

**International School of Louisiana**  
**APPROVED MINUTES, Regular Board of Trustees Meeting**  
Wednesday, August 28, 2013

**Call to Order:** The regular meeting of the Board of Trustees was called to order at 6:02p.m. at the Camp St. campus.

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

**Absent:** Mike Lappa

**I. WELCOME**

- a. **Approval of Minutes** - The minutes for the meeting of the regular Board of Trustees meeting of August 7, 2013 were approved.
- b. **Acceptance of Committee Reports** – The board voted to approve the governance committee report, the finance committee report and the Strategic Planning committee report with the exception of the strategic planning process part of this report.
- c. **Board President’s comments** - Mr. Amoss welcomed the staff, administration, and guests. He also recognized that today, August 28<sup>th</sup> is the 50<sup>th</sup> anniversary of the Civil Rights march on Washington D.C. Mr. Amoss quoted President Clinton who made a reference to the common core of knowledge that must be provided all students.
- d. **Discussion of Committee Schedules** – The Governance Committee will meet on Wed., at 5:30, the week before each board meeting. The Finance Committee will meet at 5:30 on Tues., in the library the week before each board meeting. The Strategic Planning Committee will meet at 5:30 on Mon. in the library, during the same week of the board meeting.

**II. Q AND A WITH HEAD OF SCHOOL**

- The modular classroom building on the Camp St. campus has been energized.
- All three ISL campuses have opened for the 2013-14 school year. All schools have met their enrollment targets.
- There have been some traffic considerations at all three campuses.
- The temporary transition from the Camp St. campus to the Olivier St. campus has gone well.
- Tulane University students will help move furnishings to all three campuses.
- ISL, a type 2 charter, is still not in agreement with the OneApp program.

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- The PARC assessment requires that the state insure all schools have the equipment to be in compliance with incoming technology.

III. **PUBLIC COMMENT** – none

IV. **APPROVAL OF ACTION ITEMS**

- a) The board voted on proposed committee structure policy wording changes for committees as it appears in our policy manual.
- b) The board voted on annual board goals as presented in the packet of documents for this board meeting.
- c) The vote on annual board meeting agenda outline was tabled until a future date.
- d) The vote to approve the Strategic Planning Process was tabled until a future date.
- e) The board voted to approve the appointment of a new Development Committee chairperson, (the Development Committee combines Advocacy, Facilities, and Fundraising Committees).

V. **PUBLIC COMMENT** – Mrs. Tennyson introduced her new assistant principal.

VI. **EXECUTIVE SESSION TO DISCUSS THE 360 PERFORMANCE REVIEW EVALUATION OF THE HEAD OF SCHOOL WITH MR. JIM KAUFFMAN**

VI. **VOTING AGENDA**

1. Mrs. Wilson, seconded by Mrs. Reed, made a motion to approve the August 7<sup>th</sup>, 2013 minutes of the Board of Trustees. The board voted unanimously for approval.
2. The board voted “en masse” to accept the Strategic Planning (excluding SP process), the Governance, and the Finance Committee reports. The board voted unanimously for approval.
3. Mrs. Griffin, seconded by Mrs. Wilson, made a motion to approve the changes to committee structure as found in the policy manual. The board voted unanimously for approval.
4. Mrs. Wilson, seconded by Mrs. Reed, made a motion to approve the annual board goals. The board voted unanimously for approval.
5. Mr. Drucker, seconded by Mrs. Griffin, made a motion to approve Mr. Wettermark and Mrs. Griffin as co-chairs of the Development committee. The board voted unanimously for approval.
6. Mrs. Reed, seconded by Mrs. Wilson, made a motion to retire to Executive Session. The board voted unanimously for approval.
7. Mr. Bordson-Bozzo, seconded by Mr. Wettermark, made a motion to adjourn at 8:50pm. The board voted unanimously for approval.

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**VII. ADJOURNMENT**

The International School of Louisiana adjourned its regular Board of Trustee meeting at 8:50 pm.

The next Board of Trustees regular Board meeting is scheduled for Wednesday, September 25<sup>h</sup>, 2013.

**Other interested parties present:**

**Staff and Administration:**

Mark Huber  
Melissa Boudreaux  
Karla Rivera  
Emily Thompson  
Aviva Le  
Ann Winchell  
Adierah Berger  
Melanie Tennyson  
Sean Wilson  
Allison Anderson  
Rosa Alvarado  
Sal Lara  
Bill Toujouse  
Anne Marie Hesson  
Christine Caoney

**Guests:**

Thomas Thoren – The Lens  
Alicia Gillentine - PTO Vice President,  
ISLJP  
Amy Berins Shapiro – PTO President  
ISLJP  
Shannon Tazande – PTO ISL Camp St.

