



## **AGENDA, Board of Trustees Regular Meeting**

Wednesday, January 16, 2013

**Camp Street Campus, 1400 Camp Street, 6:00 pm**

1. Welcome
2. Approval of November 28 meeting minutes
3. Board President's comments
4. Update by Administration on Camp Street expansion options
5. Public comment
6. Q&A with Head of School
7. Public comment
8. Committee reports
  - a. Finance
  - b. Governance
  - c. Strategic Planning
  - d. Nominating (including placement of Brenda Richard-Montgomery formally into nomination for board membership)
  - e. Advocacy
9. Public comment
10. Adjournment



# INTERNATIONAL SCHOOL OF LOUISIANA

## **APPROVED MINUTES, Board of Trustees Meeting**

Wednesday, January 16, 2013

**Call to Order:** The regular meeting of the Board of Trustees was called to order at 6:04 p.m. at the Camp St. campus.

**Present:** Andrew Yon (President)  
Mike Lappa (Vice President)  
Barbara Griffin (Secretary)  
David Bordson-Bozzo (Treasurer)  
Duane Drucker  
Dominique Wilson  
Matt Amoss  
Chantell Harmon Reed

**Absent:** David Napoleon  
John Wettermark

### **BOARD PRESIDENT'S COMMENTS**

- Mr. Yon reminded the Board of the annual retreat in March. Mrs. Wilson will circulate a list of possible dates as well as a draft of the agenda for that day.
- Mr. Yon said that we would begin posting on the website calendar agenda link, by noon on the day of the board meeting, the one page agenda, the committee reports, and the draft of the minutes from the previous Board meeting.

### **UPDATE BY ADMINISTRATION ON CAMP STREET EXPANSION OPTIONS**

- Mr. Wilson had prepared a handout dated January 15<sup>th</sup> explaining the ISL Camp Street Facility Expansion project that was a result of the meeting last month when the parents were invited to hear and discuss various options for the Camp St. expansion.
- The administration recommends leasing the Thalia St. building, believing that this choice best suits the needs of the students going forward. This decision was made by the administration and supported by the Board of Trustees.
- A preliminary decision has been made to have the Camp St. fourth and fifth grades occupy the Thalia St. facility after the interior has been built out to accommodate ten classrooms. Currently, the building has a tenant in the smaller side and the administration will inquire if they might be willing to vacate earlier than their current lease. Should they choose not to vacate early, we will have a backup plan to more slowly transition into that facility.
- The lease will be prepared by the Feb. 27th board meeting and the administration will have a cost estimate of the buildout.



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### **PUBLIC COMMENT** - none

### **Q AND A WITH HEAD OF SCHOOL**

- Mr. Wilson said that the solar panel project on Camp St. is complete and awaiting inspection. ISL is looking forward to the benefits it will bring by March, as there should be a substantial reduction in our energy bill, perhaps by 60% on a monthly basis. While the solar panels provide some shade, it does not provide a total rainproof shelter.
- Referring to the tax issue on Olivier St., Mr. Wilson said it is still unresolved.
- Waterproofing and roofing work on the Olivier facility, which is ongoing, will cost about \$50,000 to \$60,000. Because ISL had done work on the interior of the building, Mr. Wilson thought that interior damage could occur if the roof and waterproofing were not done right away. Mr. Wilson thought it appropriate to split the roofing and waterproofing expenses with the Holy Name of Mary owners, however, ISL will withhold our portion of the cost until the tax issue is resolved.
- The final review of the audit will be delivered to each member of the Board at the Feb. board meeting.
- The ACT 1 compensation model from the DOE will be extended to all the employees of the ISL community and will be implemented in the 2013 school year. It is due to BESE by April 1<sup>st</sup>.
- Mr. Drucker asked if the Camp St. kitchen would be able to provide food to all three campuses. The food contract with ISLJP is terminated as of next week, at which point, the Camp St. kitchen will prepare food for all three campuses. For the 2013-14 school year, ISLJP will prepare its own food at the Ralph Bunche School campus kitchen.

### **PUBLIC COMMENT** – none

### **COMMITTEE REPORTS**

- **Finance Committee** – a report was submitted. There were no voting items.
- **Governance Committee** – a report was submitted. There were no voting items.
- **Strategic Planning** – three reports were submitted. There were no voting items.
- **Nominating Committee** – the committee did not meet. Mr. Lappa formally nominated Mrs. Brenda Richard Montgomery to the ISL Board of Trustees. The formal vote for confirmation will be at our Feb. 27<sup>th</sup> Board meeting.

