

# ISLA Board of Directors Meeting Minutes

February 19<sup>th</sup>, 2008, 6:30 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 6:41pm

ISLA BOARD MEMBERS PRESENT:

Melody Brombacher (Board Chair), Rolf Brombacher, Mark Mathison, Sonia Miller-Krawczyk-LeMieux, Lily Johnson, Michael Valley, Molly Quinn (Board Secretary), Steve Semler, Karen Terhaar (Director)

ISLA BOARD MEMBERS ABSENT: Angie Cabrera

ISLA BOARD ADVISORS:

Karen Utt (ISLA PTO), present

Diane Schimelpfenig (Hopkins District), not present.

VISITOR(S): Bill Lauer

## 2. Acceptance of Jan 29<sup>th</sup> minutes

Sonia moved to approve the minutes, Lilly seconded, motion carried unanimously.

### Acceptance of Feb 19<sup>th</sup> agenda

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

## 3. Public Input

None – No public present

## 4. Audit Report – Bill Lauer, MMKR representative

Mr. Lauer reviewed the results of the Audit for Fiscal Year 07. (Audit results were previously distributed at the January Board meeting, and are available upon request.)

Mr. Lauer noted that a new set of auditing standards becomes effective June 30, 2008, which will require that much more documentation be provided in next year's audit, particularly regarding internal controls and having written policies and procedures for financial controls.

The Finance Committee is tasked with the following:

- a. Submitting to the Board a set of recommendations for addressing the two "Material Weaknesses" noted in the audit. (Segregations of Duties and Preparation of Financial Statements)
- b. Drafting and submitting to the board a set of recommended policies and procedures to improve internal financial controls. These may include any of the following:
  - Implementing more rigorous system for approving and reviewing payments and disbursements.
  - Establishing more formal policy on approving and reviewing payroll transactions. (validating timecards, pay rates, vacation time, etc.)
  - Routinely reviewing journal entries and bank reconciliation completed by Stenmark.
  - Continued efforts to ensure we are aware of and meeting grant requirements.
  - Implementing a process whereby the Board formally approved monthly financial statements.

Audit Results were provided to MN Department of Education and MN State Auditor's Office.

Rolf will provide a copy of the audit to Hopkins, as required by our Sponsor contract.

→Sonia moved to approve audit results.  
Mark seconded, motion carried unanimously.

## 5. PTO Report – Karen Utt

- Book fair was largely a success.
- Grant writing committee has submitted 2 grants for TAs to date, and is viewing grant-writing as a year long process.
- PTO will be sending a PTO progress report / contribution request to parents.
- The Fundraising committee is working on Spring Fiesta, which will be the largest fundraiser for the year, and will include a silent auction.
- PTO goal continues to be one TA per classroom for next year.

Karen Utt will provide ISLA board with copies of grant requests submitted thus far.

→Sonia moved that the ISLA board authorizes the exec director to sign off on any grants involving ISLA that the PTO is preparing for submission.  
Mark seconded, motion carried unanimously.

## 6. Financial Report

The Board reviewed the monthly financial statements for January 2008.

The board discussed the Companeros program in particular. Although we currently show a “surplus” from that program currently, that is due to the fact that we are not charging that program for any portion of our lease, the director’s or Emily’s time, insurance costs, and other costs being incurred by the program. If all of these items were charged back to the Companeros program, expenses would exceed Companeros revenue. The board concurs that the Director is free to utilize Companeros funds and staff as she sees fit to best accomplish the goals of ISLA as a whole. The board finds that there are no specific restrictions that should be placed on the use of Companeros funds and staff other than Grant requirements and licensure considerations.

## 7. Director’s Report – 20 minutes

### a. 2008-2009 Enrollment Numbers

25, all day K; 25, ½ day K; 23 waiting list K

6, 1<sup>st</sup> grade; 1, 2<sup>nd</sup> grade; 2, 4<sup>th</sup> grade; 1, 5<sup>th</sup> grade

Current enrollment:

K – 27, 2 are moving; 1st – 18; 2 – 12; 3&4 - 15, 1 moving

### b. Staff development / training:

- 2 teachers attended a 6-traits writing workshop
- Teachers are signed-up for PYP – level 1 training in April, and one teacher also signed-up for PYP - level 2 training.

### c. Had 100<sup>th</sup> school day celebration last week

### d. Lily has made significant progress in preparing the library / media center.

### e. Extra curricular activities planned for next year – Samantha is planning on starting a knitting club, and other activities are also being considered.

