

Minutes

International School of Louisiana Board of Trustees

Board Meeting

Wednesday Aug 26, 2015 @ 6:00 PM at Camp Street

Board Members Present

B. Griffin, B. Richard-Montgomery, C. Reed, D. Bordson-Bozzo, D. Wilson, H. Rodgers, J. Wettermark, M. Lappa, V. Diaz

Board Members Absent

D. Drucker, M. Pedalino

Guests Present

Amy Fescher, Amy Verberne, Andrew Roland, Annette Morell, Aviva Le, Beth Natar, Gary Briggs, Ghislaine Caney, Karla Marie Cochran, Larissa Muetzel, Melanie Tennyson, Melissa Boudreaux, Philip Rebowe, Rosa Alvarado, Susan Chapman, Tracy Shields

I. Opening Items

Call the Meeting to Order

D. Wilson called a meeting of the board of trustees of International School of Louisiana Board of Trustees to order on Wednesday Aug 26, 2015 @ 6:10 PM at Camp Street.

Board President's Comments

Mrs. Wilson commented that in a few days, we will be at the tenth anniversary of Hurricane Katrina and that she had memories her first experience with ISL at that time.

Approve the Minutes of the Board of Trustees of June 26, 2015

M. Lappa made a motion to approve the June 24, 2015 Minutes of the Board of Trustees.

H. Rodgers seconded the motion.

The board **VOTED** unanimously to approve the motion.

Acceptance of the Committee Reports

B. Richard-Montgomery made a motion to approve the Finance Committee Report and the Strategic Planning Committee report.

V. Diaz seconded the motion.

The board **VOTED** unanimously to approve the motion.

II. Other Business

Open Public Comment

Tracy Shields introduced Philip Rebowe and Amy Verberne with CRI CPA and Advisors who will perform external annual financial audit services for ISL. This firm will perform certain agreed-upon procedures in accordance with attestation standards promulgated by the AICPA, the Louisiana State Law, and the Board of Elementary and Secondary education (BESE). They will perform an annual 403B Plan audit, prepare and file IRS Forms 5500 and 990, issue a management letter to the Board of Trustees as well as a letter to the Board of Trustees Governance, address and resolve any auditing, accounting, tax issues. They will communicate to the Board any deficiencies and recommend any corrections. They will meet with the Financial Committee to present the audited financial statements and IRS Forms 5500 and 990.

Q & A With Head of School - HOS Report

Ms. Tennyson.

Mrs. Tennyson reminded board members that the State Ethics Training must be done before Aug. 31. The ISL

student population is expected to be 1435. Camp St. renovations will be discussed on Sept. 3rd with Scott Drago, RSD project mgr. ISL currently has 223 employees. IT has increased internet speed, imaged 225 laptops, replaced copiers, provided 200 new Chromebooks, and improved policies and procedures. She has a meeting with Dr. Joseph with JPSB to discuss the Bunche lease. She would like the Board to approve a formal proposal to lease the John Dibert school. ISL insurance policies have been reviewed. The ISL Jr. Girl Scouts have been recognized in the press for their "Recycle Joy" project soliciting observations of random acts of kindness resulting in a paper chain wrapping around the school building.

Finance - Update

Mr. Drucker was not present at the Board meeting, however, it was noted that the budget did not have to have a second public hearing because the mfp funding issue did not concern more than 5% of the budget.

Facilities - Bunche Campus

Mrs. Tennyson requested that the Recovery School District meet with residents of the Lower Garden District surrounding the Camp St. campus to provide information about the RSD's planned renovation to the facility. ISL will facilitate the meeting. This meeting will take place after Mrs. Tennyson meets with Mr. Scott Drago of the RSD. All three facilities were deep cleaned and prepared for the opening of the 2015-16 school year.

Facilities - Discuss and Vote to Approve HOS to Submit a Formal Proposal to OPSB for the Dibert BLDG

B. Richard-Montgomery made a motion to allow Mrs. Tennyson to formally request that the International School of Louisiana be considered to lease the John Dibert school building located at 4217 Orleans Ave.

B. Griffin seconded the motion.

The board **VOTED** unanimously to approve the motion. Mrs. Wilson withdrew from voting because she is an employee of the Orleans Parish School.

Student Privacy Policy - Vote to Adopt New Policy

H. Rodgers made a motion to adopt the draft of Student Privacy Policy.

M. Lappa seconded the motion.

The board **VOTED** unanimously to approve the motion. The new Student Privacy Policy simply formalizes the current ISL student privacy policy.