Respectfully submitted by Barbara Griffin, Board Secretary

September 25, 2013  
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:** 8/26/2013

**Date of last meeting:** August 22, 2013  
**Date for next meeting:** September 18, 2013

**Present:**

**Board Members:** Matt Amoss, Chantell Harmon Reed, Dominique Wilson  
**Staff Members:** Sean Wilson  
**Parent/Other Members:** Brenda Montgomery-Richard  
**Committee Member Absent:** Mike Lappa, Barbara Griffin and Andrew Yon

**Summary of Committee Meeting:**

**The following were the main topics discussed during committee:**

- The committee discussed a possible policy for Severance Pay – the committee determined that severance pay and final pay are different. Severance pay and final pay is addressed in the schools Human Resources Policy under Employment Termination. After some discussion, it was agreed that administration will continue to direct the policy structure for employment termination. However, it was suggested that when an employee is due final pay, the employee should receive final/total compensation due within the last pay check or under unique circumstances, no later than 30 days from employment end date.
- The committee discussed New Board Member Materials (*Handbook*).

After some discussion, it was determined that Administration will provide any new board member with standard materials and documents and current board member with updated board member materials. It was suggested that administration will use ISACA recommendation for the handbook (*note: referred to committee agenda attachments*).

- The following agenda topics were deferred and will be addressed at the September 18, 2013 Governance Committee meeting:
  - Committee Goals - Define with outcomes in mind (*outcome driven priorities*)
  - Committee Priorities - Priorities will be defined once goals are set and/or as needed;
  - Develop a process for recording annual committee-specific goals for every committee (Additional discussion to be had during Strategic Planning)
- Due schedule conflicts, the Governance/Nominating Committee will meet every Wednesday before board meetings dates for 5:30. There will be no Thursday meetings unless necessary.

**Vote(s) Taken: None**



# Head of School Report

## As of 08/9/2013

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### **MISSION:**

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.

### **GOALS:**

- Improve achievement of all students. Specific emphasis given to reducing the achievement gap of students with special needs, English Language Learners and Students of Low-income families.
- Build a safe, supportive and nurturing environment allowing students and staff to focus on the work at hand without distraction.
- Instituting long-range planning as a built-in aspect of the School's and Administration's approach to budgetary and programmatic decision-making.

### **ACTION ITEMS:**

#### **Camp St. Modular Buildings**

Next steps will be, to engage the City of New Orleans Building Inspector, Department of the Health, Fire Marshall and other required agencies. At the completion all inspections, we anticipate having the Certificate of Occupancy issued to ISL. We believe we will meet the mid-October timeline to have the modular buildings ready for occupancy.

#### **Budget**

The 2013-2014 budget has been submitted to the LDE. The budget mirrors the approved budget of the June 2013 Board of Trustees meeting. We have received the Statement of Affirmation bearing the Board President's signature.

#### **Line of Credit**

ISL has an opportunity to engage with Capital One Bank a \$500,000 line of credit that has a \$0 annual renewal/origination cost. We do not anticipate tapping into the line of credit, however, should the need arise; we will submit details as to how the funds will be used with repayment schedule of the amount used.

### **LEGAL:**

### **Legal Services**

Lawyers put together a draft contract for JT Curtis. This lease would be for the property at the corner of Terpsichore and Camp. The property would be for play space. Contract is awaiting review and edits. In addition, we are getting the required information regarding permitting for use of the vacant land.

### **CAMPUS NEWS:**

- **Camp Street**
  - FEMA Renovation Project is expected to begin Fall 2013.
  - Estimated '13-2014 enrollment – 640 students
  
- **Olivier Street**
  - Estimated '13-2014 enrollment - 215 students
  
- **Bunche**
  - The gymnasium continues to move, but slowly. Facilities will continue working with the contractors to move this project completion.
  - Ribbon Cutting 8/13/2013
  - Estimated '13-2014 enrollment - 400 students

### **Personnel**

All critical positions are filled.

Parking decals will be given to all employees that drive to an ISL school site. The decals will include a tag number that is specific to the employee, thus providing a way to identify an employee's vehicle should the need arise.

### **GENERAL:**

#### **OneApp Steering Committee**

It is mandated for ISL to participate in the OneApp program for the 2014-2015 SY. I have been chosen to represent Type 2 Charter schools at the OneApp School Steering Committee meeting for Year 3. These meeting will covers many aspects of the application process as the RSD and the Institute for Innovation in Public School Choice work to mitigate the shortcomings of the program. More information will be forthcoming.

