

International School of Louisiana
APPROVED MINUTES, Board of Trustees Meeting
Wednesday, May 4, 2011

This is the regular April board meeting, postponed from April 27 to May 4 due to school break.

Call to Order: The regular meeting of the Board of Trustees was called to order at 6:13 p.m. at the school.

Present: Grant Ligon (President)
Matt Amoss (Vice President)
Andrew Yon (Secretary)
Karen Mayer Dwyer (Treasurer)
Stephanie Davis
Barbara Griffin
Charlie Hadley
Mike Lappa
David Napoleon

Absent: none

HEAD OF SCHOOL REPORT

Mr. Wilson presented the Head Report as attached. Noteworthy discussion occurred on the following topics:

- The lease negotiation for the Holy Name of Mary site is proceeding more slowly than hoped for, but we anticipate finalization within a couple of weeks.
- Special Education: Six students have been designated, and 17 are awaiting screening. Ms. Tennyson expects that we will have 4-5% of the student population receiving special education services by the end of next year, and appropriate interventions are already in place to handle this.

BOARD PRESIDENT REPORT

Mr. Ligon praised the excellent work of Administration and staff as we wind down another successful year at ISL.

ADMINISTRATION PRESENTATION

Mr. Wilson presented an overview of the budget for the 2011-2012 school year.

COMMITTEE REPORTS

- **Finance** (committee report attached) – Ms. Dwyer handed out YTD income statement and the 2011-2012 budget summary .
 - Two motions, as described below, were submitted for vote.
 - There was brief discussion of the budget, including Mr. Amoss' question about the source of donation revenue and how it compares to prior years. It

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was agreed that the Finance Committee meeting would have been the appropriate time to have in depth discussion of budget issues, that the Board's role at this meeting was to approve the budget put forward by the Committee.

- **Strategic Planning** (committee report attached) – Mr. Yon briefly described the content of the April 19 meeting, and the Board agreed to hold another committee meeting before the regular May board meeting.

Committee reports were approved unanimously

PUBLIC COMMENT

none

VOTING AGENDA

- **A motion was made** by Mr. Hadley to accept the minutes of the March 23, 2011 regular board meeting, seconded by Ms. Dwyer.
Ayes: Unanimous
- **A joint motion was put forward** by the Finance Committee, not requiring a second:
 1. to approve the proposed budget for the 2011-2012 school year and the Form 990 submission, and
 2. to approve the selection of the accounting firm Bernard & Franks to prepare the 2011-2012 school year auditAyes: Unanimous

OTHER TOPICS OF DISCUSSION

- ISL was not awarded the LA Renaissance Immersion grant, and we do not anticipate being selected for the LA4 Program, so there will be no pre-K program during the 2011-2012 school year.
- The Board voted to suspend the agenda to address the following topics:
 - **Background checks** for current and future boardmembers: Mr. Wilson described the state policy requirement that we use the Louisiana State Police for background checks rather than a third party vendor. Logistics will be worked out with Mr. Lappa over the next two weeks, and the Board will vote at the May board meeting to approve/authorize these background checks, which should then proceed immediately.
 - **Nomination of Board officers** for 2011-2012 Board cycle: As prescribed in our by-laws, nominations for officers for the upcoming Board cycle are to be made one meeting in advance of the designated "annual" board meeting.
 - **President:** Mr. Hadley nominated Mr. Yon. Ms. Dwyer nominated Mr. Lappa, who declined.
 - **Vice President:** Mr. Yon nominated Mr. Amoss.
 - **Secretary:** no nominations were made
 - **Treasurer:** no nominations were made

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It was agreed that the Secretary and Treasurer positions would be discussed and elections would occur at the May board meeting.

ADJOURNMENT

The International School of Louisiana adjourned its regular Board of Trustees meeting at 7:40 p.m.

