



**AGENDA, Board of Trustees Special Meeting**

Thursday, April 18, 2013

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

1. Welcome
2. Discussion of Camp Street expansion options in lieu of Thalia Street
3. Public comment
4. Adjournment



# INTERNATIONAL SCHOOL OF LOUISIANA

## **APPROVED MINUTES, Special Board of Trustees Meeting Thursday, April 18, 2013**

**Call to Order:** The special meeting of the Board of Trustees was called to order at 6:03p.m. at the Camp St. campus.

**Present:** Andrew Yon (President)  
Mike Lappa (Vice President)  
Barbara Griffin (Secretary)  
David Bordson-Bozzo (Treasurer)  
Duane Drucker  
Mike Lappa  
John Wettermark  
Dominique Wilson  
Chantell Reed  
Brenda Richard Montgomery

**Absent:** Matt Amoss  
David Napoleon

### **DISCUSSION OF CAMP STREET EXPANSION OPTIONS IN LIEU OF THALIA STREET**

On April 9<sup>th</sup>, Mr. Wilson informed the Board of Trustees that the owners of the Thalia St. building have decided to sell the property and that ISL and the property owners will not enter into a lease for this property. At that time, Mr. Yon directed Mr. Wilson to identify, research, and share alternatives with the Board. Mr. Wilson has re-visited viable options including modular buildings, other school facilities and properties available through the Archdiocese of New Orleans. Mr. Yon asked Mr. Wilson to outline these options.

- Mr. Wilson has contacted Mr. Ken Ducote, with the East Bank Collaborative of Charter Schools, who then contacted The Archdiocese of New Orleans. The Curtis family who owns the property on the downriver side of the Camp St. facility was also contacted. A real estate consultant was contacted concerning available properties in the surrounding area available for immediate rental.
- Mr. Ducote informed Mr. Wilson that the school closest to ISL that could be available was St. Paul Catholic School on Downman Rd. in New Orleans East. They also explored everything in Jefferson Parish and Orleans Parish. Certain Orleans Parish schools may cease to exist unless they share space with another school, however these schools have not yet offered shared space as an option. Other Catholic school buildings have already been spoken for and are no longer an option.



## **APPROVED MINUTES, Special Board of Trustees Meeting Thursday, April 18, 2013**

- Mr. Yon had asked attorneys at Adams and Reese, representing the owners of the former Robert's grocery store on Annunciation, to inquire about ISL leasing this building. Mr. Wilson noted, however, that in its current condition, the space would not fit the needs of our school.
- The Camp St. PTO president expressed frustration on the part of many parents in that there is not yet a permanent solution to our expansion issues.
- Mr. Wilson contacted the Curtis family who own the property directly adjacent to the Camp St. facility with the request to rent their property for play space should we decide to use modular buildings on campus.
- Mr. Yon explained that several months ago, the Board and the administration went through a decision making process that very clearly led us away from using modular buildings and that he thinks we should default back to that option without proper due diligence. After the decision was made that expansion was necessary and that a decision was made not to split the campus between the east and west bank, there were three or four general meetings that included parents, Board and administration, and two Board meetings in order to decide that the Thalia St. property, specifically, was the better solution. Although Administration has previously made an explicit decision away from modular buildings, Mr. Wilson noted that at this late date modular buildings remain the next best option. We must again find a solution for expansion and it must be in place by August 13<sup>th</sup> to deal with overcrowding.
- Mr. Yon asked Mr. Wilson if all options have been exhausted. Mr. Wilson answered that he is waiting to hear from the Archdiocese as well as well as from the realtor to see if anything comes available within the next few days.
- Mrs. Tennyson and Ms. Le met today with two members of the RSD. They were informed that there would be a 25 to 50 week period of renovation of the Camp St. facility while school is in session requiring that one or two classrooms at a time to be displaced in order for this renovation to proceed. This renovation will bring new electrical systems, sprinkling systems, a new roof, better drainage, water return, asbestos removal, and every window and sash will be reworked. By renovating the Camp St. facility in 2013-14, we will not need to relocate the entire student body into a "swing space" at a future date.
- Mrs. Griffin asked if there is currently "swing space" available in an Orleans Parish school to provide space for our 4<sup>th</sup> and 5<sup>th</sup> grades. Mrs. Tennyson responded that there would be 20 schools simultaneously requesting temporary "swing space" to cooperate with the FEMA funded renovations scheduled to begin in Sept. of 2013.
- Mr. Wilson's proposal to meet the growth of the school and to alleviate the stress on space is to install modular classrooms that will house fourth and fifth grade classes. Modular space on this site will cost about \$509,000 if leased over five years. The delivery and installation cost of modular buildings is about \$191,000, included in the