### f. Considering offering summer school care / camp.

### g. Logo update

-Logo # 2 received most votes and will be adopted as official ISLA school logo after some slight variations are made to the design.

### h. Upcoming items requiring board attention / action – NONE noted

## 8. Committee Reports

### a. *Communications*

- Update on current recruiting & advertising campaigns

### 3 main priorities

- 1) Ensuring that enrollees become actual students – welcoming committee.
  - Need a volunteer to lead this effort
  - Kerry offered to assist with this
- 2) Bring on more applicants into 2<sup>nd</sup> – 5<sup>th</sup> grade levels.
  - Have 3-4 volunteers who have expressed interest in working on this effort
- 3) Attain parent feedback on how the school is doing – needs to be done in collaboration with Karen and PTO.

The committee is also planning for participation in Parent Fair (March 1<sup>st</sup>, Hopkins High School) and in the Raspberry Festival.

Family Times advertisement will be in the next two issues. Education Issue already went out in Nov/Dec timeframe.

We are also advertising in a local parenting magazine.

The question was raised as to whether or not we should have a picnic event similar to what we did last summer.

The Committee is also working on having various websites add links to the ISLA site.

Rolf / Emily will add question on enrollment form to determine how families are finding out about ISLA and publish to website.

#### **b. Facility**

- Update on lease negotiations

The committee met with Rick Reed about 2 weeks ago. The Session and congregation at its annual meeting approved negotiating lease for next year and also to consider offering an automatic renewal to ISLA for our 3<sup>rd</sup> year predicated on terms being equivalent to the 2<sup>nd</sup> year lease.

The committee worked with Rick to identify suitable space that will work for ISLA next year, even if we added a kindergarten or 1<sup>st</sup> grade class.

The Church agreed to taking down necessary walls and absorbing that cost of these efforts. They also indicated that they are now willing to pay for the new fire alarm system.

Working with Rick, the committee also identified a way in which a 3<sup>rd</sup> year could potentially work for ISLA at this facility.

The Facility committee is confident that we can successfully negotiate a lease for next year that will be acceptable to both parties.

→Mike moved that the Board authorize the facility committee to continue negotiations with Faith and that they be authorized to:

- 1) negotiate min pupil units of up to 100
- 2) attempt to negotiate a utility rate of less than \$20/pupil unit per month

Mark seconded.

→Sonia moved to amend the above motion to state that facility committee has authority to enter into negotiation with Faith Church which stipulates a minimum pupil unit count of up to 105 and limits the utility rate to \$10 per pupil per month unit and that the rent rate would be up to \$1,333.33 per Pupil Unit per year.

Steve seconded, the motion to amend carried unanimously.

The amended motion carried unanimously.

→Sonia moved that the Board grant authority and direction to the facility committee to negotiate terms into our lease that gives us ability to sublet space.

Mark seconded, the motion carried unanimously.

- Approve Facility Committee Chair – deferred.
- Discuss custodial duties for next year (as a part of lease negotiations) – deferred.

**c. Finance**

- Discuss student enrollment effect on overall financial health – deferred.

**d. Governance**

- Review & approve recommended committee meeting policy
  1. Committee met and drafted a committee meeting policy. Committee is recommending that the Board adopt this policy.

→Mike moved to approve the policy, Sonia seconded, the motion carried unanimously.

2. The Articles of Incorporation address was updated to reflect our current address.
3. The committee has been preparing for conducting of elections for ISLA board of directors. They have initiated efforts to recruit candidates, have involved PTO, and will be focusing on recruiting staff members to serve on the board.
4. Will be drafting amendments to bylaws regarding terms of board members.
5. Will be planning for the annual meeting to be held in May.

- Review recommended changes to by-laws (elections, terms, seats) - deferred

**e. Strategic Planning**

- Report on strategic plan progress
 

Focus of last meeting was on academic achievement committee minutes were distributed to the board members.

**f. Personnel**

- Upcoming hiring plans, job fairs, postings.
 

It was recommended that personnel committed meet within the next month to plan for teacher recruitment.

**9. Other Business – 5 minutes**

March 1<sup>st</sup> special session meeting draft agenda was distributed.

**10. Set next meeting time –**

Working meeting: March 1<sup>st</sup>, 2008 - 8:00 am -11:30 am

Board meeting: March 11<sup>th</sup>, 2008 – 6:30 pm - 9:30 pm

**11. Adjourn**

→Karen moved to adjourn, Steve seconded, motion carried unanimously.