

ISLA Agenda – Board of Directors Meeting Minutes

January 13, 2009, 6:30 p.m. – 9:30 p.m.

ISLA School Building - 12007 Excelsior Blvd, Minnetonka, MN – **Room# 121 (Upstairs)**

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 6:44 – Erik read Mission Statement

Board Members present: Molly Quinn, Sonia Miller-Van Ort, Steve Semler, Melody Brombacher, Erik Swenson, Michael Valley, Samantha Baksic, Karen Utt (PTO representative), Karen Terhaar, Mark Mathison.

Board Members not present: Kate Shablott, Diane Schimelpfenig (Hopkins School District)

2. Acceptance of December 15th minutes-

Samantha corrected typo under section “e. Finance” passe should read pass

Motion: Steve moved to accept minutes as amended for typographical errors. Michael seconded.

Passed unanimously.

Acceptance of January 13th agenda-

Motion: Sonia moved to accept agenda, Michael seconded. Passed unanimously.

3. Public Input – no public present

4. PTO Report – Karen Utt

- **Family Night #2: Karate demonstration and activity fair went well. Good show of people, given the weather. Bully presentation wasn't able to take place. There will be a re-do of this family night to include bully presentation. Karate rep will also attend.**
- **PTO will continue to participate in strategic planning committee.**
- **Budget: Parents request clarifications about donations and fund raising monies. How much was raised/donated and where the funds will be used.**
- **Staff can inform PTO of monies/items needed that require grant money.**
- **Karen T. offered to include pertinent info for parents in ISLA newsletter.**
- **4-H, Soccer and dance classes are under way.**
- **Action item left for PTO to implement= study club.**
- **Board discussed other options for food/restaurant fund raisers. Karen Utt reminded the Board that all ISLA PTO Fundraising activities are listed on the PTO's website at <http://www.isla-pto.org/id22.html>**
- **Leslee Tejada, the PTO's Volunteer Coordinator, was recognized at Family Night #2 for being named a finalist in the Minnesota Vikings Community Quarterback Award. The program honors individuals nominated by their 501(3)(c) or 509 organizations who exemplify leadership, dedication and a commitment to improving the communities in which they live through volunteerism. The Minnesota Vikings review panel included team as well as local media and community representatives. In recognition for Leslee's outstanding service as our Volunteer Coordinator, the PTO has received a check from NFL Charities (through the Minnesota Vikings) for \$1,000.**

5. Director's Report – Karen Terhaar

Mark joined meeting at 7:05 pm.

a. Enrollment application update- 41 applicants (seven are siblings) No data presented on full day half day kindergarten numbers.

Upcoming IB/Info meetings: Jan 15 and Feb 5 (IB 6:15-7pm, Info 7pm)

b. General update-

- **Late start dates for staff development are devoted to IB development.**
- **MAIB- networking with current IB schools. Karen Speich (program assistant) is attending meetings with MAIB consistently.**

- Staff Meetings are devoted to developing immersion teaching practices.
- Steve Semler's mom (Judy Semler) is donating time as an experienced gifted and talented teacher/director to staff development.
- Look at using grant monies to develop curriculum units and train incoming new staff.
- IB coordinator: Karen Speich (program assistant) will take on this role.
- Assurance of Compliance- Policies need to be put in place and handed in to HSD. Karen will confer with the necessary committees to be sure these policies are underway.
- Addition of 2 T.A.'s has been VERY helpful. Provides more effective and efficient teaching. Numerous advantages to having them on board. PTO invites feedback on number of TA's that will be needed in future years.

Questions presented to Karen by the board:

Q: How's Sr. Gonzalez working out?

A: Sr. G enjoys what he doing this year.

Q: Use of terminology "Gifted and Talented"? Is it politically correct to call this program "Gifted and Talented? Do you recommend another title?

Answer: Term is currently being used for differentiation purposes. As (or if) the program develops the board will consider other terminology..." Challenge Coordinator"? There is no "program" developed at this point. Current focus is simply training teachers to accommodate students at their individual ability levels.

6. New Business – Melody

- Authorize board chair signature of executive director contract- Board needs to approve signature. Weighted percentages were assigned to the 3 goals set by the director as well as the 3 goals set by the Board. Michael will look for current contract outlining goals and percentage weights assigned to each goal. Board will revisit issue later in meeting. (See Below)
- Chair-elect nomination and election- Mark Mathison
Governance committee: chair-elect position has been vacated by resignation of Rolf Brom. Governance Committee recommends nomination of Sonia Van-Ort to serve out remainder of Rolf's seat (term ends 2010). Sonia's current seat expires this year. She would vacate her current seat, fill Rolf's board seat that continues through 2010, and additionally be elected to serve as chair-elect for the remainder of the 2008-2009 term.
Motion: Mark moved, on the recommendation of the governance committee, that the Board appoint Sonia Miller to the Chair Elect Position for current year and, in addition, to appoint Sonia to the seat previously filled by Rolf Brombacher. Seconded. Passed unanimously.

