted them, they have expressed interest
Facility Take another look at whether there are options for ISLA at Curren, since it sounds like there is a possibility that not all of the space is currently being utilized.	Mark	1/15/08	Closed	1/29: Done, Mark verified that there are no current opportunities for use of space at Curren
Facility Continue working with Jamie on additional property possibilities.	Facility Committee	1/15/08	Open	1/29: ongoing, RFP being submitted to 6 facilities.
Facility Meet with Rick before church's session meeting next week to talk through options / possibilities.	Facility Committee	1/15/08	Closed	1/29: Facility Committee elected not to do this prior to session
Action Item: Rolf / Melody – prepare document, Melody sign as board chair, and mail to Rick Reed.	Melody	1/15/08	Closed	Letter was mailed on 1/16