### **PUBLIC COMMNETS**

- Mrs. Ester Tabrane, the Vice President of the ISLJP asked about the possibility of having off duty police officers at the Ralph Bunche School for the coming 2013-14



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school year. She said that parents expressed interest in helping cover expenses for police protection should the expenses be too great for ISLJP. Mr. Yon committed that we would have a comprehensive conversation concerning safety at all three schools and also discuss all school safety options.

- Ms. Brenda Larson, Vice President of the Camp St. PTO extended an invitation to the ISL administration to come to the Camp St. PTO meeting at 6pm, Jan. 17<sup>th</sup>, to explain the Camp St. expansion.
- Ms. Laura Adelman Cannon, speaking of the Pupil progression Plan (PPP), said that the first of three yearly meetings is tomorrow night following the Camp St. PTO meeting. There will also be PPP meetings at the ISLJP and the ISL West Bank campus. There will be opportunity for input as well as a review of how a student progresses through a LEA curriculum and how students are promoted from grade level to grade level. The PPP is largely dictated by State law.
- Ms. Laura Adelman Cannon, speaking as a parent, commended the parents, Board of Trustees and the administration for achieving an excellent outcome through the Camp St. expansion process.

### **VOTING AGENDA**

- Mr. Drucker, seconded by Mrs. Wilson, made a motion to approve the minutes of the Nov. 28, 2012 regular Board of Trustees meeting. The Board voted unanimously for approval.
- Mr. Yon made a motion, seconded by Mr. Lappa, to pre-authorize Mr. Wilson to enter into lease negotiations with the agent representing the owners of the Thalia St. facility. Any final agreement would be subject to attorneys' review and subsequent Board approval. The Board voted unanimously for approval.
- Mrs. Wilson, seconded by Mr. Lappa, made a motion to approve all committee reports. The Board voted unanimously for approval.
- Mrs. Wilson, seconded by Mr. Drucker, to adjourn at 6:50pm.

***The international School of Louisiana adjourned its regular Board of Trustee meeting at 6:50pm.***

The next Board of Trustees regular meeting is scheduled for February 27, 2013 at 6:00p.m. at the Camp St. campus.

### **Other interested parties present:**

Staff: Sean Wilson



# INTERNATIONAL SCHOOL OF LOUISIANA

## **APPROVED MINUTES, Board of Trustees Meeting**

Wednesday, January 16, 2013

Melanie Tennyson  
Aviva Le  
Rosa Alvarado  
Alison Anderson  
Ann Winchell  
Melissa Boudreaux  
Laura Adelman Cannon  
Bill Toujouse  
Mark Huber  
Karla Rivera

Guests:

Brenda Richard-Montgomery – prospective Board member  
Robert Morris – Uptown Messenger  
Glenda Larsen  
Ester Tabrane

**Respectfully submitted by Barbara Griffin, Board Secretary**

February 27, 2013

Date Approved by Vote of the Board

MINUTES



## **Head of School Report As of 12/24/2012**

### **MISSION:**

The mission of the International School of Louisiana is to provide a Challenging education, Emphasizing: Language Immersion, International Awareness, the Celebration of diversity, and Community responsibility.

### **GOALS:**

- Improve achievement of all students. Specific emphasis given to reducing the achievement gap of students with special needs, English Language Learners and Students of Low-income families.
- Build a safe, supportive and nurturing environment allowing students and staff to focus on the work at hand without distraction.
- Instituting long-range planning as a built-in aspect of the School's and Administration's approach to budgetary and programmatic decision-making.

### **ACTION ITEMS:**

#### **LADOE Action**

#### **ACT 1 Compensation:**

#### **Salary Requirements - RSD, LDE and LAPCS to host information session**

The RSD, LDE and LAPCS are hosting an information session about Act 1 salary requirements for charter schools. All charter school leaders and board members are invited to attend to learn more about compensation structures. The session will include a presentation by The New Teacher Project.

There will be a live session as well as a webinar. The information session will be held on January 10 from 2-3pm.

The live session will be held at the RSD Family Center at Coghill Elementary School. The school is located at 4617 Mirabeau Ave. in New Orleans.

To attend the live session, please register here <http://bit.ly/RDX2R0>

To attend the webinar, please use this link to register [Act Webinar 1/10/2013 @ 2 pm](#)

If you have any questions, please reach out to Marian Schutte at [marian.schutte@la.gov](mailto:marian.schutte@la.gov)

## LEGAL

Attached is the lease for Ralph Bunche facility for review and comment. The lease is similar to the lease for the current property with minor differences (noted within the Lease Agreement).