Michael read current goals and weighted percentages as stated in the Amendment to the 2008-2009 Executive Director's contract.

1. Executive will fully meet the following performance goals, with a weighted percentage (as shown below) of the Performance Bonus to be awarded or not depending on whether or not each respective performance goal has been fully achieved in the judgment and sole discretion of the ISLA Board of Directors; and depending on whether conditions 2 and 3, below, have been satisfied.

- 10%** Executive will visit every classroom at least on a weekly basis for a minimum of 5 minutes/week. The objectives of these classroom visits are:
 - Students recognize executive director
 - Interaction with students
 - Opportunity to observe classroom interactions.
- 20%** Executive will complete administrative licensure by June of 2009.
- 10%** Seventy-five percent of monthly staff meetings will follow a set agenda, and be completed within one hour.

- D. **10%** Executive will ensure that ISLA meets all reporting requirements, including all MDE reports, so that they are completed and submitted on
- E. **40%** Executive will 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. **10%** Executive will identify job responsibilities and create well-defined job descriptions for all administrative entities reporting directly to her (e.g., Bookkeeper, Program Assistant, Administrative Assistant) over the course of the 2008-09 school year.

Motion: Steve moved the Board authorize the chair to sign the 2008-09 school year amendment to the executive director's contract. Michael seconded. Passed unanimously.

7. Old Business –

a. Lottery procedure- Melody

- Policy procedure for girl/boy ratio needed before Feb 16th lottery date.
- Board discussed what other district's do to address this issue as well as legal ramifications

Motion: Michael moved ISLA, in its lottery process, not segregate applicants by gender. Mark seconded.

Discussion: Potential off balance of gender due to attrition/entrance. Can't control who leaves and who they are replaced by.

Neighborhood schools are random numbers

Incoming kindergarten gender ratio can be skewed depending on incoming siblings.

Karen Utt left meeting at 7:46 pm

In favor: Melody, Molly, Mark, Michael, Samantha, Kerry, Steve Opposed: Sonia and Erik

- Board reviewed and discussed current lottery process.
- Full-day deposit: current procedures states deposit is needed by March 6th (3 weeks after lottery)

Motion: Sonia moved that for 2009-10 any full day kindergarten applicants who are drawn and make it into the class by lottery shall pay deposit on or before March 6, 2009. Any subsequent students pulled from waiting list and given a spot shall have one week from date of notice of enrollment to pay deposit and reserve their spot. Any student pulled from waiting list and offered spot after August 1, 2009 shall have three business days to pay their deposit and reserve a spot.

Samantha Seconded. Passed unanimously.

Action Item: Karen will be sure all policies published read "non-refundable" deposit (i.e. student application.)

b. Gifted & Talented Program update- see above

c. Action items from previous meetings- will be covered with each committee report

Meeting break 8:16 pm

Meeting resumed at 8:25

8. Committee Reports – Each committee will **report on action items** from prior Board mtgs, provide a report on committee mtgs, advise Board of upcoming mtgs and any other business. Time will be provided at the end of each committee report for questions.

a. Finance – Michael Valley

i. General Fund Statement:

- Rhonda (office assistant) compiled financial statement provided at tonight's meeting
- Michael walked the board thru the figures provided on the general fund statement. All numbers are falling into place appropriately. No surprises to date.
- Purchased services – will be more precisely stated. The indicated number will not change. Total # for expenditures is accurate.

- Remainder of school year will be budget neutral.
- Projected to stay on budget with a surplus that surpasses original estimation.
- Draft of budget for 09-10 school year will be provided for next meeting.

ii. Non- ISLA extra curricular statement-

iii. CSP Implementation Grant-

Last year of receiving this grant. Hold back from grant will be relinquished next fall.

iv. Balance Sheet- shows how much is in bank, what's on reserve and unreserved fund balances.

Action Item: Michael will ask Josh (Stenmark) for clarification of terms used on sheet. Why is "reserved fund balance" under "equity" and not "liability"?

Motion: Michael moved the Board approve the financial documents that were presented.

Second: Steve. Passed unanimously.

