

ISLA Board of Directors Meeting Minutes

June 10, 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 6:41 pm

ISLA BOARD MEMBERS PRESENT:

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

ISLA BOARD MEMBERS ABSENT: Rolf Brombacher

ISLA BOARD ADVISORS:

Karen Utt (ISLA PTO), present.

Diane Schimelpfenig (Hopkins District), not present.

VISITOR(S):

2. Acceptance of May 13th minutes- motioned made by Mark, seconded by Steve

3. Acceptance of June 10th agenda- motion by Mark, seconded by Sonia

4. PTO Report- Karen Utt

- Annual meeting was held in May
- Changed two seats: two new Board members and now fully staffed at 6.
- Approved a budget and it is funded.
- 1 TA funded and moving forward.
- Received a grant/donation of \$5000 specifically to fund a TA from the Minneapolis Foundation.
- Check arrived yesterday, need to clarify to whom check was written and how deposited since PTO is currently finalizing non-profit status.
- Grant versus donation versus dedicated gift – determine exact definition.
- Fundraiser went well – raised over \$4000.
- Some summer activities are in the works to assist new ISLA families in making connections.
- Discussed need to research legalities of having TA working at ISLA. Employee of whom? School, PTO board?

5. Committee Reports-

FACILITY REPORT

- We have reached an agreement with Faith based on what we expected as presented at last Board meeting.
- The lease document has not been finalized but basically complete and agreed upon.
- The lease is renewable at our option, meaning identical space.
- Possibility of staying for third year although not committed at this point.
- May need to stay through a third year to locate permanent space.
- Board approved at last meeting an offer to Faith in consideration of space which will be used by full day Kinder – revenue gaining space.
 - Summer camp, compañeros, full day Kinder

- Would Board consider utility rate regarding use of related space?
- Will be sure facility situations are communicated clearly and promptly with Faith.
- Mis Amigos – not subleasing but rather sub contracting – does not change the relationship that students have with Faith.
- Co branding: ISLA program administered and staffed by Mis Amigos, not partner either.

STRATEGIC PLAN – Sonia

I Preamble

Began 2007-2008 with 71 students and will begin 2008-2009 with about 125.

II Academic Achievement & Bilingual Fluency

- Goal of August to have grade levels complete those goals.
- Implement tools to assess meeting these goals.
- Determine definition of “progresses by one grade level”.
- Additional comments:
 - Committee recommends a compact, a written commitment at beginning of year.
 - Purpose: to give further description of larger goal.

III Relates to Spanish Fluency – include English fluency as well.

IB – we feel that we will be on track to receive accreditation in our 5th year.

IV Extracurricular Activities

- Appropriate for Strategic Plan to outline what the PTO will do?
- Perhaps, seen more as a way for Board to identify a goal for ISLA which will be reviewed later and followed through on by Board provided PTO chooses not to take on that particular goal.
- Important to start an exposure to various activities but may not necessarily be run by ISLA but kids will have opportunity through other programs.

V Learning Environment

- Philosophy: school will remain small, given 25 students in each class with 2 classes per grade level for a total of 350 once we have reached the K-6 age groups.
- Strategic Plan: intended to guide us and can be revised in future.
- Responsive Classroom: teachers use these strategies currently to varying degrees.
- Q-Comp – will be reviewing Q-comp throughout the 2008-2009 school year with a June 2009 completion date, via Personnel Committee.

VI School Care Program

- We intend to provide for before/after and half day Kinder with at least 3 students.
- ISLA school care program will follow the student ratio standards which have been in place this year.
- Summer care could be provided if it were to be self sustaining and workable with our lease.

- As soon as summer care program would have enough demand to be self sustaining, ISLA will offer such a program contingent upon availability of space. In February of each year, ISLA will determine the demand for a summer care program. If it comes back to the Board as a viable option, then the Board needs to take action by March.

VII Marketing and Promotion

- Via communication committee, concern bringing in Spanish speaking students and meeting their needs.
- Changed number 3 to include “Spanish immersion” students as well.
- Number 5, will develop a marketing plan to recruit from across the district.
- Under number 4 and combining 4 and 5, we would be marketing to the entire community, to reflect the district demographics. Focus on recruitment that would market to the community.
- Number 6, the director would communicate to the Board – the Communications committee, a committee of the Board. Intent is that coordination of marketing efforts be managed by an ISLA employee(s) rather than a volunteer. Volunteers can do the work but the employee would be responsible for implementation. Add something to 6 so that “communications committee” is included.
- Board would provide for the design while the employees provide for the implementation. The work would be carried out by volunteers. By the third year of operation ISLA staff will coordinate.

VIII The Board will determine which tasks will be assigned to employees and by when.

- Three areas: expansion and growth of the school, relationships with other charter schools and Hopkins and finance and funding. Additional areas: PTO relationship, staffing and role of Board.
- Have Karen create a priority list of needs to be done by Board this summer.
- Will request approval at next meeting once revisions have been made.

FINANCE COMMITTEE - Michael

- Stenmark – \$1750 per month
- What could we do ourselves? Sense is that he is doing pretty much everything that we cannot do and keep us in compliance.
- Contract – page 7 – under special services – Stenmark will provide up to 8 hours of service out of the parameters.
- **MOTION:**
 - Michael moved that the Board approve the contract with Stenmark.
 - Seconded by Kerry.
 - Discussion: number of students issue, not in our budget at this point for the increase. More staff therefore more work on part of Stenmark – more TRA, etc. Michael is in favor of contract with Stenmark due to professionalism, value of work.
 - Motion carried.
- Agreed to reconcile compañeros budget – charged \$450.

