

International School of Louisiana  
Board of Trustees  
Meeting Minutes  
October 29, 2008

Call to order: 4:45 p.m.

Present:

Board members:

Karen Mayer Dwyer (board president)

Andrew Yon

Grant Ligon

Dottie Nelson

Matt Amoss

Scott Aiges

Richard Cortizas

Staff:

Sean Wilson (board member)

Melanie Tennyson

Pam Stewart

## **I. Call to Order**

1. The board meeting begins with the reading of the ISL mission statement

## **II. Approval of Minutes**

### **1. August Minutes**

- a. The August 27<sup>th</sup> draft board meeting minutes omit an attendance list. Before voting to approve the minutes, the board recreated the attendance from memory.
- b. **Motion by Karen:** To propose the Board approve the August 27<sup>th</sup>, 2008 board meeting minutes as amended for attendance.
- c. Second by Matt.
- d. Motion passes with no opposition.

### **2. May Minutes**

- a. Dottie did not attend the May board meeting and requests that the minutes be amended for absence.
- b. **Motion by Karen:** To propose the Board approve the May 21<sup>st</sup>, 2008 recreated board meeting minutes as amended for Dottie's absence.
- c. Second by Matt.
- d. Motion passes with no opposition.

## **III. Executive Reports**

### **1. Board President**

- a. Karen presents her report to the board (see attached report).

- b. **Proposal to Governance Committee by Karen:** To add a discussion about the orientation process and presentation to the agenda for the next Governance Committee meeting.
  - c. Dottie postpones Karen's requests.
- 2. Head Report**
- a. Sean presents his report to the board (see attached report).
  - b. From Food Service sub-heading:
    - (i) The food services financial losses due to Gustav and Ike were too small to justify an insurance claim.
  - c. From Academics sub-heading:
    - (i) The new Chinese teacher, Ping Yang, will soon arrive in the New Orleans, and ISL hopes to begin instruction the week of November 10<sup>th</sup>, 2008.
  - d. From Facilities sub-heading:
    - (i) The protective panels in the custodial cottage were removed.
    - (ii) ISL needs additional classroom capacity by the 2010 school year. Sean is currently looking for modular classrooms. The expected need is four additional classrooms.

#### **IV. Committee Reports**

Karen suggests the board align our committee names to those present in the ISL charter

##### **1. Governance Committee Report**

- a. Dottie presents her report to the board (see attached report).
- b. No votes taken.
- c. The Governance Committee suggests a numbering system be used for board documents and board members be given ISL Gmail accounts to share and work collaboratively on documents.

##### **2. Academic Committee Report**

- a. Karen presents her report to the board (see attached report).
- b. No votes taken.
- c. The committee is working on a timeline for reporting dates and methods for evaluating language proficiency.
- d. High School Sub-Report
  - (i) Karen presents a sub-report on the creating of a language immersion high school in Louisiana.
    - (a) The board briefly discussed the role of the advisory board for the international high school. There is some concern about ISL's role.

##### **3. Facilities Committee Report**

- a. The Facilities Committee did not report to the board. The committee is not set to convene until January 2009.

##### **4. Financial Committee Report**

- a. Sean presents the Financial Committee report on Grant's behalf (see attached report).
- b. No votes taken.
- c. The committee discussed issues of cash management, the new Blackbaud accounting system, and the implementation of a financial "dashboard."

- d. Andrew: Is the ratio between instructional and support services expenses in line with similar institutions?
- e. The committee postponed questions about the ISL Fest until after the “after-fest” meeting.

**5. Advocacy Committee Report**

- a. Karen presents her report to the board (see attached report).
- b. No votes taken.

**V. Old Business**

Karen: would like to defer the issues of a Disaster Plan policy to the **Financial Committee.**

**VI. New Business**

**1. Louisiana Compliance Questionnaire**

- a. Sean raised the issue of the LA compliance questionnaire, which must be approved by the board. The questionnaire was read to the board in full with Sean’s draft responses.
- b. **Motion by Grant:** To approve Sean’s draft responses to the Louisiana compliance questionnaire and give consent for the questionnaire’s submittal.
- c. Second by Matt.
- d. Motion passes with no opposition.

**VII. Public Comment**

no public comment

5:59 pm motion to adjourn

Minutes prepared by Matthew Amoss.