

ISLA Board of Directors Meeting Minutes

May 13, 2008, 6:30 p.m. – 10:00 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 6:40 pm

ISLA BOARD MEMBERS PRESENT:

Molly Quinn, Mark Mathison, Sonia Miller-VanOort, Kerry Krawczyk-LeMieux, Michael Valley, Steve Semler, Karen Terhaar (Director)

ISLA BOARD MEMBERS ABSENT: Melody Brombacher (Board Chair), Rolf Brombacher,

ISLA BOARD ADVISORS:

Karen Utt (ISLA PTO), present.

Diane Schimelpfenig (Hopkins District), not present.

VISITOR(S): Kate Shablott, Laura Elbakkal

2. Balloting/Election of Open Board of Director Seats- Mark presented ballots and voting process. Eligible voters: Parents of current ISLA students, ISLA staff, ISLA Board members. Ballots were handed out and turned in to Mark's ballot box. Voting closed at 7 pm. Ballots will be tallied and results given by end of evening. 9 ballots were cast, nine turned in.... three candidates on ballot were voted to office: Samantha Baksic, Eric Swenson and Kate Shablott.
3. Acceptance of April 8th and April 12th minutes- motioned made by Mark, seconded by Steve
4. Acceptance of May 13th agenda- motion by Michael, seconded by Mark
5. Public Input- none given
6. PTO Report- Karen Utt
 - May PTO meeting postponed to Monday, May 19th due to schedule conflict.
 - Main focus is budget for 08-09 and election of board. Strategic plan will be reviewed
 - May 31st fundraiser. Tickets purchased in advance. Adult function at the Strand-Severs residence with auction. Incoming parents of 08-09 kindergartners have been invited.
 - Fundraising events in Summer- garage sale possible.
 - Teaching Assistant status- TA coordinator and committee will meet with PTO board over the summer to formulate a plan and organize policy and procedures for bringing TA's on board. Funding is available to have one TA on board for the 08-09 school year.
 - Discussed need to research legalities of having TA working at ISLA. Employee of whom? School, PTO board?
7. Committee Reports-

- a. Communications- Steve Selmer
 1. Determining when and where to place ads- one has been placed in MN Parent magazine
 2. Spanish language marketing- Molly has placed brochures at various establishments in Hopkins
 3. Lawn Signs- need to be updated and produced. Possibly make banners and signage for community events and booths. Seeking an organizer to make a comprehensive calendar of events going on throughout the year where ISLA can be present . Karen Utt suggested combining PTO calendar with possible community events calendar.
 4. Welcome Buddies program update- Kerry will coordinate incoming families of 08-09 kindergartners with current ISLA families who are willing to contact new families and act as mentors.
- b. Facilities committee- Mark Mathison
 - Facility contract with Rick Reed is 90% agreed upon. Issues regarding dual use of space, pupil unit # and full day kindergarten students are still being discussed. Goal is to finalize contract by beginning of summer.
 - **Motion:** Michael moved the board authorize the facility committee negotiate a lease provision that pays Faith Church an extra fee of no more than 8 dollars/mo times 15.3 pupil units for the full day kindergarten.
 - Seconded by Mark
 - Motioned carried unanimously
 - Mark pointed out that Faith Church is responsible to renew the conditional lease permit for our housing that is inclusive of the Rising number of students with the City of Hopkins
 - **Action Item:** Fall 08- 1. Begin the process of working with Faith Church to obtain conditional use permit inclusive of housing 200 students.
- c. Governance- Mark Mathison
 - Balloting for Board vacancies- process put in place, by-laws were amended accordingly
 - Committee will discuss funding and need for board training for new members
- d. Finance committee- Michael Valley
 - Updated/revised budget spreadsheet and Budget Narrative were distributed (see attached)
 - Karen explained the variances between the original 07-08 budget and the actual spending history through the 07-08 school year.
 - **Motion:** Mark Mathison moved the board authorize the chair of the Communication Committee to spend up to 2,000 dollars for advertising costs with a report back on how money was spent.
 - Seconded by Mike Valley
 - Motion carried unanimously