The 2012-2012 Audit is complete. I have attached the Draft audit for review and immediate comment. The audit must be filed by December 31, 2012 and will be filed electronically as required by the State Legislative Auditors.

## CAMPUS NEWS

- **Camp Street** (588 students)
  - We continue to recruit for the '13-2014 school year.
  - Solar Panels are expected to be installed December 26, 27, and 28. This change was necessary to avoid heavy equipment around students during school hours. The company will have access to the school's exterior during the installation process. Expected completion: January 11, 2013
  - Thalia Building: Facilities has been in contact with the Real-Estate broker. We have done a preliminary walk through of the facility. We have schedule an additional viewing January 3, 2013 at 10:30 am. A parent, Jennafer Brooks, has volunteered to map out the building with preliminary drawings. We hope to have the draft of the drawings by Monday January 7, 2013.
  
- **Olivier Street** (153 students)
  - SMM has received the CoA. The building Permit application process has begun as of 12/21/2012.
  - SMM submitted the required documents to the ARC of the HDLC. Below is the list of activities and timelines.
    - On 11/08/12, the HDLC voted to approve C of A.
    - Building has been released for production.
    - Site work to begin upon building permits being issued, approximately 01/15/13.
    - Building should be delivered by 01/28/13.
    - Building setup and site construction to be completed by 02/28/13.
  - The water proofing bids have been received and the work has started. Expected completion 12/30/2012
  - The roofing installation is in progress. Expected completion: 12/30/2012
  - We continue to recruit for the '13-2014 school year.
  
- **Jefferson** (327 students)
  - Prospective parent tours occur each month. The dates and times are listed on the website.
  - JPPSS has assigned ISL-JP the Bunche school facility starting the next school year. Administration visited the Ralph Bunche school site November 26, 2012 at 10 am.
  - We need to reconfigure Middle School program. Administration along with the school principals have planned and worked to reconfigure the middle school

program. The program will include additional staffing, teachers. We are seeking to fill a math and a science teacher position. The reconfiguration will include an induction weekend for current and on-boarding teachers. We are excited about what this means for our students, more individualized attention and increased rigor in instruction.

- We have filled the first grade Spanish immersion teacher position. The teacher begins January 4, 2013.

## **Personnel**

- FMLA
  - 2 employees are out on FMLA
- Open Positions
  - JP Family Liaison resigned and we are currently interviewing for an appropriate replacement.

## **GENERAL**

Nobert Estrella resigned as Principal of Jefferson Parish. His last day of hire was December 20, 2012. Ms. Adierah Berger will be the Interim Principal through the remainder of the school year. We will begin the Principal search in the February for the '13-2014 school year. We will engage a Dean of Students to assist with inculcating students at Jefferson Parish. The Dean of Students position is integral to the cultural success of students and support to teachers through the 2015.

Cox has repaired the lines at ISL Camp Street and Olivier Street. This repair has resolved the most severe issues of connectivity subside. We will continue monitoring connectivity and cloud accessibility. We are seeking opportunities to have the servers hosted off-site. This will ensure that vital information is available at all times where internet connectivity is available.

Food service has decided to terminate the contract with Jefferson Parish. Food will be provided by the Camp Street kitchen with delivery to Jefferson Parish and Olivier Streets. JPPSS has received the termination letter. ISL services will start January 21, 2013.

We have scheduled the kindergarten application lottery for January 18, 2013. The application deadline is January 11, 2013 at 4:00 pm. We are lagging in applications for the Jefferson Parish and Olivier Street. We will make an additional push after the Holidays to get applications.

Below are the Pupil Progression Plan meeting dates:

- January 29, 2013 – 2<sup>nd</sup> Public Meeting, 502 Olivier Street at 6:00 pm
- February 26, 2013 – Final Public Meeting, 822 Clearview Parkway at 6:00 pm

Benchmark assessments will be administered two more times prior to the i/LEAP testing in the Spring. Teachers and Principals are working diligently to push students to achieve at higher levels in preparation for i/LEAP. We are confident that using ANet strategies and student-focused instruction we will continue to move our students on a positive trajectory towards academic achievement. At this time, we are exceeding the cohort in performance.

The property tax matter for 502 Olivier Street has not been resolved. I have attempted to resolve the matter with my contacts at the Archdiocese of New Orleans. I will continue reaching out to the Archdiocese of New Orleans for resolution.



## **TO COME:**

- Audit '11-2012 – Complete Draft Attached
- Camp Street Solar panels – December 26-28, 2012
- Board Member Ethics Training: [LA Ethics Training](#) – DUE 12/31/2012
- Student Application Deadline '13-2014 – January 11, 2013
- Olivier Street Modular – February 2013
- Act 1 Compensation model –April 1, 2013

Let me know should you have any questions.

