

International School of Louisiana
APPROVED MINUTES, Regular Board of Trustees Meeting
Wednesday, October 23, 2013

Call to Order: The regular meeting of the Board of Trustees was called to order at 6:05 p.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
John Wettermark
Chantell Reed

Absent: Mike Lappa

I. WELCOME

- a. **Approval of Minutes** - The minutes of the regular Board of Trustees meeting of Sept. 25th, 2013 were approved.
- b. **Acceptance of Committee Reports** – The board voted to accept the Strategic Planning Committee and the Finance Committee reports.
- c. **Board President’s comments** - Mr. Amoss welcomed everyone back from vacation.

II. Q AND A WITH HEAD OF SCHOOL

- Regarding Head of School goals for the 2013-14 school year: on a quarterly basis, Mr. Wilson will provide an overview of goals he plans to accomplish in each quarter and explain how these goals dovetail into the coming year. He has enrolled in the **Management Action Center** for those in executive and C level positions for a two-day program to assist him in delegating ISL constituents in a more active manor.
- **New Schools New Orleans** and **Replicating Quality Schools** program of New York has included ISL in their organization. Participants from ISL will create future business plans for expanding ISL.
- In order to increase communication within the ISL organization, Mr. Wilson will do an interactive “Shout Out”, visiting campuses more regularly and attending PTO meetings and open house events.
- In data driven format, the board, administration and staff will receive more data to see if we are meeting our goals.
- Alison Anderson, administrative assistant, will be replaced. Mr. Wilson will work to improve the Finance department.
- The first round of interim assessments has gone well and data driven instruction is on going.
- Referring to the 360 Degree Assessment, Mr. Yon requested the Head of School goals as discussed in early September. Mr. Amoss asked that in a future executive session, Mr. Wilson define success for the year and how that success will be measured.

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- In order to release the three-year lease for \$26,000 for technology equipment, board action as well as the president's signature is required.
- The 2014-15 school year student recruitment cycle has begun. Following the ONE APP program, ISL is considered part of the "Early Round" of applications. Families must submit applications by Dec. 20th, attend an Open House event or school tour, and sign a "Unique Environment Form" stating they understand that ISL is a language immersion environment, and that students will be taught in a language other than English. Notification of placement will not happen until after Feb. 28th.
- Mr. Wilson said that in January 2014 he would present a "Plan for a Facilities Plan," an outline of how administration will present information concerning future facility needs. Mr. Amoss stressed that the January reports should be robust, not merely an outline.
- Due to Thanksgiving holiday, the Nov. 27th board meeting will be postponed until Dec. 4th. The dates of the Dec. and Jan. board meetings will be announced at a later date.
- Mr. Yon said it had been reported that at the Oct. 21 Coliseum Square Association meeting, representatives from the RSD made a presentation concerning the ISL Camp St. facility, mentioning that 300 or so wooden windows would be replaced by aluminum windows. Mr. Wilson indicated that he was unaware that the RSD would be presenting to CSA, and that he has no knowledge of window replacement. Mr. Amoss suggested that the board interface directly with RSD in facilities planning concerning the window renovations. Mr. Yon requested that Administration do whatever is necessary to learn the full scope of work proposed by the RSD, and keep the Board informed.

III. PUBLIC COMMENT

- Dr. Barbara Beckman asked if ISL students were settled into the modular classrooms. Mr. Wilson said that all modular buildings were up and running and that the transitions went smoothly.

IV. DISCUSSION AND VOTE ON ACADEMIC STRATEGIC OBJECTIVES

- Mr. Amoss defined the broad goals: an increase in the academic performance of all students, closing the achievement gap, education of students in a language immersed environment, and graduation of students who are language proficient in their target language. He requested that Administration describe how these goals can be specifically measured. A motion was made to adopt the broad academic performance objectives.

V. DISCUSSION OF FACILITIES LEASE/PURCHASE POLICIES

- Mr. Yon said that the Strategic Planning Committee agreed on a general outline of the process for acquisition, leasing/purchasing, or modification of property and/or facilities and how the board would be notified. Mr. Amoss requested comments from the administration as to how they perceive the Board's efforts.
- Mr. Yon reminded the Board that in five years we are supposed to be prepared for the modular lease expiration, and have discussed moving into a more suitable K-8 campus. Mr. Wilson said that after we have a process in place, with board feedback, we will move forward with discussions about options, facility configuration, etc.

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- Mr. Amoss said that both facilities policy and the facility plan would be discussed at the next Strategic Planning Committee meeting.

