

ISLA Minutes – Board of Directors Meeting

July 8th, 2008, 6:30 p.m. – 7:35 p.m.
301 20th Ave N, Hopkins MN 55343

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 6:43

Board members present: Rolf Brombacher, Melody Brombacher, Kerry Krawczyk-LeMieux, Steve Semler, Eric Swenson, Kate Shablott, Samantha Baksic, Sonia Miller-Van Ort, Mark Mathison, Karen Terhaar

Board Members not present: Michael Valley, Molly Quinn

ISLA Board Advisors: Mike Utt, present, Diane Schimelpfenig (Hopkins District), not present

2. Acceptance of June 10th minutes --- Acceptance of July 8th agenda

Motion: Kate moved to accept minutes, Kerry seconded, passed unanimously

3. Welcome new Board members – Samantha Baksic, Kate Shablott, Erik Swenson

4. Public Input – 10 minutes No public present

5. Consent Agenda – 5 minutes

a. Personnel – Hiring of the following staff & teachers, pending successful background check and licensure:

- Vanessa Bera, Corene Adams, Amanda Lea have been presented contracts. Employment contingent on background checks
- Motion to accept consent agenda: Steve, Sonia seconded, passed unanimously

6. New Business – 15 minutes

- a.* Review draft of Mis Amigos contract- Sonia has drafted a contract to be presented to Mis Amigos
- b.* Approve Lease Aid- Karen distributed copies of letter sent by MN Dept of Education outlining FY 2009 Estimated lease aid calculation

Action Item: Finance committee to review outline and determine if numbers presented are accurate.

7. Committee Reports – Each committee will report on action items from prior Board mtgs, provide an update on committee meetings, advise Board of upcoming meetings and any other business – 25 minutes

a. Facility – (5 min)

- Update on lease negotiations with Faith- Rick will be receiving a draft copy of the lease this week.
- Mike Utt shared a letter that was presented to Mayor Loomis of Gloden Valley. The letter presented the possibility of housing ISLA at the Brookview Community Center.

b. Finance – (10 min)

- Approve May Financials- Financial report was explained by Rolf. Budget is running close (if not under budget) to what was originally calculated.
- Food service program is running a slight deficit. Free and reduced lunch paper work wasn't turned in early. May be partially responsible for deficit. Free and reduced paper work will be filed earlier this coming school year to help off set the possibility of a deficit.

Action Item: Finance committee check on the frequency of reimbursement for free and reduced lunch aid.

Action Item: Check on Status of 5,000 donation made by to Minneapolis Foundation to the ISLA PTO. Copy of the 501 C3 for ISLA was sent to the Foundation in error. A copy of the PTO 501C3 should be sent instead. Check with Karen Utt to see what the status is for the PTO's 501 C3 status. Send/contact the Minneapolis Foundation to clear up mistake.

- Motion: Steve moved to approve May financial. Mark seconded. Passed unanimously.

c. Personnel – (5 min) Karen Terhaar shared...

- Update on hiring and contract renewals- Karen shared that all employees were given contracts. Positions left to fill: bookkeeper, administrative support position.
- Jorge will be ½ time licensed resource teacher and ½ time music/phy-ed teacher
- Personnel Committee will be meeting at the end of July to figure out status of employment/responsibility of TA's

d. Communications – (5 min) Steve shared the following...

Table/Booth set up at Hopkins Raspberry Festival

Banners are being produced for use at public events

Yard signs have been ordered

Calendar of upcoming events throughout year is being produced- will be used to recruit parents/students assistance

Steve will ask PTO to include Board Members email addresses on upcoming events/notices

8. Director's Report – 5 minutes

a. Critical updates shared by Karen Terhaar

Copies of the Directors Goals for the 2007-08 as well as copies of the results of a satisfaction survey were distributed and reviewed. Karen shared ways in which the goals and measurements will be improved for the 2008-09 school year. Karen requested the Board give a timeline for when 2008-09 Director's goals are due. Mark recommended the personnel committee set a date for the goals to be determined. Must be before the start of the school year if the goals are to be tied to the possibility of bonus pay for the director of ISLA.

Action Item: Executive Director review committee to provide the Board a copy of Karen Terhaar's annual review and set timeline for director's new goals to be presented to the Board.

9. Other Business – 5 minutes

Mike Utt- PTO garage sale July 10-12 at Crystal town Center

Volunteers needed to help with sale

Summer Calendar on PTO website

Karen Shablott inquired about revising dress code

Board recommended PTO present concern /recommendations about dress code at upcoming meeting.

10. Set next meeting time – Board meeting: August 12th, 2008 – 6:30 pm - 9:30 pm

11. Adjourn

Rolf moved to adjourn meeting, Kate seconded, passed unanimously.