#### **Type 2 conference call with Jim Garvey**

Several of the Type 2 charter schools will be conferencing with Jim Garvey, BESE Board Member, week of August 19, 2013.

#### **Study Shows Louisiana Among Top States for Charter School Gains**

NEW ORLEANS– Governor Bobby Jindal and Superintendent John White announced today that a recent 26-state study by the Center for Research on Education Outcomes (CREDO) at Stanford

University found that Louisiana is a national leader in student achievement at charter schools, ranking near the top in both reading and math gains. Read more [here](#).

## **State Superintendent:**

### **September Compass Report**

The Department is currently processing all final Compass evaluations and will release a comprehensive Compass report of this data in September. In the meantime, all Compass data is preliminary. Several LEAs are still in discussion with the Department about finalizing teacher results, and a significant number of these cases have not yet reached resolution. As such no final data is available by school or LEA. School and LEA level data should not yet be shared publicly. Please contact [compass@la.gov](mailto:compass@la.gov) with any questions.

### **Maintenance of Effort (MOE) Fiscal Requirements**

Please forward to business managers and financial officials of public school LEAs, charter schools, lab schools, and other entities and state agencies defined as an LEA for these purposes. The following MOE Applications are past due for completion in eGMS. Click [here](#) for a spreadsheet detailing those LEAs whose submissions are outstanding.

### **Maintenance of Effort Applications:**

- IDEA MOE Confirmation FY 2011 - Due Date: March 29, 2013
- IDEA MOE Verification FY 2013 - Due Date: April 10, 2013
- NCLB MOE FY 2014 - Due Date: July 15, 2013
- IDEA MOE Confirmation FY 2012 - Due Date: July 31, 2013

For questions regarding the reviews, please e-mail the Department's federal audit supervisor at [nakia.jason@la.gov](mailto:nakia.jason@la.gov) or e-mail [jason.berard@la.gov](mailto:jason.berard@la.gov) for eGMS technical inquiries or support.

### **BOARD ACTION:**

- MAC Address form – return to Yutaka Hitomi, [yhitomi@isl-edu.org](mailto:yhitomi@isl-edu.org)

### **TO COME:**

- ISL- Bunche Ribbon Cutting Ceremony – 8/14/2013
- School Starts (1<sup>st</sup> -8<sup>th</sup>) – 8/15/2013
- Kindergarten Starts – 8/19/2013
- JP Chamber – Face-to-Face Congressional Delegation – 9/11-13/2013
- LAPCS Conference (Baton Rouge) – 9/13/2013
- Replicating Quality School– 9/27-28/2013

Let me know should you have any questions.

Thank you,

Sean

Please fill out and return to [yhitomi@isl-edu.org](mailto:yhitomi@isl-edu.org).

## MAC Addresses

(For use of personal devices while on campus)

If you have trouble viewing or submitting this form, you can fill it out online:

<https://docs.google.com/a/isl-edu.org/spreadsheet/viewform?fromEmail=true&formkey=dGJlV2JHcG9sZ1pNWmFXRzJKTVBueEE6MQ>

## IT Survey

Important! Please read all the way through. 1. We've found a solution for setting default printers on the cloud. Please let us know which printer you would like to be your default. 2. We will be filtering our Internet by MAC address to reduce IP address\* usage on our network. Our server gives out IP addresses dynamically based on demand, but with so many devices across our campuses, it runs out of IP address fairly quickly. So we will be filtering them based on MAC address\*\*. What that means for you is that if you bring a personal device to school that you would like to have access to WiFi, you need to provide us with your device's MAC address for your wireless (not bluetooth). To find your MAC address please see this site: [is.gd/SJYuje](https://is.gd/SJYuje) For iOS devices: [is.gd/7x8rxP](https://is.gd/7x8rxP) (case sensitive). 3. Please make sure you have Antivirus on the device you will be bringing to school. We recommend Microsoft Security Essentials for PC: [is.gd/LqWJe6](https://is.gd/LqWJe6) and Sophos for Mac: [is.gd/iQUyAk](https://is.gd/iQUyAk) \* An IP address is to the Internet, what a street address is to the mail. \*\* A MAC address is specific to the device and is determined by the manufacturer.

Your [isl-edu.org](https://isl-edu.org) username will be recorded when you submit this form.

MAC address e.g.: 01:23:45:67:89:ab

To find your MAC address: [is.gd/SJYuje](https://is.gd/SJYuje)

Do you have Antivirus on your device? We recommend Microsoft Security Essentials and Sophos

- Yes
- No





# Head of School Report As of 08/16/2013

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## **MISSION:**

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.