# INTERNATIONAL SCHOOL OF LOUISIANA

## **APPROVED MINUTES, Special Board of Trustees Meeting Thursday, April 18, 2013**

- Mr. Yon expressed concern that we may be feeling overcrowded again within a couple of years and that we must think of ways to relieve overcrowding through other means, for example asking permission from OPSB to build an extension of our cafeteria.
- Everyone agreed that our priorities must be children first, families second and community third.
- The introduction of a modular building on the Camp St. campus may be a concern to the Lower Garden District residents as this neighborhood is a National Historic District. Mr. Wettermark volunteered to help find ways to improve the appearance of the modular building through good site planning, building modification, use of plantings to provide a screen, etc.
- Mr. Yon concluded by reiterating three-part directive for Mr. Wilson to present at the April 24<sup>th</sup> Board of Trustee regular meeting. First, he must give the Board the cost of a shorter-term lease (less than five years) from SMM. Second, he must obtain information about used modular buildings, availability and cost to lease or buy, as well as the cost of installation. And third, he must inquire about the property at the corner of Felicity St. and Religious St. that is for sale.

### **ADJOURNMENT**

The International School of Louisiana adjourned its special Board of Trustee meeting at 7:25pm.



# INTERNATIONAL SCHOOL OF LOUISIANA

## **APPROVED** MINUTES, Special Board of Trustees Meeting Thursday, April 18, 2013

*Next Board of Trustees regular meeting is scheduled for April 25<sup>h</sup>, 2013 at 6:00 PM at the Camp St. campus.*

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

Staff: Sean Wilson  
Melanie Tennyson  
Aviva Le  
Allison Anderson  
Bill Toujouse  
Melissa Boudreaux  
Rosa Aguilar  
Mark Huber  
David Powell  
Karla Rivera  
Adierah Berger  
Emily Thomas

Guests: Beth Nazar - Camp St. PTO president

Respectfully submitted by Barbara Griffin, Board Secretary

April 24, 2013

Date Approved by Vote of the Board



April 18, 2013

## CAMP STREET FACILITY

### STUDENT AND FACULTY PROJECTIONS

The Camp Street campus will continue to experience modest growth in coming years. As attrition rates at the lower grades decrease, this has led a higher retention rate of students in the lower grades than ISL has experienced in past years. Several anecdotal explanations can be attributed to the decrease in attrition from the impacts of Hurricane Katrina to the stabilization of education in New Orleans. Our focus, for the sake of ISL and moving forward, is on student projections over the ensuing years, '13-2014 through '16-2017 and how the current facility fails to meet the growing needs of the school.

Expected student growth at ISL Camp Street will be steady for the next few years and will stabilize during the '14-2015 school year. As of March 31, 2013, ISL Camp Street has 588 students enrolled in grades K-8, with the majority of the students in lower elementary. The anticipated growth each year through 2016, leading to a total student enrollment of about 660, has been the cause for conversation and decision making about how the facility will meet the growing needs of the school. The facility question will be answered in the Facility section of this proposal.

### BUDGET

The school has always operated with a surplus. The projected growth trend does not challenge the philosophy of prudent budgeting while reaching both short and long term goals. The budget below illustrates the financial capacity of the school to meet the growing demand.

Students	586	639	656	658	663
<b>REVENUES</b>	<b>12-2013</b>	<b>13-2014</b>	<b>14-2015</b>	<b>15-2016</b>	<b>16-2017</b>
Local	\$ 461,823	\$ 503,678	\$ 516,985	\$ 518,209	\$ 572,442
State	\$ 5,206,003	\$ 5,677,831	\$ 5,827,835	\$ 5,841,636	\$ 5,889,349
Federal	\$ 892,401	\$ 973,281	\$ 998,994	\$ 1,001,360	\$ 1,009,538
<b>Total</b>	<b>\$ 6,560,227</b>	<b>\$ 7,154,789</b>	<b>\$ 7,343,814</b>	<b>\$ 7,361,205</b>	<b>\$ 7,471,329</b>
<b>EXPENDITURES</b>					
Salaries	\$ 4,275,023	\$ 4,709,100	\$ 4,833,510	\$ 4,844,957	\$ 4,884,529
Purch. Service	\$ 366,710	\$ 399,945	\$ 410,512	\$ 411,484	\$ 414,845
Prop. Main, & Oper	\$ 140,778	\$ 527,137	\$ 209,297	\$ 274,593	\$ 341,636
Insurance	\$ 105,505	\$ 115,067	\$ 118,107	\$ 118,387	\$ 119,354
Communication	\$ 13,745	\$ 14,990	\$ 15,386	\$ 15,423	\$ 15,549
Travel	\$ 13,534	\$ 14,761	\$ 15,151	\$ 15,187	\$ 15,311
Materials/Supplies	\$ 527,707	\$ 575,533	\$ 590,738	\$ 592,137	\$ 596,974
Other Expenses	\$ 854,589	\$ 927,226	\$ 951,723	\$ 953,977	\$ 969,269
Fixed Asset Purchase	\$ 14,444	\$ 15,753	\$ 16,170	\$ 16,208	\$ 16,340
<b>Total</b>	<b>\$ 6,312,036</b>	<b>\$ 7,299,514</b>	<b>\$ 7,160,595</b>	<b>\$ 7,242,353</b>	<b>\$ 7,373,806</b>
<b>Beg. Fund Balance</b>	<b>\$ -</b>	<b>\$ 248,191</b>	<b>\$ 103,467</b>	<b>\$ 286,685</b>	<b>\$ 405,538</b>
<b>Surplus/(Deficit)</b>	<b>\$ 248,191</b>	<b>\$ (144,724)</b>	<b>\$ 183,218</b>	<b>\$ 118,852</b>	<b>\$ 97,523</b>
<b>End. Fund Balance</b>	<b>\$ 248,191</b>	<b>\$ 103,467</b>	<b>\$ 286,685</b>	<b>\$ 405,538</b>	<b>\$ 503,061</b>

