

ISLA Minutes- Board of Directors Meeting

August 12, 2008, 6:30

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: Mission Statement was read
Meeting was called to order at 6:45 pm
Board Members present: Rolf Brombacher, Melody Brombacher, Kerry Krawczyk-LeMieux, Steve Semler, Eric Swenson, Kate Shablott, Sonia Miller-Van Ort, Mark Mathison, Molly Quinn, Michael Valley, Karen Terhaar
ISLA Board Members Not present: Samantha Baksic,
ISLA Board Advisors: PTO Advisors Karen Utt and Teresa Aleckson, present, Diane Schimelpfenig (Hopkins District), not present
2. Acceptance of June 10th minutes-Acceptance of August 12th agenda
3. Brief overview of Meeting procedures- Melody
4. Public input- none
5. Karen Utt PTO Chair Person
 - Upcoming potluck organized by PTO
 - PTO has approved 200/teacher for classroom supplies, 400 for Jorge for phy-ed and music supplies
 - Shared results from interest survey given to parents: primary interest in music instrument classes and school supply program
 - Dress code will remain as it was last year with the addition of green tops (hunter or evergreen)
 - Sign up sheet on PTO web to have dinner with ISLA TA
 - TA coordinator was upgraded to being PTO Board Member. PTO will amend bylaws to reflect this change.

Action Item: Steve will follow up to add Board Members emails to info being sent out by ISLA PTO

6. Directors Report-
Current Enrollment: k=50, 13 on wait list, 1st=25, 2nd=19
 - Advertised Positions to be filled: **Bookkeeper**- processing full day kindergarten payments, lunch monies received, tracking bills and receipts, procurement process, insurance for staff...mainly jobs that the finance committee has been doing. **Program Assistant**-grant writing, STAR and MARS reporting, supervisory duties, and curriculum. Late teacher applicants have been referred to these positions for consideration.
 - Building Construction underway.
 - Fire alarm system install will be completed.

- Security: Currently recruiting volunteers to be greeters/monitors for safety. Systems will eventually be installed for keyless entry and motion detectors.
 - Hopkins looking at adding another language element to their school district. Karen will be meeting with Diane Schimelpfenig (Hopkins rep to Board) to discuss current developments.
 - Policy needed for entrance/enrollment to ISLA beyond kindergarten. Karen recommends putting it on agenda for September board meeting.
 - MCA results have been received. Results will be used for staff goal setting for 08-09 school year.
7. New Business-
- a. MACS membership renewal- pros and cons to membership were discussed. Melody recommended we DO NOT renew our membership. Board Cost: \$3,220.00 Individual Membership: less than \$100 (Karen Terhaar?)
 Motion: Melody moved we do not renew the membership for 2008-09 school year. Steve seconded. Passed unanimously.
 Action Item: Melody will revisit MACS membership , cost of individual membership and put on future agenda.
 - b. MMKR agreement- Karen Terhaar reports
 Karen shared a letter received from MMKR to renew contract for audit assistance in upcoming school year.
 Motion: Sonia moved to enter into a contract with MMKR for 2008-09 audit report. Molly seconded. Passed unanimously.
 - c. MSBA membership- Karen Terhaar reports on Minnesota School Board Association
 ISLA's use of the membership has been minimal. Karen recommends we do not renew based on last years use of the membership. Membership fee=\$575.00/year
 Motion: Steve moved we do not renew membership to MSBA. Eric seconded.
 Discussion: Kate offered to research benefits of membership to present at next board meeting.
 Vote - In favor: Steve. Opposed: all other members present
 Action Item: Kate will research benefits of membership to present at next board meeting.
 - d. U of M Charter School Governance Study Participation: PhD student conducting a study on how Charter School Boards function. Gift card stipend given to buy supplies for school.
 Motion: Kate moved we invite the student conducting the study to our next meeting to learn more about the study. Steve Seconded. Passed unanimously.
8. Executive Director Review Committee Report- given by Melody. Copy of report was distributed to board members via email attachments & copies available at meeting.
- Karen Terhaar is doing an excellent job as director of ISLA. She has satisfactorily met or exceeded 07-08 goals or provided sound reasons for why certain goals could not be measured in the start-up year of operation. Significant opportunities for improvement

for next year: library up and running, integrating IB, state standards and district guidelines, scope and sequence, outcomes.