## **GOALS:**

- Improve achievement of all students. Specific emphasis given to reducing the achievement gap of students with special needs, English Language Learners and Students of Low-income families.
- Build a safe, supportive and nurturing environment allowing students and staff to focus on the work at hand without distraction.
- Instituting long-range planning as a built-in aspect of the School's and Administration's approach to budgetary and programmatic decision-making.

## **ACTION ITEMS:**

### **Line of Credit**

ISL has an opportunity to engage with Capital One Bank a \$500,000 line of credit that has a \$0 annual renewal/origination cost. We do not anticipate tapping into the line of credit, however, should the need arise; we will submit details as to how the funds will be used with repayment schedule of the amount used.

### **Background Checks:**

The Human Capital will be scheduling an appointed date and time for new employees and new Board members to have background checks. The date will be announced shortly.

### **Ethics Training**

Public servants and elected officials are required to take one hour of training per calendar year on the Code of Governmental Ethics pursuant to LA R.S.42:1170A. Each ISL Board member is required to complete the training. Once the training is complete, the Certificate of completion should be complete annually by all engaged in employment and public service to ISL. Follow the link below to access the training.

[EthicsTraining/login.aspx](http://EthicsTraining/login.aspx)

### **Camp Street Modular Buildings**

The additional classrooms on Camp Street are substantially complete. We are awaiting inspection by the Fire Marshal to review the electrical work that has been completed to include fire alarm and PA system. Once the second inspection is completed by the Fire Marshal and the building is considered to have met code, the Occupancy license will be issued. We anticipate this process to move smoothly to closure.

### **LEGAL:**

### **CAMPUS NEWS:**

- **Camp Street**
  - Kindergarten starts school August 19.
  - Modular buildings are about 90% complete – need final inspections and to be energized
  - FEMA Renovation Project is expected to begin Fall 2013.
  - Estimated '13-2014 enrollment – 640 students
  
- **Olivier Street**
  - Kindergarten starts school August 19.
  - Estimated '13-2014 enrollment - 215 students
  
- **Bunche**
  - Kindergarten starts school August 19.
  - The gymnasium renovations continue to slowly move forward.
  - Estimated '13-2014 enrollment - 400 students
  - Working with community leaders to work thru transportation/congestion concerns

### **Personnel**

Parking decals will be given to all employees that drive to an ISL school site. The decals will include a tag number that is specific to the employee, thus providing a way to identify an employee's vehicle should the need arise.

### **GENERAL:**

#### **OneApp Steering Committee**

It is mandated for ISL to participate in the OneApp program for the 2014-2015 SY. The OneApp School Steering Committee meeting for Year 3 is scheduled for Thursday, August 22, 2013. More information will be forthcoming.

#### **State Superintendent:**

As administrators and teachers set goals for the 2013-2014 school year, many have expressed to me that the Iowa Test of Basic Skills (ITBS), administered to 2nd grade students as a summative measure of learning, has not been updated to meet the rigorous expectations of this year's LEAP

and iLEAP. Second grade teachers have told me that, given the increase in rigor on the LEAP and iLEAP in 2014, ITBS would effectively lower the bar for 2nd grade students this year.

I have asked you to adjust the assessments your LEAs administer to ensure that they meet the new standard, and I must insist on the same for statewide assessments. For that reason, having spoken with many of you about this issue, I have determined that we should not administer the 2nd grade ITBS statewide in the 2013-2014 school year...

...This decision also brings 2nd grade testing in line with the transition schedule planned for other grades. The state will continue to provide LEAs with 3rd grade value-added data in 2014. In 2015, there will not be 3rd grade data provided, as there will be no ITBS baseline from the previous year. Similarly, in 2015, as part of the PARCC series, the state will again administer a 2nd grade diagnostic test.

### **One App**

Attention all OneApp Schools. As we start the 2013-2014 school year, it is absolutely essential that everyone feel comfortable using SchoolForce and that everyone understand our enrollment policies. We know there's a lot to remember, and that many schools have identified new enrollment point people this year; to that end, in order to ensure that all schools have an opportunity to ask their questions and have their knowledge refreshed, the Office of Student Enrollment will be holding SchoolForce trainings in the next several weeks. Please be on the lookout for more information about these helpful, small group sessions.

### **September Compass Report**

The Department is currently processing all final Compass evaluations and will release a comprehensive Compass report of this data in September. In the meantime, all Compass data is preliminary. Several LEAs are still in discussion with the Department about finalizing teacher results, and a significant number of these cases have not yet reached resolution. As such no final data is available by school or LEA. School and LEA level data should not yet be shared publicly. Please contact [compass@la.gov](mailto:compass@la.gov) with any questions.