Development - Refrigerator Art Auction/Gala

Dir. of Development, Carla Cochran, explained changes made to the ISL Gala fundraiser this year. She has eliminated the Patron Party, auction items will be ready one week before the gala and online bidding has been adjusted. She has shifted ISL fundraising culture to a philanthropic culture going to major donors with specific requests. She encourages board members to identify members of the community to whom she can send ISL information. The Teacher initiative has been moved from the Development office to the individual campuses so that the parents can be involved in this process with the objective of encouraging everyone to be an ambassador for ISL.

New Board Member(s) Campaign

Mrs. Griffin introduced the new Board candidate, Larissa Muetzel, who is currently the Dir. of Young Leadership Council. Larissa has a background in accounting and volunteers her time with other non-profits. She encouraged the other board members to get to know her.

Presentation to the Board on Mandarin Program

Mrs. Laura Adelman-Cannon, the Dir. of ISL curriculum, presented a history of the past seven years of teaching the Mandarin language at ISL beginning with the 2008 Inaugural Society Partnership for Global Learning, now the National Language Conference in Washington, DC. ISL initiated Mandarin as an elective, not an immersion language. Today there are 46 middle-school children, state wide, enrolled in Mandarin, 38 of them are at ISL.

Open Public Comment

There was no public comment.

III. Closing Items

Adjourn Meeting

M. Lappa made a motion to adjourn the meeting of the Board of Trustees.

H. Rodgers seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 07:30 pm.

Respectfully Submitted,
B. Griffin

Minutes

International School of Louisiana Board of Trustees

Finance Committee Meeting

Tuesday Aug 18, 2015 @ 5:30 PM at Camp St.

Board Members Present

B. Richard-Montgomery, D. Bordson-Bozzo, D. Drucker

Board Members Absent

H. Rodgers

Guests Present

M. Tennyson, Tracy Shields

I. Opening Items

Call the Meeting to Order

D. Drucker called a meeting of the Finance committee of International School of Louisiana Board of Trustees to order on Tuesday Aug 18, 2015 @ 5:39 PM at Camp St. .

II. Finance

April, May, June Financials

Administration responded to questions regarding balance sheet balances, expenses, and revenue.

Head of School Credit Card Statements

Administration responded to questions regarding various credit card charges.

April, May, and June Check Register

Administration responded to questions regarding various cash disbursements.

Budget Adjustments

Administration informed committee that changes to budget were less than 5%, thus the budget will not have to be amended.

Update on Finance Department

Administration informed committee of new hires and change in pay period.

III. Closing Items

Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 07:00 pm.

Respectfully Submitted,
D. Drucker

Minutes

International School of Louisiana Board of Trustees

Strategic Planning Committee Meeting

Thursday Aug 20, 2015 @ 5:30 PM at Camp Street

Board Members Present

B. Griffin, B. Richard-Montgomery, C. Reed, D. Bordson-Bozzo, D. Wilson, M. Pedalino

Board Members Absent

D. Drucker, H. Rodgers, J. Wettermark, M. Lappa, V. Diaz

Guests Present

M. Tennyson

I. Opening Items

Call the Meeting to Order

D. Wilson called a meeting of the Strategic Planning committee of International School of Louisiana Board of Trustees to order on Thursday Aug 20, 2015 @ 5:30 PM at Camp Street.

II. Strategic Planning

Introduction of New Auditor

M. Tennyson provided information on the proposal process and shared that the new auditors will be Carr, Riggs & Ingram.

Strategic Planning Schoolwide Updates - All Campuses

M. Tennyson provide updates on all campuses. Approximate enrollment total for SY 2015-16 is 1,435. Smooth opening of school at all campuses. She discuss staff PD, and classroom readiness.

Enrollment & Staffing Updates

Enrollment is strong according to the numbers and ongoing.

Budget - AFR Difference and Updates

The board will not have to vote on the amended budget.

Facility Requests and Updates

Building the playground at Bunche has been placed on hold due to the underground piping system. A new plan will be developed in the future. Also, discussed was a plan for swing space and future middle school space. The board will discuss and vote to have the HOS submit a formal proposal to OPSB for the Dibert Building at the next board meeting.

Facilities - Updates All Campuses

Privacy Policy

Discussion on adopting the New Student Privacy Policy. The board will vote on the adoption of this policy at the board meeting.

Decision Tree/Timelines

On-going work in progress and will be presented to the board at an up and coming board meeting by school leadership team.

III. Other Business

Mandarin Overview/Update

There will be a presentation at the board.

RSD and Neighborhood Meeting(s)

M. Tennyson shared a plan for ISL to bridge stakeholders/community relationships. ISL will initiate an RSD/Neighborhood meeting.

Ethics Training

All board members must adhere to this requirement.

IV. Closing Items

Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 07:00 pm.

Respectfully Submitted,
D. Wilson



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www.isl-edu.org

Head of School Report

UU August 26, 2015

Melanie Tennyson, CEO/Head of School

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.