Thank you,

Sean



## **Head of School Report As of 01/11/2013**

### **MISSION:**

The mission of the International School of Louisiana is to provide a Challenging education, Emphasizing: Language Immersion, International Awareness, the Celebration of diversity, and Community responsibility.

### **GOALS:**

- Improve achievement of all students. Specific emphasis given to reducing the achievement gap of students with special needs, English Language Learners and Students of Low-income families.
- Build a safe, supportive and nurturing environment allowing students and staff to focus on the work at hand without distraction.
- Instituting long-range planning as a built-in aspect of the School's and Administration's approach to budgetary and programmatic decision-making.

### **ACTION ITEMS:**

#### **LADOE Action**

#### **ACT 1 Compensation:**

The LDE continues to offer opportunities for districts and charter schools to create a compensation plan that mirror the legislation. ISL intends to use a model presented at the trainings. We will present a modified model that meets the needs of ISL by the latter part of February.

#### **LEGAL**

Attached is the revised lease for Ralph Bunche facility for review and comment. The attorney has to further review and confer with JPPSS. Of note are the insurance requirements that the attorneys are having reviewed. Once Adams and Reese completes their review, I will forward to the Board (Lease Revision Attached).

The 2012-2012 Audit is complete. The Final Audit and the Data Collection Form are attached. The audit was electronically filed December 28, 2012 as required by the State Legislative Auditors.

## **CAMPUS NEWS**

- **Camp Street** (588 students)
  - Solar Panels are running behind schedule. The contractor has given a ballpark to complete the project for the end of this week, 1/18/2013.
  - Thalia Building: I have spoken with Hayden Wren of Corporate Realty about securing a copy of the lease, which is attached. The lease has been forwarded to the attorney at Adams and Reese (Lease Attached).
  
- **Olivier Street** (153 students)
  - SMM has received the CoA. Estimated completion date for the project is March 15, 2013. The Lease has been amended to reflect the June 30, 2016 in conjunction with the lease of the HNM facility.
  - The waterproofing project is about 90% complete. The weather has stalled this work. The contractor hopes to complete the project as soon as possible.
  - The roofing installation is stalled due to weather. The project is expected to be completed as soon weather permits.
  
- **Jefferson** (327 students)
  - The Bunche school facility conversations are moving with JPPSS. I have a meeting scheduled with the Community Association to discuss how ISL and the community can join together to bring about positive awareness for ISL-JP moving into the neighborhood.
  - Middle School program is off to a good start. All teachers and administrators are in place. The Advisory program is installed as well as the Rosetta stone language program for the language intensive students.

## **Personnel**

- FMLA
  - 2 employees are out on FMLA

## **GENERAL**

We will continue to accept Kindergarten applications for the '13-2014 school year. However, those applications received after Friday, January 11, 2013 will not be included in the lottery on January 18, 2013. The kindergarten application lottery is January 18, 2013 at the Jefferson Parish campus. We will have the total count available Wednesday, 1/17/2013.

Campus tours will continue through the remainder of the school year. The tours are an opportunity for guests to see the ISL immersion programs in action. The tour schedule are posted on the website.

Food service contract with JPPSS will be terminated effective 1/21/2013. ISL Camp Street will assume the responsibility of delivering food to all campuses.

Below are the Pupil Progression Plan meeting dates:

- January 17, 2013 – 1<sup>st</sup> Meeting, 1400 Camp Street @ 7 pm following the PTO meeting
- January 29, 2013 – 2<sup>nd</sup> Public Meeting, 502 Olivier Street at 6:00 pm
- February 26, 2013 – Final Public Meeting, 822 Clearview Parkway at 6:00 pm

Benchmark assessments will happen this week. Our students are appropriately prepared for the third round of assessments.

The property tax matter for 502 Olivier Street has not been resolved. I will contact the Assessor's office for measures to remedy ISL being assessed property taxes.

ISL French Immersion students have been awarded certificates for being selected as one of the best works of the 2012 Francophone Contest, sponsored by the American Francophone Center, LSU College of Education, CODOFIL, LCIS, AATF and the French General Consulate of Louisiana in New Orleans (See Attached).

### **TO COME:**

- Audit '11-2012 – Complete - Attached
- Camp Street Solar panels – January 30, 2013
- Kindergarten Lottery '13-2014 – January 18, 2013
- Olivier Street Modular – February 2013
- Act 1 Compensation model –April 1, 2013

Let me know should you have any questions.

