

ISL Board of Trustees Meeting  
January 16, 2008  
ISL Library

**Meeting Called to Order 7:15 PM**

Board members present: Scott, Grant, Dottie, Karen, Marc

**Approval of December 19, 2007 minutes (as amended). Motion by Scott; seconded by Grant. Unanimous approval.**

Executive Reports

**Head of School Report** (read aloud by Karen Dwyer; Sean is at a conference; see attached report).

**Board President report:**

- Strategic plan. Board has not yet formally approved the strategic plan we passed at the August retreat. Karen requests that each committee report back to board at next meeting with a report of what goals have been accomplished, which have not yet been done, and what's a new timeline for remaining tasks.
- Proposal to hold annual retreat in May instead of August so that we and administration have summer months to act on any recommendations. Proposed date: May 24<sup>th</sup>; Karen requests people respond ASAP with their availability.
- Committee meetings. Each committee is supposed to have dates posted in front office. Committees should re-check the times that are posted and stick to those times. Change of meeting notice must be posted 24 hours in advance.
- Committee development. Each committee chair should send Karen a contact list of who is on their committee. Karen would like to see two committee members from outside the ISL community + 2 from inside ISL on each committee (in addition to chair). Committee membership is also training ground for future board membership.
- Committee reports. Discussion of whether or not Friday is a realistic deadline, and consensus is that it is but will be helpful if Marc sends reminders 1 week out from deadline.

**Committee Reports**

**Governance committee**

- Focused on recruiting, getting reporting right, and planning for future. Focused on "wealth" board members. Two good possibilities for the spring, though no set date for either person yet, and still cultivating.
- Getting some help from Laura at LANO with internal governance documents. Essentially helping us put together a board manual. Help ISL board develop some forms for new members, self-evaluation for board members, etc. Might identify things that may need to be changed in by-laws. Trying to assemble all Board minutes and policies in a single place. Grant hopes to get that information from Laura, assign tasks, develop a timeline for next month, and produce a good chunk of the manual within next 60 days.

- Additional projects: school website, Friends of ISL
- Interested in recruiting a lawyer/HR person/detail-oriented person for the committee.
- Next meeting is 2<sup>nd</sup> or 3<sup>rd</sup> Sat. in Feb; TBA.

### **Education committee**

#### A) IBO Curriculum.

- Discussion of IBO curriculum vs./relationship with third language. How much are these really in tension? Do we need to choose one of these two to be our priority? Committee will report back at next meeting.
- Karen's discussion of her take on IBO: PYP and MYP programs do not produce a certificate or other tangible product; they are really a method of instruction designed to promote critical thinking based on a system of inquiry. Given high turnover among our faculty, having standard curriculum training is an advantage. Certification process would take 3-4 years. Must be re-confirmed every 3 years. There are some federal grants available to participate in IBO.
- Sean and Karen believe it will help us with teacher recruitment and retention.
- IBO training folks advise that it may take 2-3 years to be approved, but 4-5-6 years to get full school buy-in to the program.
- What schools have done it and what have their results been?
- Should talk to St. Martin's Episcopal about why they opted out.

#### B) Admissions policy

- The school's admissions policy is detailed on its website and in the parent handbook. About 150 applications have been distributed through open houses and other public events. The school anticipates an ample waiting list for next year's incoming kindergarten class.

#### C) High school: discussion of the three different scenarios

#### D) Discussion of replicating K-8

- Sean and Melanie believe there would be significant BESE support for ISL to replicate its current K-8 model at one or more additional locations around the metro area, possibly emphasizing different languages in each location. This is something the board is encouraged to think about, including as a long-term strategy for generating the numbers necessary to populate an ISL high school.

### **Marketing and Development committee (Scott Aiges)**

Next marketing and development meeting is 1/31. Dottie has organized an event next Tuesday the 22<sup>nd</sup>: The French Consul General will be speaking on French-American relations. This event will be televised on C-Span. Alliance Francais will provide a \$200 food budget. Scott will provide a case of wine. Refreshments served starting at 6; event runs 6:30 – 8:00.