- We are on track with grant expenditures. The next allotment is expected within a few weeks.
- Lease is correct according to number of students (106 pupil units).
- **MOTION:**
 - Michael moved that we approve the financial statements including the 2007-08 budgets.
 - Seconded by Steve.
 - Motion carried.
- Financial Statements
 - \$9,700 transferred from school care.
- CSP Start Up Grant (Federal Grant)
 - We have spent all of our first start up allotment.
- **MOTION**
 - Michael moved that we approve the financials as of April 2008.
 - Seconded by Mark.
 - Motion carried.

PERSONNEL COMMITTEE - Molly

- We have one teacher at this point. Specific information to be announced at the July Board meeting.
- Still seeking one full time teaching position and one .5 Kinder position.
- Contracts for 2008-2009 are being finalized
- **MOTION**
 - Michael moved that we increase our current teacher and staff salary by 3% as reflected in our 2008-09 budget, same person, same position, same FTE equivalent to 3% increase over 2007-2008 year salary.
 - Seconded by Sonia.
 - Motion carried.
 - Friendly amendment: striking staff to refer to teacher's only.
 - When effective? Next school year (2008-09).
 - 10 month pay period system.
 - Motion carried.
 - Note: have this discussion much earlier next year – at least 2 months prior.
- Carmen had raised some questions related to wages, salary, time off.
 - Personnel committee will address these questions as related to EA positions:
 - Hourly, time card, sick time/PTO?, overtime requirements.
- Q-comp – possibilities will be investigated this summer.
- Teaching Assistants:

The question was raised as to whether or not they are considered to be employees and, if so, who is the employer – school, PTO or Amity organization?

GOVERNANCE COMMITTEE - Mark

- Elections
Conducted, finalized – new Board members will begin July 1.
- Achieved 501c3
All Board members need to be trained on non-profit status.
- A packet will be prepared for new Board members by the July Board meeting.
- Mark reported that it may not be necessary to spend the budgeted amount for board governance training as we have Directors competent to provide that information.

ALL COMMITTEES OF THE BOARD

- Each committee should meet at least once this summer.
- Melody suggested that committees consider having standing committee times.
- A set meeting date would help to keep the committee on track with goals and progress.
- Note regarding “meeting”: Someone needs to be delegating, listing, setting deadline.

6. DIRECTOR’S REPORT – Karen Terhaar

- Some of the exciting year end activities were Field Day with an opening/closing ceremony, Parent Volunteer Appreciation Day and Yearbook signing.
- Staff continue to be trained for IB – new staff as well begin training this coming year. Ongoing check as to which staff members have taken IB and to which level must verified throughout the IB approval process.
- Board requested that information be sent via e-mail regarding school events since not all members are staff or parents - Emily – suggested that ISLA subscribe to electronic notification that would notify when website has been updated. Action - Rolf
- Board roster needs to be updated on website and should be checked regularly. - Action
- Contracts – in process of finalizing and having signed – next year will be done in early Spring.
- Next year’s staff model:
 - Still determining exactly how many Educational Assistant (EA) hours.
 - Please note that EA and TA are different and have different roles: EA stands for Educational Assistant which is a paid position but not a teacher position while TA stands for Teaching Assistant which is a role carried out by interns from Spanish speaking countries who receive a stipend from ISLA thanks to our amazing PTO and credits from their sponsoring organization, Amity.
 - Bookkeeper position – would also help with school reporting to the state that must be done throughout the year.
 - Curriculum related position - \$22,000 ear marked for this position but still Karen T is still working out the logistics of staffing overall.
 - Art
 - Currently looking at creating a position that would provide for art instruction in Spanish for 1 hour every other week – although not finalized, this person is an experienced classroom instructor with strong Spanish speaking skills.

- In addition to the benefits to enhancing the students' educational experience and gains, this time would allow classroom teachers to plan and collaborate, which is required by IB, as well.

MOTION

- Sonia so moved.
- Molly seconded.
- Motion carried.

7. REVIEWED ACTION ITEMS FROM MAY

- MACS membership will be reviewed at the July Board meeting.
- Finance Committee has no further information at this time regarding formulation of a process for full day scholarships – will keep this as an action item for a future meeting.
- Reviewed draft of contract with Mis Amigos and noted revisions.
 - Felt it very important to include terms noting interface with landlord.
 - Checks would be made out to Compañeros and then endorsed to Mis Amigos.
 - Mis Amigos will pay ISLA 10% of revenues for 2008-2009 school care program on a monthly basis.
 - Title of program will be ISLA's Compañeros by Mis Amigos.

MOTION

- Michael moved that we accept the substantive terms of Compañeros Mis Amigos Contract including fee schedule discussed tonight.
- Mark seconded.
- Motion passed, Kerry dissented.

1. NEXT MEETING:

- Board Meeting- July 8th, 2008 6:30-9:30, location to be determined.

MOTION

- Kerry moved to adjourn
- Sonia seconded
- Motion carried unanimously
- Meeting adjourned at 11:29 pm