### **Maintenance of Effort (MOE) Fiscal Requirements**

Please forward to business managers and financial officials of public school LEAs, charter schools, lab schools, and other entities and state agencies defined as an LEA for these purposes. The following MOE Applications are past due for completion in eGMS. Click [here](#) for a spreadsheet detailing those LEAs whose submissions are outstanding.

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For questions regarding the reviews, please e-mail the Department's federal audit supervisor at [nakia.jason@la.gov](mailto:nakia.jason@la.gov) or e-mail [jason.berard@la.gov](mailto:jason.berard@la.gov) for eGMS technical inquiries or support.

### **BOARD ACTION:**

- MAC Address form – return to Yutaka Hitomi, [yhitomi@isl-edu.org](mailto:yhitomi@isl-edu.org)

- Ethics Training – forward certificate of completion to headofschool@isl-edu.org

**TO COME:**

- Kindergarten Starts – 8/19/2013
- Interview: Aljazeera.net – 8/20/213
- Bunche Village Civic Association – 8/21/2013
- OneApp Steering Committee – 8/22/2013
- JP Chamber – Face-to-Face Congressional Delegation – 9/11-13/2013
- LAPCS Conference (Baton Rouge) – 9/13/2013
- Replicating Quality School– 9/27-28/2013

Let me know should you have any questions.

Thank you,

Sean



# Head of School Report

## As of 08/23/2013

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### **MISSION:**

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.

### **GOALS:**

- Improve achievement of all students. Specific emphasis given to reducing the achievement gap of students with special needs, English Language Learners and Students of Low-income families.
- Build a safe, supportive and nurturing environment allowing students and staff to focus on the work at hand without distraction.
- Instituting long-range planning as a built-in aspect of the School's and Administration's approach to budgetary and programmatic decision-making.

### **ACTION ITEMS:**

#### **Line of Credit**

ISL has an opportunity to engage with Capital One Bank a \$500,000 line of credit that has a \$0 annual renewal/origination cost. We do not anticipate tapping into the line of credit, however, should the need arise; we will submit details as to how the funds will be used with repayment schedule of the amount used.

#### **Background Checks:**

The Human Capital will be scheduling an appointed date and time for new employees and new Board members to have background checks. Date forthcoming.

#### **Ethics Training**

Public servants and elected officials are required to take one hour of training per calendar year on the Code of Governmental Ethics pursuant to [LA R.S.42:1170A](#)

<https://eap.ethics.la.gov/EthicsTraining/login.aspx>

## **LEGAL:**

### **CAMPUS NEWS:**

- **Camp Street**
  - **Kindergarteners in school Monday 8/19/2013**
  - FEMA Renovation Project is expected to begin Fall 2013.
  - Estimated '13-2014 enrollment – 640 students
  - Met with Coliseum Square President and Councilmember Cantrell
  
- **Olivier Street**
  - **Kindergarteners in school Monday 8/19/2013**
  - Estimated '13-2014 enrollment - 215 students
  - Kindergarteners started Monday 8/19/2013
  
- **Bunche**
  - **The gymnasium renovations continue to slowly move forward.**
  - Estimated '13-2014 enrollment - 400 students
  - **Kindergarteners started Monday 8/19/2013**
  - **Met with Bunche Civic Association and Councilmember Spears**
  - **Acquiring quotes for playground equipment**

### **Personnel**

All critical positions are filled.

Parking decals will be given to all employees that drive to an ISL school site. The decals will include a tag number that is specific to the employee, thus providing a way to identify an employee's vehicle should the need arise.

## **GENERAL:**

### **ISL/Safe Routes5K Run**

ISL will host a 5K run, working in conjunction with Safe Routes. The 5K run will take place September 15<sup>th</sup>, registration will start at 7:15am in Coliseum Park and wrap-up around noon. The Safe Routes5K Run/Walk is the major component of ISL's Safe Routes safety and healthy lifestyles education program. The event will feature several educational booths intended to encourage students and others to walk or ride bikes to school, remain active, and eat healthy. The Safe Routes5K Walk/Run is a community event open to the public. Entry Fee for General Public is \$15, Parents & Staff \$10 and ISL students and faculty will be FREE.

There will be a Fun Run for the younger kids starting at 8:30.

### **Compass Information System**

On August 19th, the Compass Information System reopened for the 2013-2014 school year. Districts can now begin to update their school rosters for the new school year, enter student learning targets and conduct observations. It is important to note that the conduct observations screens will be updated in late September, but all information entered prior to that will be retained.

