

International School of Louisiana

Approved MINUTES, Regular Board of Trustees Meeting

Wednesday, January 22, 2014

Call to Order: The regular meeting of the Board of Trustees was called to order at 6:05pm at the Camp Street campus.

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

Absent: Barbara Griffin (Secretary)

I. WELCOME

- **Approval of Minutes** - The minutes of the regular Board of Trustees meeting of December 4, 2013 were approved.
- **Acceptance of Committee Reports** – The Board voted to approve committee reports.
- **Board President's comments** – Mr. Amoss noted that January 24 would be Chinese New Year, and Mr. Wilson described the celebrations that would take place at each campus.

II. Q AND A WITH HEAD OF SCHOOL

- Mr. Wilson indicated that planning for next year is in motion, including preliminary budget work and reflection on the current year.
- Mr. Wilson gave a brief overview of the recently circulated Facility Plan (**attached**), describing the demand forecast (relatively flat for the next several years), and the process of engaging the ISL community for feedback.
- Mr. Wilson introduced Laura Adelman-Cannon to provide an overview of the first draft of the Academic Strategic Plan (**attached**). Boardmembers expressed their appreciation and support for this excellent initial draft. Ms. Adelman-Cannon addressed several specific issues/questions ... language proficiency vs. fluency as assessed by the state; indicated that we'll be asking for a bigger data dump from the state to assist in measuring student-level performance; etc.
- Mr. Wilson announced that ISL will be subscribing to the High Bar service for \$5000-\$7900 per year, to facilitate archiving of Board materials, organization of Board meetings and announcements, establishment and tracking of board goals, evaluation of CEO, codification of Board-CEO relationship, etc.
- Mr. Yon inquired about online posting of meeting minutes packages, and Mr. Wilson and Ms. Chapman said that would be handled soon.
- Mr. Wilson said he would get back to the Board soon about Camp Street fencing project.

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III. PUBLIC COMMENT

- none

IV. EXECUTIVE SESSION

- The Board went into executive session to discuss the Head of School's contract.

VOTING AGENDA

- Ms. Wilson, seconded by Ms. Reed, made a motion to approve the December 4, 2013 minutes of the Board of Trustees. The board voted unanimously for approval.
- Mr. Wettermark, seconded by Ms. Reed, made a motion to approve committee reports. The board voted unanimously for approval.
- Mr. Drucker, seconded by Mrs. Richard Montgomery, made a motion to enter into executive session. There was no Board or public comment, and the board voted unanimously for approval.

V. ADJOURNMENT

The board meeting was adjourned at approximately 8:20pm.

The next Board of Trustees regular meeting is scheduled for Wednesday, February 26, 2013.

Other interested parties present:

Staff and Administration:

Sean Wilson
Susan Chapman
Emily Thomas
Karla Rivera
Mark Huber
Bruce Fromeyer
Melanie Tennyson
Adiera Berger
Ann Winchell
Melissa Boudreaux
Laura Adelman-Cannon

Guests:

Shannon Fazandel, PTO VP-Camp St.
Maria Etkind, PTO President-Olivier St.

Respectfully submitted by Andrew Yon, acting as recording secretary in Barbara Griffin's absence.

March 12, 2014

Date Approved by Vote of the Board



INTERNATIONAL SCHOOL OF LOUISIANA

Committee to Board Report

To: ISL Board of Trustees
From: Governance/Nominating Committee
Committee Chairs: Mike Lappa & Dominique Wilson
Date of report: 3/11/2014

Date of last meeting: March 6, 2014
Date for next meeting: March 19, 2014

Present:

Board Members: Matt Amoss, Mike Lappa, Barbara Griffin, Dominique Wilson
Staff Members: None
Parent/Other Members: Brenda Montgomery-Richard
Committee Member Absent: Chantell Harmon Reed

Summary of Committee Meeting:

The following were the main topics discussed during committee:

- The following agenda topics were discussed:
 - Committee Goals and Priorities – are to be define with outcomes in mind (*outcome driven priorities*); we will continue to meet and discuss
 - Facilities Plan Follow-up
A discussion was held to determine if the plan would be addressed by the Governance Committee and was it decided that this topic would be driven by administration and addressed during Strategic Planning
 - At the request of administration, the committee reviewed the Expulsion and Suspension Procedure Document, and it was determined that administration will implement procedures and the board's will only address grievance matters as written in policy.
 - Nomination Committee – We currently have one vacant member position and there will be two future vacant member positions August 2014 (*ending due to term limits*), so a discussion was held to address potential/future board members. Also, there are two members with first terms ending in May. Mike Lappa will reach out to John Wettermark and Duane Drucker to see if they would consider renewing their membership for another term. Matt Amoss shared a resume for a potential candidate. The committee would like to have suggested candidates for potential members from HOS and/or the school leadership team. Additionally, there are currently two candidates the committee has met with that have expressed interest.

Vote(s) Taken: None

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.

Committee to Board Report

To: ISL Board of Trustees

From: ISL Finance Committee

Committee Chair: Duane T. Drucker

Date of report: March 12, 2014

Signature:



Date of last meeting: March 11, 2014

Date of next meeting: TBD

Administration Present: Sean Wilson

Board members: Duane Drucker, David Bordson-Bozzo, Matt Amoss, Brenda Richard Montgomery

Staff Members:

Other:

Guests: Thomas Thoren (The Lens)

Summary of Committee Meeting:

The committee discussed December and January's balance sheet and income statement prepared by the administration. The discussion focused on account variances between YTD actual and budget.

The check register for December and January was reviewed. Administration responded to questions regarding specific cash disbursements and receipts from the committee.

The committee discussed the use of a consulting firm to assist the finance department on a temporary basis until a new director is hired. The current search process was also discussed in committee.

Administration updated the committee on the current state of the transition to Paychex for payroll preparation started several months ago.

The committee discussed the projected timeline for repayment of the line of credit and money market funds.

Committee Requests:

Calendar listing financial reporting due dates to agencies

Votes Taken:

No votes were taken at this meeting.

Meeting Called to Order: 5:34 p.m.

Meeting Adjourned: 6:53 p.m.