

ISLA Minutes – Board of Directors Meeting

September 9th, 2008, 6:30 p.m. – 9:45 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.

- 1. Call to Order at 6:38 – Sonia read Mission Statement**
Members present: Melody Brombacher, Rolf Brombacher, Steve Semler, Kate Shablott, Eric Swenson, Michael Valley, Samantha Baksic, Molly Quinn, Sonia Miller-Van Ort, Kerry LeMieux.
ISLA Board Members Not present: Mark Mathison, Karen Terhaar
ISLA Board Advisors: Present-Karen Utt (PTO) Not present: Diane Schimelpfenig (Hopkins School District)
- 2. Acceptance of August 12th minutes: Motion to accept made by Michael, seconded: Steve. Passed unanimously**

Acceptance of September 9th agenda:

Motion made by Sonia, Seconded: Samantha. Passed unanimously.

- 3. Brief Overview of Meeting Procedures – When someone is giving report keep questions/input until floor is open for discussion at end of report.**
- 4. Public Input – none present**
- 5. PTO Report – Given by Karen Utt. High attendance (approximately 50) at last PTO mtg. Juan Carlos, ISLA teaching assistant, was present to say thank you to ISLA community. Has personal website link available on PTO website to schedule dinner with him.**

Draft of extra-curricular proposal was shared. Ideas: Isla 4-H club, soccer, art, choir, band and orchestra. Opening a forum on PTO website to run thru Oct 7th to discuss/research /update proposed ideas.

First fund raiser will be a book fair to take place in conjunction with curriculum night.

- 6. U of M Charter School Governance Study– Jing Zhu, Ph.D. candidate, U of M will have survey online available to board members.**
Action Item: Melody emailed link to survey. Survey to be completed by members this Friday, Sept. 12th.
Motion: Rolf moved to participate in U of M governance study. Seconded: Steve. Passed unanimously.
- 7. Director's Report – shared by Melody. Copies of director's report were distributed. Key points: Waiting on IB mentor info, Karen is taking course at Hamline this semester for principal licensure, Teachers received IB training this summer, first week of school went smoothly, grant management discussions with Cindy Murphy will be addressed...changes may need board approval in October.**

Concern over student pick-up process and timeliness of process was discussed.

Action Item: Samantha will bring concern to Karen's attention and be discussed at next staff mtg.

8. New Business –

- a. 403b Update – Given by *Samantha Baksic*. Retirement plan for ISLA teachers was researched. Possible vendors: AIG, ING and Fidelity. ISLA would help facilitate payroll deductions.
Action Item: Kate has possible contact with ING. Will send contact info to Samantha. Samantha will arrange to meet with the above vendors as well as contact Josh to figure out how to get a plan in process.
- b. Discuss office staff compensation- given by Rolf. ISLA will be able to hire for the 2 open office positions for less than what was budgeted.
Sonia will reclude herself from the hiring of program assistant as a family member is a possible candidate.

9. Old Business –

- a. Approve Executive Director goals, compensation & contract – *given by Molly*. The following Executive Director's goals were submitted to the personnel committee:
 1. Karen will visit every classroom at least on a weekly basis for a minimum of 5 minutes/week. Objectives are:
 - a. Students recognize executive director
 - b. Interaction with students
 - c. Opportunity to observe classroom interactions.Measurement: This will be measured by a weekly log kept by the Director.
 2. Karen will complete administrative licensure by June of 2009.
Measurement: Minnesota Principal License issued by the state of Minnesota to the Director.
 3. Seventy-five percent of monthly staff meetings will follow a set agenda, and be completed within one hour.
Measurement: Timekeeper at each meeting will submit meeting agenda indicating start and end times to the Executive Director review committee.

Additional goals added by Board of Director's:

4. Ensure that ISLA meet all reporting requirements including all MDE reports and are completed and submitted on time.
5. Implement and achieve the goals set forth in the ISLA Strategic Plan which have been assigned to the Executive Director and Administration for the 2008-09 school year.
6. Identify job responsibilities and create well defined job descriptions for all administrative entities reporting directly to you (Bookkeeper, Program Assistant, Administrative Assistant) over the course of the 2008-09 school year.
Motion: Molly moved the board approve the directors goals for the 2008-09 school year. Sonia seconded. In favor: all present except Michael Valley. Opposed: Michael Valley. Not present: Rolf Brombacher

Note: Rolf Brombacher excused self from the remainder of the meeting.

- b. MSBA membership discussion & decision – *Report by Kate Shamblott*. Minnesota School Board Association (MSBA) membership: \$599/year. Affiliate member: \$65/year. Kate recommends having Karen Terhaar or Melody Brombacher as individual member to keep in loop of legislative updates, biweekly newsletter and option to subscribe to daily news updates. Membership would give overall school board

Motion: Kate moved that Melody become an individual member of MSBA on behalf of ISLA school Board. Seconded by Steve. Passed unanimously.

Motion: Michael moved that Melody become a member of MACS on behalf of the ISLA school board. Seconded by Sonia. Passed unanimously.

c. Mis Amigos contract update – Sonia Miller-VanOort.

Dawn from Mis Amigos was going to be dropping off signed contract with insurance verification with Karen Terhaar.

Concern over staff member being here right at 7 am to open.

Action Item: Sonia will follow through with concerns over staff arrival with Karen Terhaar.

10. Committee Reports

a. Facility – Michael Valley

- Update on lease with Faith- final lease has not been signed to Michael's knowledge. Initial/functional lease was signed prior to start of school year
- Report on future site search- shared facilities consulting proposal submitted by Jamie Wellik.
- City Managers contact- **Action Item: board members will continue to contact city managers to keep ISLA on the radar for possible housing sites.**

Action Item: Karen/Molly will check on what percentage of students enrolled in ISLA are from the Hopkins school district.

b. Strategic Planning – Sonia Miller -Van Ort

- Members reviewed concerns in strategic plan and made amendments as necessary.

Motion: Kate. Subject to the changes made during this meeting the Board accept the ISLA 5-Year Strategic Plan. Seconded: Samantha. Passed unanimously.

c. Finance

- General Finance Report
Finance Committee meets 3-5pm first Monday of the month.
ISLA will have approximately 93,000 dollar surplus after hiring bookkeeper and Program Assistant.
Current enrollment numbers: K=25 1=22 2=18 3=18 4/5=13
- Corrective Action Plan was turned in to MDE in accordance with audit report

d. Personnel – (15 min)

- Teacher Assistant Program updates- Molly. TA handbook was distributed electronically to Board Members.

Action Item – Molly. Review background check requirements for current staff & board members

Action Item: Personnel committee finalize Director's contract and formulate how bonus salary will be paid.

Action Item: Samantha will forward TA handbook to ISLA staff

e. Communications – Steve. Committee meets the fourth Tues of the month from 6:30-7:30

Marketing survey given at the PTO potluck. 29 surveys turned in. Results were discussed.

Committee is deciding how to do future marketing with the most impact.

Michael Valley pointed out the need for ISLA to recruit students for the upper grades where enrollment is at a minimum.

f. Governance – Melody. Meets on an “as needed basis”.

Committee assignment- sent to board members via email by Melody.

Action Item: Board Members look at board roster and committee assignments that were sent by Melody. New members are to choose a committee to serve on and notify Melody of their choice.

11. Other Business –

Board Meetings tentatively scheduled for the third Monday of the month for October, November and December.

12. Set next meeting time – Monday, October 20th, 2008 – 6:30 pm - 9:30 pm

13. Adjourn: Kerry Moved to adjourn. Samantha seconded. Passed unanimously.