- **Action Item:** Look into renewal of MACS membership. Check with Melody to see if renewal has already been done.
 - **Motion:** Michael moved that the board approve the budget narrative as presented by Karen Terhaar.
 - Mark seconded
 - Motion unanimously carried
- Michael explained the revised budget spreadsheet for 07-08 and projected 08-09 budget that was distributed at the meeting (see attached)
 - School care account was closed out and transferred to ISLA account 29,000 approximately to simplify accounting.
- **Action Item:** ISLA Board treasurer and finance committee formulate a proposed contract to retain services with Stenmark.
8. Elections
- a. The slate of officers and committee chairs were elected: Officers...Melody Brombacher-Board Chair, Rolf Brombacher- Chair Elect, Kerry Krawczyk-LeMieux- Secretary, Michael Valley-Treasurer. Committee Chairs...Steve Selmer-Communications, Michael Utt- Facility, Michael Valley-Finance, Mark Mathison-Governance, Molly Quinn-Personnel, Sonia Miller-Van Oort-Strategic Planning
9. Director's report- Karen Terhaar
- 2008-09 enrollment numbers :K-50 enrolled (25 full day, 25 half-day) and 25 on wait list; one family enrolled in full day qualify for scholarship (scholarship=% of aid qualified for according to free and reduced lunch scale)
 - **Action Item:** Finance committee to formulate process for full day scholarships
 - Karen Presented a contract and acceptance letter that was signed and submitted for Special Ed services with Innovative Special Education Services of MN for the 08-09 school year.
 - **Motion:** Karen moved the Board approve the contract with ISES for the 08-09 school year.
 - Michael seconded
 - Motion carried unanimously
 - Karen was asked by Diane Schimelpfenig (Hopkins representative) to present a site report to Hopkins School District (ISLA's Sponsor)regarding ISLA's current state, including: mission, enrollment, curriculum, facility, finances, strategic planning, board minutes, MCA results, etc. Due to Hopkins by end of June.
 - Action Item: Karen will look into date/time of board meeting when the ISLA report will be discussed. We will potentially have board representative attend the meeting.
 - Jorge needs level one IB training. Karen will look into registering him for training this summer.

- Potential teaching candidates: 2 first language Spanish speakers. Another candidate currently living in Colombia. Teaching positions offered to 2 candidates. Waiting to hear on references for third candidate.
 - Education Assistant- potential to use “companeros” employees possible
 - Jorge is looking to increase hours for next year. Potential to work as kindergarten EA and Phy-Ed/Music teacher.
 - Reviewed possible scenarios for hiring of support/administration/office staff
 - Sonia shared letter of interest from Mis Amigos Preschool in staffing and managing ISLA’s Companeros Program. Inquired about space limitation at Faith Church. Mis Amigos is looking into leasing space from West Oaks Church (located next door to Faith Church). Discussed the pro’s and cons of contracting with Mis Amigos...
 - Action Item: pursue possibility of “contracting” with Mis Amigos program...
 - Calculate subcontract option at Faith
 - Research what revenue was made by companeros for the 07-08 school year.
1. Michael, Sonia, Molly and Karen will research and pursue the above option.
10. Report on Joyce Preschool-Melody and Sonia attend reception at Joyce Preschool. Good resourcing event.
- Motion: Michael moved that we do not have a second half day kindergarten class for the 08-09 school year.
 - Molly seconded
 - Discussion: looked at the increased income for ISLA if another full class of kindergartners was added. Also discussed the potential for income loss due to cost of maintaining class being more than the per pupil income that is generated.
 - Motion carried. In favor: Michael, Mark, Molly, Karen, Kerry; Against: Sonia
11. Committee Reports-
- Contract Renewals- Mark and Molly will be working on
 - Companeros benefits and salaries- will be tabled for future Board Meeting
 - Strategic Planning- Sonia
 - Sonia requested Board members review areas of ISLA’s strategic plan and pay particular attention to: # of class sections per grade level, research and evaluate Q comp, Learning Environment- any additions from Karen?, school care program, address summer care program, recruitment of Spanish speaking students, ISLA staff in charge of marketing and recruiting in future, By sept. 1st FY ’08 strategic plan to be in place.
12. Next meeting: Board Meeting- June 10th, 2008 6:30-9:30
- Motion: Sonia moved to adjourn
 - Kerry seconded
 - Motion carried unanimously
 - Meeting adjourned at 11:10 pm