

ISLA Board of Directors Meeting Minutes

Special Session – Future Staffing Model

March 1, 2008, 8:00am

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 8:20 am

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), 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. Report on Current Director Roles / Responsibilities

Karen provided a report and reviewed with the Board the various roles and tasks for which she is currently responsible.

5. Report on Current Administrative Assistant Responsibilities

The Board reviewed a list of Emily's current responsibilities and daily tasks as administrative assistant.

6. Shaping Director's Future Role / Responsibilities

The Board worked with Karen to establish a basic set of responsibilities that should and should not be considered part of the Director's primary role.

7. Review of Draft Projected Budget for Fiscal Year 2008

Mike and Jenny presented the preliminary budget for 2008, and the Board discussed the availability of funds to direct toward hiring additional administrative staff.

The sense of the Board was that based on the projected budget for 2008, the school can and should invest in hiring additional non-teaching staff to enable the Director to focus her attention predominantly on core Director responsibilities.

8. Brainstorming Session – Shaping Future Staffing Model

The Board discussed various staffing options that the school could implement in the 2008-2009 school year and beyond. These options included the possibility of hiring staff for the following additional positions:

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

9. Next Steps

The Board agreed to re-convene to further discuss the proposed staffing model changes and to provide further structure and definition regarding the roles and responsibilities for these positions, as well as the existing Director and Administrative Assistant positions.

Additionally, the following action items were proposed:

- Validate that the assumptions made regarding cost/compensation for the discussed positions are reasonable.
- Create a budgeting model for fiscal year 2008 that includes expenditures for the additional proposed staffing.
- Evaluate whether ISLA can afford to staff one or more of the proposed positions within the current fiscal year.

10. Adjourn

The meeting adjourned at approximately 12:30 pm