

ISLA Board of Directors Meeting Minutes

Special Session – Staffing Model

April 12th, 8:30 am – 12:00 pm

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 8:45 am

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), Molly Quinn

ISLA BOARD MEMBERS ABSENT:

ISLA BOARD ADVISORS:

Karen Utt (ISLA PTO), not present.

Diane Schimelpfenig (Hopkins District), not present.

VISITOR(S): None

2. Public Input

None – No public present

3. Statement of Meeting Objective

Create a sustainable management and staffing model for ISLA, focusing on what needs to happen in 2008-2009 to provide a more manageable workload for the Executive Director.

4. Review Problem Statement

The Executive Director needs to be able to focus on executive director /principal responsibilities, not all of the other miscellaneous jobs, such as supervising lunch and recess, that currently aren't staffed. How can this be achieved?

5. Review Outcome of Last Meeting

The board reviewed highlights from the March 1st special session.

6. Review Revised Draft Budget for 08/09 Fiscal year

The board reviewed and discussed in detail an updated draft version of the general (non grant) budget for 2008/2009 fiscal year, with a goal of determining the level at which ISLA will be able to fund additional staff. Various additional updates were made to the budget, including incorporating additional revenue for state start-up funds, reducing the budgeted teacher count by 0.5, and reducing the budgeted Kindergarten EA expenditures.

The board discussed establishing the salary for the executive director for the 2008/2009 fiscal year, during which time Karen was temporarily dismissed from the meeting.

→Rolf moved that ISLA set a base salary of \$77,000 for the executive Director for the 2008/2009 fiscal year and that the board would decide no later than the end of this fiscal year as to whether an additional bonus of no more than 10% of this amount should be established. Molly seconded and the motion carried unanimously. Karen Terhaar was not present for the vote.

7. Refine / Reshape Positions / Roles / Responsibilities

The board reviewed the new roles initially proposed per March 1st meeting:

- Educational Assistant (administrative)
- Bookkeeper
- Curriculum / IB Coordinator
- Clerical Assistant

The board discussed two different approaches to addressing our administrative staffing needs for the 08/09 fiscal year and beyond. One approach centered on hiring a key higher-level position such as an “Assistant Executive Director” who would have significant management responsibilities, while the other approach focused on hiring several lower-level individuals to meet the needs of more specific functions (as initially discussed in the March 1st meeting).

The sense of the board was that definitive decision about the exact staffing model / positions to be hired did not need to be made immediately by the board, and that ISLA would be best served by providing the executive director with a general guideline and allowing her to further assess the school’s needs and subsequently provide more detailed staffing recommendations to the board for final approval.

Furthermore, the board discussed the need to establish a reserve, with a goal of maintaining \$50,000 in reserve by the end of the 2008 fiscal year.

→Mark moved that based on the final projected budget figures for 2008/2009 showing cumulative income (inception through end of FY08) of \$91,000, that the board set the objective of filling a reserve of \$50,000, and that the additional \$41,000 plus the \$20,000 already accounted for in the budget for an administrative EA (total of 61,000) be used to fill the needs of bookkeeping (by someone with professional qualifications), high-end management, and accomplishing “low-end” tasks, and that Karen make a recommendation to the board as to how best to spend these funds for these purposes. Sonia seconded and the motion carried unanimously.

8. Adjourn

→Melody moved to adjourn, Sonia seconded, and the motion carried unanimously. The meeting adjourned at approximately 12:15 pm.