

# Minutes

## International School of Louisiana Board of Trustees

### Board Meeting

Wednesday Sep 23, 2015 @ 6:00 PM at CAMP Street

#### **Board Members Present**

B. Griffin, C. Reed, D. Drucker, D. Wilson, H. Rodgers, M. Lappa

#### **Board Members Absent**

B. Richard-Montgomery, D. Bordson-Bozzo, J. Wettermark, M. Pedalino, V. Diaz

#### **Guests Present**

Amy Fescher, Ana Espirito, Aviva Le, BJ Richard, Emily Thomas, Jacqueline Richard, Melanie Tennyson, Melissa Boudreaux, Miyouo Shears, Rosa Alvarado, Susan Chapman

## 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 Sep 23, 2015 @ 6:08 PM at CAMP Street.

#### **Board President's Comments**

Mrs. Wilson welcomed the guests.

#### **Approve Minutes**

H. Rodgers made a motion to approve minutes from the Board Meeting on 08-26-15.

M. Lappa 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 minutes of 9-21-15 of the Strategic Planning Committee.

C. Reed seconded the motion.

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

## II. Other Business

#### **Open Public Comment**

A guest commented that she is concerned about what will happen to students after finishing fifth grade at the Olivier St. campus. What will be the middle school options for these students? Mrs. Wilson recommended she make an appointment with Mrs. Tennyson to get clarity on that.

#### **Q & A With Head of School - HOS Report**

Mrs. Tennyson said that all ISL staff attended a day of professional development on Sept. 23rd. Kindergarten screenings are now completed and all 504 and IEP's are completed. Total current enrollment for all three campuses is 1,404. Administration will participate in a webinar concerning the PARCC scores that we will receive at the end of Oct. The Development Dept. is working on the ISL Gala Fundraiser as well as the open house event related to the 2016-17 admission cycle. JPPSS repaired drainage at Bunche School. IDEA funds have been confirmed at Olivier and six Buddy Benches have been installed. Camp St. renovation has been delayed. ISL has been given a lease on the John Dibert property to house some ISL students during the renovation of the windows, chillers, and roof. Type 2 MFP for 2015-16 is \$9,857 per student. Ms. Berger resigned as principal of Bunch School and was replaced by Laura Cannon for the remainder of this year. The Bunche School lease will be up in 2017.

#### **Finance - Update**

Mr. Drucker said the Finance Committee did not meet this month because of multiple audits of the Finance Department. The next Finance Committee meeting will be Oct. 20th.

**Development - Refrigerator Art Auction/Gala**

The ISL Gala fundraiser will be this Saturday and auction items will be up for bidding on line.

**Open Public Comment**

The ISL Gala auction includes the "heard of goats" item as well as the "bounce house" for children.

**III. Closing Items**

**Adjourn Meeting**

C. Reed made a motion to adjourn the meeting at 6:30pm.

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 06:30 pm.

Respectfully Submitted,

B. Griffin

# Minutes

## International School of Louisiana Board of Trustees

### Strategic Planning Committee Meeting

Monday Sep 21, 2015 @ 5:30 PM at Camp Street

#### **Board Members Present**

B. Griffin, B. Richard-Montgomery, C. Reed, D. Drucker, D. Wilson, H. Rodgers, M. Lappa, V. Diaz

#### **Board Members Absent**

D. Bordson-Bozzo, J. Wettermark, M. Pedalino

#### **Guests Present**

M. Tennyson, S. Chapman

## 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 Monday Sep 21, 2015 @ 5:45 PM at Camp Street.

## II. Strategic Planning

#### **Strategic Planning Schoolwide Updates - All Campuses**

M. Tennyson share updates for all campuses. No action required.

#### **Enrollment & Staffing Updates**

M. Tennyson provided current enrollment number for all campuses.

H. Rodgers arrived late.

#### **Facility Requests and Updates**

The BOT discuss swing space at Dibert building for the Camp St. site. We are waiting on additional information from RSD. Once the details are provided, next steps will be to implement a plan on use of space. More information to come after administration meets with RSD team members.

#### **Decision Tree/Timelines**

In effort to better plan, the BOT has asked administration to develop a decision tree. We discussed format, and presentation of this process. To be use for future Strategic Planning and developing SP frameworks.

#### **Current and Future Needs Assessments**

We discussed how to address current and/or futures needs of all three campuses (including historical data, framework, budget development/analysis, mitigation information, pros/cons, need assessments and action plans, etc.).

D. Drucker left early.

#### **Action Steps to Address Needs Assessments**

We discussed developing a framework for implementing strategic action steps (including timelines and formats).

## 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 08:15 pm.

Respectfully Submitted,





INTERNATIONAL  
SCHOOL OF LOUISIANA

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# Head of School Report

UUOctober 28, 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

October 28, 2015

## Dates to Note

- November 2: Enrollment NOLA Early Admissions Applications Open
- November 4: Next Jefferson Parish School Board Meeting
- November 25-27: Thanksgiving Break (school closed)
- December 9: Next ISL Board Meeting

## Academics

- Current Total Enrollment: 1,385
  - Camp: 692
  - JP: 421
  - Olivier: 272
- PARCC scores from 2014-15 have been released. All three ISL schools did very well, ranking among the top 10 schools in the metropolitan area for students scoring at Mastery or Above

## Development

- ISL will be featured as an industry leader in the December issue of Biz New Orleans magazine. The magazine has a mailing list of approximately 9,500 individuals and organizations.
- Total profit from this year's gala was approximately \$47,000, with \$7,000 in donations coming from ISL parents.

## Facilities



Students from ISL Jefferson Parish traveled to the U.S. Department of Agriculture's offices in New Orleans to perform as part of the USDA's observation of Hispanic Heritage Month. Ms. Borinka Roman and Ms. Karla Marie Cochran accompanied the students. ISL was recognized by the USDA for their contribution, and a certificate of appreciation is on display at the front desk of the JP school.

## Head of School Report



- Surface softening of the Olivier Street playground has begun earlier than expected.

### *Finance*

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- Director of Finance Tracy Shields resigned from her position; Ms. Shields' last day at ISL will be October 29.
- Dunn Financial Solutions has been engaged to provide accounting assistance during the transitional period.

### *Food Service*

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- October 1<sup>st</sup> Free/Reduced percentages above 50%
- Received \$1,000 Grant money (Share Our Strength-No Kid Hungry) to increase breakfast participation.
- Menu certified with LDOE Dept. of Nutrition Assistance. As a result, we will receive an additional \$0.06 for all meals served for lunch.
- Food Service staff received professional development on new meal standards, portion control, and daily production reports.

### *Human Capital*

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- One employee began FMLA leave.
- One Food Service employee was added at the Jefferson Parish campus.

### *General Updates*

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- ISL received and complied with one public records request.
- Each campus hosted Open House – turn out was very good in that the majority of attendees appeared to have serious interest in immersion education and at JP filled out applications on the spot.
- The first Café & Croissants with Ms. Tennyson is scheduled for November 3. This is a chance for ISL parents to spend time with Ms. Tennyson in an informal setting.
- The Head of School's Council of Teachers met for the first time at the Bunche campus on October 22.
- Director of Human Capital Emily Thomas has been offered and accepted the role of Chief of Operations. Ms. Thomas will manage oversight of the Human Capital, Food Service, Finance, and Facilities Departments.