VI. DISCUSSION OF FACILITIES PLAN

- Items V and VI were discussed together..

VII. VOTE TO PERMIT SEAN WILSON TO AMEND THE ARTICLES OF INCORPORATION TO CHANGE THE LISTED REGISTERED AGENT TO OUR ATTORNEY

- A motion was made to amend the Articles of Incorporation changing the registered agent to our ISL attorney.

VIII. DISCUSSION OF NEXT MEETING DATE

- The next board meeting date is Dec. 4th, 2013 preceded by the Strategic Planning Committee meeting on Mon., Dec. 2nd.

XI. PUBLIC COMMENT

- Mrs. Reed reminded the board, administration and guests that the tenth anniversary of the annual ISL fundraising Gala would be Nov. 9 at the Children's Museum.

X. VOTING AGENDA

1. Mr. Drucker, seconded by Mrs. Wilson, made a motion to approve the Sept. 25th, 2013 minutes of the regular meeting of the Board of Trustees. The board voted unanimously for approval.
2. Mr. Wettermark, seconded by Mrs. Richard-Montgomery, made a motion to approve the Strategic Planning Committee report as well as the Financial Committee report. The board voted unanimously for approval.
3. Mr. Wettermark, seconded by Mrs. Richard Montgomery, made a motion to approve the resolution of the president's signature for the lease of technology equipment at the cost of \$26,000. The board voted unanimously for approval.
4. Mrs. Wilson, seconded by Mrs. Richard-Montgomery, made a motion to adopt the broad academic performance objectives. The board voted unanimously for approval.
5. Mrs. Wilson, seconded by Mrs. Reed, made a motion to amend the Articles of Incorporation to change the listed registered agent to a specifically named lawyer of the law firm used by ISL. The board voted unanimously for approval.
6. Mrs. Griffin, seconded by Mrs. Wilson, made a motion to adjourn at 7pm. The board voted unanimously for approval.

XI. ADJOURNMENT

The International School of Louisiana adjourned its regular Board of Trustees meeting at 7pm.

The next Board of Trustees meeting is scheduled for Wednesday, Dec. 4th,

Other interested parties present:

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Staff and Administration:

David Powel
Alicia Gillentine-Carr
Karla Rivera
Emily Thompson
Aviva Le
Adiera Berger
Melanie Tennyson
Sean Wilson
Rosa Alvarado

Guests:

Beth Nazar
Shannon Fazande
Thomas Thoren – The Lens
Robert Morris – Uptown Messenger

Respectfully submitted by Barbara Griffin, Board Secretary

December 4, 2013

Date Approved by Vote of the Board



Committee to Board Report

To: ISL Board of Trustees

From: [Strategic Planning Committee](#)

Committee Chair: [Matt Amoss \(Andrew Yon presiding in Matt's absence\)](#)

Date of report: [October 23, 2013](#)

Signature:

Date of meeting: [October 21, 2013](#)

Committee Members Present:

Board members (*committee of the whole*): [Andrew Yon \(presiding\)](#), [Barbara Griffin](#), [Dominique Wilson](#), [Duane Drucker](#), [Chantell Reed](#)

Staff Members: [none](#)

Other:

Guests: [none](#)

Summary of Committee Meeting:

Called to order at 5:40 pm, in the library on Camp Street campus

The meeting focused on the development of Board policy to guide Administration in facilities-related actions and decisions. The committee discussed in depth and agreed on a general outline, to be fleshed out as written policy for review at the next committee meeting, to then be forwarded for adoption at the subsequent board meeting.

No votes were taken.

Meeting adjourned at 6:40 pm

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: October 22, 2013

Signature:



Date of last meeting: October 22, 2013

Date of next meeting: November 19, 2013

Administration Present: Sean Wilson, Bruce Frommeyer

Board members: Duane Drucker, Andrew Yon, David Bordson-Bozzo

Staff Members:

Other:

Guests:

Summary of Committee Meeting:

The committee discussed September's balance sheet and income statement prepared by the administration. The discussion focused on account variances between current and prior month.

The check register for September was reviewed. Administration responded to questions regarding specific cash disbursements from the committee. Administration was also questioned regarding current liquidity position.

Committee Requests:

The committee requested the following items:

- A listing of general ledger account numbers and an explanation of the coding in those account numbers.
- A summary of expenditures and capital assets purchased with the Gulf Coast Recovery Grant.

Votes Taken:

No votes were taken at this meeting.

Meeting Called to Order: 5:35 p.m.

Meeting Adjourned: 6:37 p.m.