Action Item: Audit reports were distributed for the board to read before next board mtg. Bring to next meeting.

b. Governance – Mark Mathison

- Meeting report and election update

Mark reviewed governance committee 12/20/08 meeting minutes.

Areas highlighted:

- Board composition and vacancies:

Currently 12 voting members on the board including the director.

Governance committee recommends the board size not exceed the current number of voting members, which is 12

Motion: Mark moves that the Board authorize the governance committee to research the possibility and procedure for obtaining a waiver for the teacher majority rule from the Commissioner of Education. Discussion: Law is currently being looked at by State. Still need to be in compliance and look into waiver.

Sonia seconded. Passed Unanimously.

- Fee waiver for kindergarten applicants for full day/scholarships: referred to finance committee

Motion: Mark moved the Board institute a task force to explore renewal of sponsorship and other options for sponsorship. In addition, we ask the following people to serve on the task force: exec director, Teacher, Kate Shablott, Judy Semler and any other volunteers. **Seconded:** Michael. Passed unanimously.

Action Item : Communicate the above motion to the following people: Kate Shablott (Melody), Judy Semler (Steve), teachers (Karen T.)

Task force objectives:

1. Understand contract provisions and talk with Diane S. from HSD about the possibility of renewal.
2. Explore alternative sponsorship options
3. Explore desire for alternative sponsorship

Action Item: Erik volunteered to be part of the task force.

c. Communications – Steve Semler

- **Need for flyers to be posted.**

Action Item: Kerry Volunteered to distribute/post flyers.

- **Mis Amigos/ Rayito del Sol- have been contacted and waiting for response.**

○ **Business cards- are being printed**

○ **Outdoor lawn sign has been misplaced. Currently using alternate sign. Will look into new sign being produced/posted.**

- **Hopkins school Board Meeting- HSD has continued decline in Kindergarten enrollment.**
- **HSD making adjustment to the projected 2% per pupil increase. Adjusting for anticipated 0% increase.**
- **World Languages: recommendation from Diane S to HSD Board...**
 - **Adding Immersion program in 2010-11. Target language not specified.**
 - **Make current ½ year 7th and 8th grade language program full year.**
 - **Make foreign language a graduation requirement.**

- **No mention was made regarding absorbing ISLA into the district.**

Action Item: Ads being put into Sun Sailor, and other print media. Karen able to spend allotted money on advertisement in newspapers and/or other prints.

d. Facility – Michael Valley

Met with Rick Reed and Joyce (liason between church and school)

Important items for Faith Church:

- Commitment of housing for next year from ISLA
- Rooms 35 and 34 and rooms 13 and 18 would have wall taken down that divide the rooms to create additional classrooms for next year. (estimated cost \$10,000) sharing cost?
- Compensation for summer use (currently paying 12 month lease)
- Before/after school care- not currently receiving revenue from companeros by mis amigos program being housed here.
- Additional phone hook up (\$1,000) sharing cost?
- Security during school hours
- After school programs: custodial costs related to these programs (\$25/hour)

Rick would like to see shared cost for: wall demolition, phone lines, and custodial costs for after school programs.

Motion: Michael moved the Board direct Karen T to communicate our commitment to Faith Church to be here for the 2009-10 school year but has expressed significant concern over a windowless classroom and would like to explore other options for that classroom. Mark seconded. Passed unanimously.

Motion: Michael moved The Board approve a payment to Faith Church for custodial expenses for school related activities that are not a part of the school day, invoiced hourly, up to \$200.00/month. Seconded: Mark. Passed unanimously

Sonia shared conversation she had with a person from an existing church who is considering relocating to a smaller facility. May open possible rental space for ISLA in the future when Faith can no longer house ISLA.

e. Personnel –Molly

- nothing critical to report
- Will be meeting every 4th Tuesday of the month.
- Karen- has 4 native Spanish speakers interested in teaching positions.

f. Strategic Planning – Sonia

- Future Meetings:Feb 3rd 5:45-7:45
- Feb 12th 5:45- strategic planning

9. Other Business – 10 minutes

a. Board meeting refreshment fund-

Action Item: Board members to give \$10 to Molly to replenish funds

b. Discuss board training and special meeting dates

- Proposed dates:
Sat. February 28, 2009 8am-1pm
Sat. March 21, 2009 8am-1pm

Action Item: Board members to email Melody confirmation of being able to attend proposed retreat dates listed above.

10. Set next meeting time – Tuesday, February 10th, 2008 – 6:30 pm - 9:30 pm

11. Adjourned at 10:20

Motion: Kerry Moved to adjourn meeting. Samantha Seconded. Passed unanimously.