Thank you,

Sean

### Committee Report

<b>To:</b>	ISL Board of Trustees
<b>From:</b>	ISL Finance Committee
<b>Committee Chair:</b>	David Bordson-Bozzo
<b>Date of report:</b>	January 15, 2013
<b>Date of last meeting:</b>	January 8, 2013
<b>Date for next meeting:</b>	February 19, 2013
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<b>Administration Members:</b>	Sean Wilson; William Toujouse
<b>Board Members:</b>	David Bordson-Bozzo; Matt Amoss; Duane Drucker; Andrew Yon
<b>Staff Members:</b>	
<b>Members Absent:</b>	
<b>Visitors:</b>	Brenda Richard-Montgomery, Theodore Sanders

#### Summary of Committee Meeting:

First, the committee met with Theodore Sanders, the CEO of the Louisiana Asset Management Pool. Mr. Sanders gave a presentation on use of the pool, which offers a competitively priced and highly rated investment product, which could be used for cash management. LAMP provides this service to numerous similar organizations in Louisiana, including other charter schools. The committee also discussed the idea of longer-term/higher yield investment products.

Next, the committee discussed the recently completed audit. The committee member questions in the meeting primarily focused on bridging their understanding of the monthly financials to the audited financials.

Next, the committee discussed the November balance sheet and income statement. The discussion focused on financial results in the most recent month. This part of the meeting was mostly comprised of questions from finance committee members to administration on the monthly results.

Next, the committee reviewed the monthly check reporting documents. The discussion focused on an explanation of terminology on the reports and questions about certain recurring items. The committee also requested further general explanation of the check reconciliation reports.

The committee then discussed the implementation of new board level policies, which could help to bolster committee institutional knowledge and formalize its method of conducting its affairs.

Finally, the committee briefly discussed the process of evaluating ISL's results in prior years in order to evaluate whether it may have a valid BP claim.

**Votes Taken:** Unanimous vote to recommend board approval of new policy language on CMO fees. (In attached document)

**Meeting Called to Order:** 5:35

**Meeting Adjourned:** 7:30



# INTERNATIONAL SCHOOL OF LOUISIANA

## ***Committee to Board Report***

**To:** ISL Board of Trustees  
**From:** Governance Committee  
**Committee Chair:** Dominique Wilson  
**Date of report:** 1/10/2013

**Date of last meeting:** January 10, 2013  
**Date for next meeting:** February 21, 2013

**Present:**

**Board Members:** Dominique Wilson, Chantell Harmon Reed, and Andrew Yon

**Staff Members:** Sean Wilson

**Parent/Other Members:**

**Committee Member Absent:** Matt Amoss and John Wettermark

### **Summary of Committee Meeting:**

**The following were the main topic discuss during committee; however, the meeting focused majorly on the annual board retreat.**

- Discuss and Plan Annual Board Retreat
  - We discussed the following; ~~however, no plans were set:~~
    - Possible Theme/Focus
    - Structure of the Meeting
    - Agenda Topics
    - Delivery Method (in-house or out-source)
    - Date and Time
- Discuss and determine what the goals are for this committee for this calendar year and/or the rest of this fiscal year.
- Discuss and define a process for developing and recording annual committee-specific goals for every committee

In draft, we determined, once committees are populated at the beginning of each school year, during the 1<sup>st</sup> committee meeting of year, goals will be developed and recorded. The committee goals will flow from the organization's strategic goals and the board's priorities. These goals will drive the committee agenda(s) for that year, but are not exclusive.

- New Board Member Training and more.

**Vote Taken: None**



## ***Committee to Board Report***

**To:** ISL Board of Trustees  
**From:** [Strategic Planning Committee](#)  
**Committee Chair:** [Andrew Yon](#)  
**Date of report:** [January 16, 2013](#)  
**Signature:**

**Date of meeting:** [January 14, 2013](#)

**Committee Members Present:**

**Board members** (*committee of the whole*): [Andrew Yon \(chair\)](#), [Barbara Griffin](#), [Dominique Wilson](#)

**Staff Members:** [Sean Wilson](#), [Melanie Tennyson](#)

**Other:**

**Guests:**

**Summary of Committee Meeting:**

Called to order at 5:30 pm, in the library on Camp Street campus

This meeting began with a discussion of the Camp Street expansion decision, and some details about the possibility of leasing the Thalia property. The bulk of the meeting was focused on the development of a finite list of “core principles” gleaned mostly from the Strategic Planning process.

**No votes were taken.**

Meeting adjourned at 7:00 pm