### **Planning for the 2013-2014 School Year - Rubric and Observation Flexibility**

Compass is a system designed to give teachers feedback on their classroom practice to help all students reach rigorous academic goals. Beyond minimum requirements outlined in law and policy, LEAs have flexibility to design a local Compass process that supports educators and students.

This year, LEAs and evaluators made many decisions about how Compass is used in each LEA and school, including the rubric used with teachers and leaders. That choice is available this year, too. If you choose to use an alternate rubric, please submit the name of that rubric [here](#) by September 1, 2013.

Beyond minimum requirements, LEAs and evaluators also have a great deal of flexibility with respect to the frequency and length of observations, as well as the way observations are scored. The specific flexibility available under current law and policy is outlined [here](#). Please contact [compass@la.gov](mailto:compass@la.gov) with questions.

### **PARCC Releases Additional Sample Items**

To help all schools and educators prepare for the 14-15 administration and the 13-14 field test, PARCC recently released additional [sample items](#) and PARCC will release additional sample items in October. Also, if a school is not selected for the PARCC field test, they will be able to access PARCC practice tests when released in 2014. If you have any questions, contact [bernadette.morris@la.gov](mailto:bernadette.morris@la.gov) or [dana.maxie@la.gov](mailto:dana.maxie@la.gov).

This week PARCC released sample questions in literacy and math to build on the bank of prototype items that were previously released. Educators can anticipate additional released sample items in October and computer adaptive samples in November. There is a dedicated page for [sample ELA items](#) and [sample math items](#). Each page also includes a PowerPoint presentation with background information and item annotation.

Updated [scoring rubrics](#) for constructed response items in ELA were also released along with white papers describing how the rubrics can be used in classroom instruction

### **Incentives for Foreign Associate Teachers**

Please forward to business managers and financial officials of charter schools. Funding of incentives for Foreign Associate Teachers is provided in the Minimum Foundation Program (MFP) for FY2013-14. The following items are attached for your reference:

- [FY2013-14 Incentives for Foreign Associate Teachers - Memo](#)
- [Table 4A of the FY2013-14 MFP Budget Letter - Foreign Associate Incentive Funding](#)

If you have any questions or need further information, please email [christel.fulton@la.gov](mailto:christel.fulton@la.gov).

### **Medicaid Reimbursement for Behavioral Health Services**

Please forward to special education administrators, Medicaid coordinators, IEP facilitators. The Louisiana Department of Health and Hospitals (DHH) and the Louisiana Department of Education have recently disseminated a memorandum regarding the requirements for the behavioral health cost recovery process. Effective immediately, all LEA claims for Medicaid behavioral health will be processed electronically from the data recorded in the Department's special education records/related services Medicaid (SER/RSM) system. Magellan Health Care (the state management organization for DHH) in collaboration with the Department have scheduled regional meetings to provide information and training for inputting data into the SER/RSM system. For more information, contact [janice.fruge@la.gov](mailto:janice.fruge@la.gov).

### **Maintenance of Effort (MOE) Fiscal Requirements**

Please forward to business managers and financial officials of public school LEAs, charter schools, lab schools, and other entities and state agencies defined as an LEA for these purposes. The following MOE Applications are past due for completion in eGMS. Click [here](#) for a spreadsheet detailing those LEAs whose submissions are outstanding.

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### **BOARD ACTION:**

- MAC Address form – return to Yutaka Hitomi, [yhitomi@isl-edu.org](mailto:yhitomi@isl-edu.org)
- Ethics Training – forward certificate of completion to [headofschool@isl-edu.org](mailto:headofschool@isl-edu.org)
- **Approve and sign Capital One Line of Credit; \$500, 000**

### **TO COME:**

- **Tulane Volunteers (50-100) – 8/31/2013**
- JP Chamber – Face-to-Face Congressional Delegation – 9/11-13/2013
- LAPCS Conference (Baton Rouge) – 9/13/2013
- **ISL/Safe Routes 5K Run – 9/15/2013**
- **AEDF Mixer (Olivier campus) – 9/18/2013**
- Replicating Quality School– 9/27-28/2013
- **Frig Art Gala – 11/9/2013**

Let me know should you have any questions.  
Thank you, Sean





# Head of School Report

## As of 08/30/2013

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### **GOALS:**

- Improve achievement of all students. Specific emphasis given to reducing the achievement gap of students with special needs, English Language Learners and Students of Low-income families.
- Build a safe, supportive and nurturing environment allowing students and staff to focus on the work at hand without distraction.
- Instituting long-range planning as a built-in aspect of the School's and Administration's approach to budgetary and programmatic decision-making.