The revenues and expenditures of the school will grow as the student population expands, thus leading to increases in certain areas while creating efficiencies in others. The cost per student decreases in the areas of facility operations, however, the number of faculty needed for direct instruction will increase incrementally. The estimated breakeven point is Fiscal Year '14-2015.

The successful growth of Camp Street is in large part due to the manner in which the school operates and the school's leadership. It is estimated that the school will reach pinnacle in '16-2017. In 2016 and beyond, I anticipate an average annual surplus near 1% of the total operating budget.

## FACILITY EXPANSION

For many years we have anticipated the growth of the Camp Street campus. The future presents us with an opportunity to realize what we have explored. Having overcome the high rate of attrition of post Hurricane Katrina and several other bumps along the way, we are strongly convinced that the decrease in student attrition will continue. Currently, the Camp Street campus has 587 students, of which 486 of those students are in kindergarten through 5<sup>th</sup> grade; these students will begin to push up into the Middle School beginning next year.

Camp Street Student Projections						
Grade	Current	13-2014	14-2015	15-2016	16-2017	
K	91	96	96	96	96	
1	87	92	92	92	92	
2	76	84	84	84	84	
3	86	72	77	76	80	
4	71	81	66	70	72	
5	75	67	74	60	66	
6	52	70	61	67	57	
7	31	48	63	55	64	
8	17	29	44	58	53	
Total	586	639	656	658	663	

The growth and stabilization of Camp Street is significant as our flagship, but growth and stabilization does come with a cost. We must balance the cost of grow with the wishes of the immediate and greater community. We are proposing *Modular Buildings*.

- **Modular Building:**

- Over the years, the modular (pre-fabricated buildings) have seen a spike in use in varying applications. Our application would use a modular facility as 4<sup>th</sup> and 5<sup>th</sup> grade space. Housing these grades in a modular facility on the Camp Street will alleviate congestion in the current building and allow for growth of other grades within the building. Based on the estimates from the Sustainable Modular Management and the current RFP, the cost of installation would be approximately \$191,000 with a lease price near \$318,000, over five years, for a total of \$509,000. This installation would require a change order as the original RFP was for four classrooms and we are requesting eight classrooms.
- Attorneys at Adams and Reese opine that as SMM is currently working on the 2012 RFP, we create a change order to complete the work at Camp Street
- See [International School #2 Proposal – Diagram of Classroom Space](#)

We are within the time frame to get the modular buildings installed and ready for the 2013

school year. We must have a decision made and agreed upon no later than April 24, 2013 to ensure the modular building is ready for the August 2013.

A compounding issue related to the 2013 school year is the FEMA renovations scheduled to begin in September 2013. As these renovations will coincide with the school operation, two (2) classrooms will be out of service at a time. This will further exacerbate the need for additional classrooms for the 2013 school year. Based on the meeting of April 18, 2013 with Jonathan O'Rear of NY Associates (Architect), the project is expected to begin September and be complete by April 2014. (See Attached).

## **RECOMMENDATION**

ISL has made many adjustments over the years to accommodate, stretch and grow, all while improving the quality of education and services. Administration's intent is to provide information about space needed for the ensuing years and ensure that we cooperate with FEMA renovations. The projections provided are best estimates based on prior experience within the full immersion model.

We expect the Camp Street School to continue to grow, reaching pinnacle in 2016. The facility is operating at capacity, 587 students. The school reached this capacity in the '12-2013 school year. The option proposed to meet the growth of the school is to install modular classrooms that will house fourth and fifth grade classrooms. Modular space on this site will cost about \$509,000 if leased over five years. The delivery and installation cost of modular buildings is about \$191,000, included in the aforementioned amount.

## **MODULAR TIME LINE:**

- From date of order and payment to delivery: Approximately 9 weeks
- Delivery and Installation: Approximately 5 weeks
- Punch List and Completion: Approximately 1 week

## **PROPOSAL:**

- ISL BoT to approve administration to create and sign the Change Order of the 2012 RFP, not later than Wednesday, April 24, 2013
- ISL BoT to approve the modular classroom installation at Camp Street for August 2013, not later than Wednesday, April 24, 2013
- ISL BoT to approve ISL Board President to sign the SMM lease as it becomes available
- ISL BoT to approve deficit budget proposal for the '13-2014 school year

Thank you,

Sean Wilson  
CEO/ Head of School