Board Chair called a 5 minute recess. Meeting reconvened at 8:10 pm.

Board Chair Melody Brombacher had to leave meeting. Meeting being conducted by Rolf (Chair Elect).

9. Committee Reports-

a. Facility-

Update on lease with Faith- given by Mark. Draft received from Rick Reed. Will be finalized.

Future Site Search- Researching and receiving data on possible future sites for ISLA housing.

ISLA would need approximately 35,000-40,000 square feet for long term housing (not inclusive of gym space).

Mike Utt is working on conditional use permit for 190 students with Faith Church per action item from July 8th meeting.

b. Strategic Planning- given by Sonia

Sonia distributed copies of ISLA's 5-year strategic plan. Recommended to board members to review plan as well as ISLA 2008 Operational Plan snapshot before next board meeting.

Action Item: Board members read strategic plan before September board meeting.

c. Finance Committee- given by Michael Valley

- Ahead of initial projections given at annual meeting.
- Audit: two items need correcting according to audit – segregation of duties...who's signing checks, etc and Preparation of Financial Statements. Items have not been corrected to date. Letter received from state auditor to address issue. Will be addressed ASAP by finance committee.

Action Item: Michael will follow up with state regarding corrective actions needed.

d. Personnel- given by Molly

- Background checks complete
- Contracts complete and signed except for Karen Terhaar's.
- **Action Item: Present and sign Karen Terhaar's contract.**
- TA: Juan Carlos Ruiz will be arriving August 21st and staying with Theresa Aleckson's family. Currently doing home visits with potential host families. Second T.A. will be arriving from Argentina in December or January.
- Amity Interns will be considered ISLA employees who are unpaid interns. The monthly stipend is not considered to be remuneration (noted in Amity handbook) therefore is considered "unpaid" regarding earning a wage.
- Work 25 hours or less at ISLA
- Do not need to pay PERA
- Disability- school will provide for liability.
- PTO will pay interns directly
- Insurance per Amity agreement paid by Amity intern, insurance through Amity organization.

Action Items: Molly

1. Determine if Hennepin County Insurance is needed in addition to Amity insurance.

2. Social Security, MN id- will obtain these upon TA's arrival

3. School TA handbook being assembled. Will be presented at September Board Meeting

- Companeros: Agreement has been drafted with Mis Amigos to run ISLA Companeros school care program. Insurance coverage provided by Mis Amigos will be verified.

Action Item: Sonia will have contract signed and presented to Board at September Board Meeting.

Action Item: Rolf will add TA's to Worker's Comp Policy and research additional insurance for Mis Amigos/Companeros Program.

Action Item: Karen Terhaar- submit 08-09 goals.

Action Item: Personnel committee to develop recommendation to the board in consultation with finance committee with recommendation to the general board regarding Executive Director's goals and compensation.

Benefits Update- given by Rolf

- Minor changes to plans. Essentially the same. Rates increased by 19%. Sticking with current plans for now. Shop for new plans for next year.

e. Communications- given by Steve Semler

- New yard signs have been produced.
- Marketing/Advertising Calendar is being generated. Most effective recruitment=involvement/presence at community events.
- Monthly communication meeting=every 4th Tuesday of the month.

f. Governance- given by Mark

- Will create packet of materials necessary and relevant for board members. Paid training will also be available for both new and current board members.

Action Item: Rolf will give access info to new board members for secured board documents on website

10. Other Items:

Action Items remaining from previous board meetings:

1. Check on status of 5,000.00 donation made by Minneapolis Foundation to the ISLA PTO. Copy of the 501 C3 for ISLA was sent in error to the Foundation. A copy of the PTO 501 C3 should be sent instead.

Action Item: Karen Utt will contact the Minneapolis Foundation to correct the error and send the correct 501 C3 documentation.

Action Item: Personnel Committee to address employment terms and dates of contract for employment. Look at equally disbursed payments. When are terminations of benefits effective for an employees contract in the event they are no longer being employed by ISLA.

Next Meeting: September 9th, 2008- 6:30-9:30 pm

Motion to adjourn: Mark. Seconded by Kate. Passed unanimously.