Motion by Mr. Hadley to adjourn, seconded by Ms. Dwyer

Ayes: Unanimous

Next Board of Trustees regular meeting is rescheduled for May 25, 2011 at 6:00 pm.

Other interested parties present:

Staff: Sean Wilson
Pam Stewart
Aviva Le
Rosa Alvarez

Guests: Robert Morris
Duane Drucker

Respectfully submitted by Andrew Yon, Board Secretary

May 25, 2011

Date Approved by Vote of the Board

International School of Louisiana
AGENDA, Board of Trustees Regular Meeting

Wednesday, May 4, 2011

6:00 pm, Room 105

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|---|------------|
| 1. Welcome | 2 minutes |
| 2. Approval of March 23, 2011 Minutes | 5 minutes |
| 3. Head of School Report
Budget Presentation | 20 minutes |
| 4. Board President Report | 5 minutes |
| 5. Public Comment | 5 minutes |
| 6. Committee Reports | 10 minutes |
| 7. Public Comment | 5 minutes |
| 8. Adjourn | |



INTERNATIONAL SCHOOL OF LOUISIANA

APRIL 2011

HEAD REPORT

For the period ending April 22, 2011

2010 – 2011 SCHOOL YEAR

OVERALL

The lease for the Holy Name of Mary school site is the buzz. Prospective parents and current parents alike are seeking closure to the matter. It's moving slower than anticipated. We hope to have closure in the coming week.

Current student count is 515. Since our actual student count and the count from October 2010 vary less than 5%, funding will not be adjusted. We anticipate 613 students in '11-2012 school year.

The 2011 Spring LEAP happened April 11-15, 2011. This is Phase 2 and includes third through eighth grades. We expect that our students will perform well. The results of the testing should be released in mid to late May 2011.

The 8th grade promotional exercise is scheduled May 27, 2011 Grace United Methodist Church at 10 a.m.

Budget for School Year '11-2012 has been sent in separate report.

LA4 Program & LA Renaissance Immersion Program: The LA Renaissance Immersion Program was not awarded to ISL. We are still optimistic about the LA4 Program award. We hope to receive news in the coming weeks about this program.

Fundraising/Outreach Events

The Family Annual Fund is moving closer to its goal of \$40,000. Total YTD

Annual Art Auction preliminary results are \$27,300 of the \$36,000 goal.

SCHOOL

Staff

Employee contracts will be issued May 6, 2011.



INTERNATIONAL SCHOOL OF LOUISIANA

The School Culture Survey has been distributed to faculty and staff. So far, 65 of 86 employees have participated. We believe the results of the survey will be overwhelmingly positive and the results will help guide ISL to become a better place of employment.

The Employee Benefits for '11-2012 will have a modest increase over the current year, 4.5% for health insurance and less than 2% for other benefits. The retirement, 403(b), will remain at 6% of an employee's salary for those who choose to participate.

Currently, we have one (1) employee out on FMLA.

Circus Arts Presentation at Jazz Fest May 6, 2011 11:30

Facilities

The Holy Name of Mary School site lease – we are finishing lease negotiations.

The Entergy Solar Panel project is moving at the pace of RSD. The RSD wants ISL to put the funds in their possession prior to work being done.

Bids for renovation at HNM are being reviewed for consideration.

Parent Involvement

Our parents are loading on the good in recognition of our teachers during Teacher Appreciation Week, May 2 -6, 2011. We are fortunate to have such a talented and dedicated pool of teachers and academic administrators.

Final PTO meeting is May 19, 2011 at 6:15 at ISL.

STATE INFORMATION

Special Education:

- 6 students are receiving Special Education services;
- 17 students awaiting screening
- 9 students in the RTI process.

Legislative: The LAPCS is hosting an informational session regarding House and Senate Bills for Louisiana. You may [click here to view a complete list](#).

BOARD



INTERNATIONAL SCHOOL OF LOUISIANA

Legal

Awaiting the lease return.