### **ACTION ITEMS:**

#### **Line of Credit**

ISL has an opportunity to engage with Capital One Bank a \$500,000 line of credit that has a \$0 annual renewal/origination cost. We do not anticipate tapping into the line of credit, however, should the need arise; we will submit details as to how the funds will be used with repayment schedule of the amount used. (See Attached)

#### **Background Checks:**

The Human Capital Department will be scheduling a date and time for new employees and new Board members to have background checks. The date will be forthcoming.

#### **Ethics Training**

Public servants and elected officials are required to take one hour of training per calendar year on the Code of Governmental Ethics pursuant to LA R.S.42:1170A. Each Board member is required to submit this document annually. Follow the link below to access and begin the training.

<https://eap.ethics.la.gov/EthicsTraining/login.aspx>

#### **Bunche Campus**

A meeting has been set with Jacob Landry, JPPSS Chief Strategy Officer and Lauren Kohler, JPPSS Assistant Director of Planning to go over some documents that JPPSS requests and requirements for our district-authorized charter schools. Some items on the agenda:

1. "Draft Charter Monitoring and Reporting Protocol," which outlines the reporting timeline for this year, as well as the monitoring process that JPPSS will follow to ensure that charter academic, financial, and legal requirements are being fulfilled per the JPSB Charter Bulletin and the school's contract.
2. "Discussion Document Charter Expulsions, Alternative School," which is meant as a jumping-off point for a discussion between JPPSS and charters about a system-wide expulsion process.
3. "Compass Expectations for JPPSS Charter Schools" outlines the legal responsibilities of charters with the state's teacher and school leader evaluation system, Compass. This document also outlines JPPSS requirements and deadlines that will be used for our Compass monitoring responsibility.
4. Title 1 regarding dollars moving with the student versus staying at the district.

## **Type 2 Charters**

### **OneApp**

I attended the recent OneApp meeting. The process continues to move slowly and will likely impede recruitment for the coming '14-2015 school year. Many decisions are left to be made that would render the process useable according to ISL's recruitment, assessment, and acknowledgement timeline. Though some progress has been made, the need for the admissions process to more closely align with private and parochial schools seems to be a point of contention and much dialogue. In addition, I am requesting a meeting with OneApp representatives to discuss ISL specific assessment needs through the OneApp process.

### **Back to School**

The week of September 2, parents are invited to a Back to School Breakfast. The breakfast has been in a success in the most recent school year, and the school will do the same hoping for similar results.

## **LEGAL:**

Edited lease sent to JT Curtis for review. Lease is for the property at the corner of Terpsichore St. and Camp St. Property use would be for play space for Camp St. campus students.

## **CAMPUS NEWS:**

- **Camp Street**
  - FEMA Renovation Project is expected to begin Fall 2013.
  - '13-2014 enrollment – 640 students
- **Olivier Street**

- '13-2014 enrollment - 210 students
- **Bunche**
  - The gymnasium renovations are moving slowly.
  - '13-2014 enrollment - 400 students
  - Acquiring quotes for playground equipment
  - Back to School night – September 19, 2013
  - PTO Meeting with 3<sup>rd</sup> grade presentation – September 10, 2013
  - ANet Round 1 Assessment – September 23-25

### **Personnel**

Marketing & Recruitment Manager has resigned. The position is to be posted as soon as possible.

### **GENERAL:**

#### **KaBOOM! – Bunche Playground**

Bunche moved to the second tier of the grant process, which consisted of a 90-minute conference call with a KaBOOM! representative. ISL attendees: Head of School, Bunche Principal, Bunche Assistant Principal, Facilities Director, Development Director, Dev. Grant Writer, and a community member which a parent volunteer. More communication will be forth coming. If awarded, playground equipment would be in place in March 2014.

#### **Safe Route 5K Walk/Run**

Where: Coliseum Square Park  
When: Sunday, September 15, 2013

The Safe Routes 5K Walk/Run is a project of ISL's Safe Routes to School safety and healthy lifestyles education program to encourage students and others to remain active and eat healthy. The Safe Routes 5K Walk/Run is a community event open to the public.

#### **Race registration forms are available at:**

ISL Camp St: 1400 Camp St., New Orleans, LA 70130  
ISL Olivier: 502 Olivier St. New Orleans, LA 70114  
ISL Bunche: 8101 Simon St. Metairie, LA 70003

Info: [saferoutes5kwalkrun@isl-edu.org](mailto:saferoutes5kwalkrun@isl-edu.org)

#### **Compass Observation Flexibility**

ISL will continue to use an alternate rubric, Kim Marshall Evaluation, for the 2013-2014 school year. The required information has been submitted to the LDE by the September 1, 2013 deadline. The COMPASS waiver allows ISL a great deal of flexibility with respect to the frequency and length of observations, as well as the way observations are scored. The specific flexibility available under current law and policy is outlined [here](#).