Head of School Report

UAugust 26, 2015

Dates to Note

- August 31: State Ethics Training Deadline
- September 2: Next JPPSS Board Meeting
- September 7: Labor Day Holiday (school closed)
- September 23: Next ISL Board Meeting

Academics

- Approximate enrollment total for SY 2015-16 is 1,435.
- Instruction has begun at all campuses, with a smooth opening.
- Instructional staff participated in a series of professional development workshops and ISL orientation sessions during the two weeks prior to the first day of school, including sessions on child development, best practices, educational services, and leadership.

Development

- Refrigerator art auction and gala are scheduled for September 26.
- ISL polo shirts embroidered with the 2015-16 school year theme ("Cultivating our dreams") were distributed to all staff.
- Karla Cochran conducted professional development at each campus on the subject of grants and donation procedures.
- Megan Anderson joined the department in the role of Development Representative.



Facilities

- All campuses were deep cleaned and prepared for the school year during the summer break. Minor repairs and replacements are ongoing.
- An underground pipe burst at the Bunche campus in early August; Aviva Le worked with the JPPSS facilities staff to have the pipe replaced as an emergency repair.
- Ms. Tennyson requested that Recovery School District staff meet with residents of the neighborhood surrounding the Camp Street campus to provide information about RSD's planned renovations to the facility. ISL will facilitate and host the meeting.

Finance

- Two new staff members have been hired. Beau Nguyen and Riana Farria have begun work.
- Tracy Shields accepted proposals from accounting firms for ISL's annual audit. Three firms made presentations; Carr, Riggs & Ingram was selected.
- Staff from Finance, Human Capital, and the HOS office worked together to implement a plan for transitioning to monthly paychecks for salaried staff.
- Blackbaud accounting software is being phased out and Quickbooks Enterprise implemented. Blackbaud will cease when the audit is completed.

Food Service

- Kitchens are stocked and ready to begin serving students and staff.
- Almost 200 applications for free/reduced lunch have already been completed via the online form.

Human Capital

- Michelle Gomez and Luz Miranda from the Human Capital staff worked diligently to get all new students registered and entered into PowerSchool. Infinite Campus (JP Data software) is still in progress due to staff turnover in Data department at JPPS.
- New and returning employees have been welcomed and provided with their packet of benefits information.
- Open Houses and tours for the SY 2016-17 admissions cycle will be scheduled soon; early applications via OneApp are expected to begin during the first week of November.
- ISL has 223 employees beginning the 2015-16 school year; we are seeking to fill two school nurse positions for a total 1.5 FTE and one French Assistant Teacher position.
- Employee Count by Campus:
 - Bunche: 58
 - Camp: 99
 - Olivier: 43



- CMO: 18

IT

- Opened the new school year with the least amount of tickets created in the last three years.
2013 (30 Day ticket count) – 436
2014 (30Day ticket count) – 500
2015 (30 Day ticket count) – 300
- Imaged 225 laptops – Distributed 1 laptop to every classroom teacher.
- Replaced three aging copiers at Camp Street and reduced the overall copier lease costs.
- Internet speeds were upgraded at Camp and Olivier Streets. 50Mbps to 100Mbps.
- 200 New Chromebooks were setup and deployed.
- In the process of phasing out the Virtual Desktop infrastructure.
- Implementing category tracking on our internal IT ticketing system to have solid data to represent on-going issues.
- Improving Policies and Procedures to create a more streamlined IT experience with teachers.

General Updates

- ISL received and complied with one public records request.
- Susan Chapman and Melanie Tennyson worked to develop a formal proposal to the Orleans Parish School Board for the use of the Dibert school building. Our proposal includes plans to utilize the facility as a swing space during renovations at Camp Street, and to continue long-term use of the building as a middle school facility after the 2015-16 school year.
- Ms. Tennyson was quoted in a nola.com article by Jessica Williams, the subject of which was the Jefferson Parish School Board's discussion of possibly using the Bunche facility for a direct-run school after ISL's lease expires in the summer of 2017.
- Ms. Tennyson will meet with JPPSS Superintendent Isaac Joseph to discuss Jefferson Parish's long term plans for the Bunche facility and other questions.
- Insurance renewals for the upcoming year have been completed; the school's coverage remains essentially unchanged, but we were able to secure a reduction in our annual overall costs.
- Legislation regarding student privacy and the use of personally identifiable information has been revised. All school boards will be required to formally adopt a privacy policy that complies with the law; HOS staff has submitted a policy based on a model developed by attorney Frank Endom for the Board's consideration.
- Recycle Joy Project - a positive peer pressure project created by ISL Girl Scout Junior Troop 40398Members was noted in the Advocate with a photo of the Girl Scouts as they prepare to encircle the Camp Street campus with a paper chain documenting random acts of kindness.