OVERALL

'10 – '11 School Year Presentations

- Finance – January '12
- Acad. Assessments – February '12
- Technology – March '11
- Facilities – March '12
- Finance (Budget Prep) – April '11
- State of School Address – May '11
- Round Table Discussion – June '11
- Legislative Action – July '11
- Academic - August '11
- Development – September '11
- Human Resources – October '11
- Data Administration – November '11

Sincerely,

Sean Wilson

5. Using Gulf Coast Recovery Grant funds ISL will be developing a model classroom program which integrates technology into the classroom.
6. Our Math and Language Arts Programs are moving up the timing of their curriculum
7. When looking at the Science Program ISL will be looking to get ISL Olympiad funded from a separate source. This is estimated at approximately \$10,000. still needed to comfortably administer that program.
8. Arts will be moved into the classrooms due to space limitations.
9. Approximately \$6,000 is included in the budget for PE/Athletics program Looking to get a total of \$14,000 underwritten from other sources.

Votes Taken: 1 – See Agenda Item Below

Upcoming Events:

Date of Next Committee Meeting: April 19 , 2011 8:30 AM

This form must be submitted to the President 5 days prior to Board of Directors meeting.

Agenda Item # 1

Purpose: For your information

Submitted by: Finance Committee

Background: Committee member reviewed Audit proposals prior to committee meeting as well as Ms. Kurtz created a matrix to work from comparing the different proposals, selection was narrowed down to the top 2, and discussion centered around price point and which firm was structured better to meet the needs of ISL.

Recommendation:

The finance Committee Recommends and motion The Board engage the Accounting Firm of Bernard and Franks to prepare the 2011-12 School Year Audit.

The mission of the **International School of Louisiana** is to provide a challenging education emphasizing French or Spanish language immersion, international awareness, the celebration of diversity and community responsibility.

Committee to Board Report

To: ISL Board of Trustees
From: [Strategic Planning Committee](#)
Committee Chair: [Andrew Yon](#)
Date of report: [May 4, 2011](#)
Signature:

Date of last meeting: [April 19, 2011](#)

Committee Members Present: [Andrew Yon, Grant Ligon, Karen Dwyer, Barbara Griffin, Mike Lappa; Matt Amoss](#)
Other Board Members:
Staff Members:
Other Committee Members:

Summary of Committee Meeting:

Called to order at 5:45 pm

Meeting agenda:

- I. Review issues discussed at March 26 board retreat
- II. Itemize the specific “mission” issues that should require board vote
- III. Develop action plans for the following tasks:
 - modifications to governing documents
 - research creation of CMO
 - revision of mission statement(s)
 - for existing ISL
 - for CMO
 - discuss how specific – both in terms of scope and timing – we want to be in defining expansion/replication as part of formal Strategic Plan
 - “to do” list, with timeline, for charter renewal

Bouncing around the meeting agenda, the following topics were discussed:

- the need to understand how board governance would work under a CMO with multiple schools and multiple charters

- brainstorming of mission statements for CMO vs. existing ISL
- legal/filing requirements to form a CMO, and how that would impact current board of ISL
- the need to meet with our attorney after our thoughts coalesce on the CMO issue, to chart a specific course of action
- growth of ISL “flagship” school as a separate strategic issue from growth of a CMO
- general agreement among meeting attendees that a quantified, time-specific expansion plan is an appropriate part of the Strategic Plan
- agreement that this committee will submit a draft Strategic Plan, in writing, for official board approval within a few months

Specific follow-up actions:

- Andrew and Matt will collaborate to distribute current versions of all ISL board governance documents – articles of incorporation, charter (including mission statement), board by-laws
- Karen will produce a punchlist of issues related to CMO creation
- Andrew will initiate an email brainstorming thread about CMO mission
- we will have another Strategic Planning Committee meeting between the April and May board meetings

No votes were taken during the meeting.

Adjourned 7:00