Please contact [compass@la.gov](mailto:compass@la.gov) with any questions.

### **PARCC Releases Additional Sample Items**

To help all schools and educators prepare for the 14-15 administration and the 13-14 field test, PARCC recently released additional [sample items](#) and PARCC will release additional sample items in October. Also, if a school is not selected for the PARCC field test, they will be able to access PARCC practice tests when released in 2014. If you have any questions, contact [bernadette.morris@la.gov](mailto:bernadette.morris@la.gov) or [dana.maxie@la.gov](mailto:dana.maxie@la.gov).

This week the Department will host a [webinar](#) explaining the results of last year's field test, to inform your work this school year. The questions yield information as to the validity of each question, but you too may wish to use them to see how prepared your individual students are for increased rigor. Unlike the LEAP or iLEAP, the scores cannot be reported in a coherent aggregate report. There is no 1-5 scale as there is with those tests, for example. But the results should provide important information at the school and classroom level.

### **Spring 2013 Online Field Test Release - Webinar**

Please forward to LEA superintendents, LEA test coordinators, school test coordinators and principals. The results of the Spring 2013 Online LEAP/iLEAP Field Test administered May 6-22, 2013 will be released **at noon on August 30, 2013**. With this release, LEAs and schools will receive reports reflecting student, school, LEA, and state level results.

Please note that **field test results are very different from traditional LEAP/iLEAP test results**. A webinar on how to interpret the online field test results will be held on **August 30 at 11:00 am**.

### **Webinar information below:**

- August 30, 11:00 am
- Click [here](#) to log in
- Toll-free: **(888) 557-8511** / Meeting access code: **4898034#**

The reports will be released on the [INSIGHT portal](#). Click [here](#) for instructions on setting up user accounts, a school participation list and a user's guide on how to navigate the INSIGHT portal. If school-level users have questions, please contact your LEA test coordinator.

If school or LEA-level users have questions regarding security or access to the reports, they should call (877) 453-2721 or email [louisianabelieves@la.gov](mailto:louisianabelieves@la.gov). If school-level users have other questions, they should contact their LEA test coordinator. If LEA test coordinators have questions, please e-mail [bernadette.morris@la.gov](mailto:bernadette.morris@la.gov) or [susan.yuan@la.gov](mailto:susan.yuan@la.gov).

### **Medicaid Reimbursement for Behavioral Health Services**

The Louisiana Department of Health and Hospitals (DHH) and the Louisiana Department of Education have recently disseminated a memorandum regarding the requirements for the behavioral health cost recovery process. Effective immediately, all LEA claims for Medicaid behavioral health will be processed electronically from the data recorded in the Department's

special education records/related services Medicaid (SER/RSM) system. Magellan Health Care (the state management organization for DHH) in collaboration with the Department have scheduled regional meetings to provide information and training for inputting data into the SER/RSM system. For more information, contact [janice.fruge@la.gov](mailto:janice.fruge@la.gov).

### **Education Excellence Fund**

The Education Excellence Fund (EEF) is designed to provide funding to support technology readiness, early childhood programming and opportunities for at-risk students. The Louisiana Department of Education is currently accepting applications for the EEF to support at-risk students in your LEA and we encourage educators to submit an application. The application is due no later than **September 16, 2013**. ISL will apply for funding.

### **BOARD ACTION:**

- MAC Address form – return to Yutaka Hitomi, [yhitomi@isl-edu.org](mailto:yhitomi@isl-edu.org)
- Ethics Training – forward certificate of completion to [headofschool@isl-edu.org](mailto:headofschool@isl-edu.org)
- Approve and sign Capital One Line of Credit; \$500, 000

### **TO COME:**

- Tulane Volunteers (50-100) – 8/31/2013
- JP Chamber – Face-to-Face Congressional Delegation Washington, DC– 9/11-13/2013
- LAPCS Conference (Baton Rouge) – 9/13/2013
- ISL/Safe Routes 5K Run – 9/15/2013
- AEDF Mixer (Olivier campus) – 9/18/2013
- Bunche Back to School Night – 9/19/2013
- Replicating Quality School– 9/27-28/2013
- Refrigerator Art Auction – 11/9/2013

Let me know should you have any questions.

Thank you,

Sean