A February event is planned on internet security for kids.

A March event is planned on renewable resources/recycling.

Planning for the Fridge Art fundraiser is getting under way. Laura Vagianos, Scott, and Gaynell Hunt met with Howlin' Wolf... current plan is to host at the Foundry.

Scott wants to know whether he can match NBA players with caretaker cottage project or some other durable production project at school.

Steven Bingler (architect) toured the school. Has volunteered to donate some planning for renovations, caretaker's cottage, and/or modular structures.

Sean Comings tour has not yet produced solid leads, but will be a good long-term contact for the school.

Scott approached Pres Kabacoff, but he's doing all his work with KIP.

Scott is working on a meeting with a big shot banker and developer in town; good potential to make major investment in a high school.

#### **Facilities committee (read by Karen Dwyer in Rico's absence)**

See attached report. Storage shed is done and will be delivered on Tuesday.

Announcement of planning meeting on January 19<sup>th</sup> 10 – noon. FTCO handing out spirit shirts; we need to show up en masse at the meeting and ask for a building!

#### **Finance committee**

- Reviewed financial statements;
- No changes to grants worksheet
- Looking into CD or money market to improve return on cash holdings
- Extended documentation requirements to Feb. in light of new finance software; switching to Blackbaud; need additional time next month to process financial statements, so no financial statements planned for Feb.
- Finance committee is working with Education committee, and wants to support MYP and PYP. Finance Committee recommends budget change to add \$39,000 to cover costs of two applications and training. Committee feels we can handle this in budget since we have taken in two large un-specified grants. Plan to hold this over as a continuation item for next month
- Next finance committee meeting scheduled for 2/13 8:30 AM

Financial statement; see attached.

#### **New Business: none**

#### **Public Comment**

**Next meeting scheduled February 20, 2008**

**Meeting adjourned 9:15 PM**



19 February 2008

## HEAD REPORT

For the Period Ending January 11, 2008

Since our last meeting the School has been on break. There has been progress in some areas during the break and others have just begun to get the attention needed as we returned.

### FACILITY

As the facility continues to undergo improvements and repairs, Ms. Aviva Le, Business Administrator has created a list of items that need attention. Some of the activities of the past month include:

- Floor Waxing of the 2<sup>nd</sup> and 3<sup>rd</sup> floors and the Lobby area
- Installation of new water fountains
- Visit by the Louisiana Fire Marshall to inspect the boilers of the school
- Assembled and arranged book shelves in library. Cleaned, cleared, and reorganized all HVAC rooms on all 3 floors.
- Cleaned, cleared, and reorganized the boiler room, 2 exterior storage rooms, and 3 rental Pods (was able to empty and return 1 Pod to rental company.) Designated and organized janitorial closets in each floor for easy access to cleaning supplies and equipments.

As progress continues in and around the building, we have found several areas that will need to be addressed soon:

- We have received several bids on the cost of the roof repairs, however, there may be funding through a collaboration with Global Green and school to have the roof repair
- Johnson Controls – a/c & heating sensors need complete check up. Through the Metasys system, we are able to control the times the HVAC systems is on and off, controlling the temperature in individual rooms have proven difficult with the system.
- Plumbing pressure remains an item of focus as this could potentially lead to life health issue is the system becomes total inoperable.
- Security lights on the parking lot.

- Electrical outlet in various rooms.
- Van or cargo truck for transporting supplies (rental or purchase).

The school will remove the remaining PODS from the staff parking lot. The PODS hold furniture for the custodial cottage as well as additional pieces needed for the upcoming school year. We are going to replace the PODS with a shed that will hold the furniture at a fraction of the cost over the next year. The 22 MIT Sloan Fellows will be tasked with installing the shed during their visit.

We have met with Louis Dabdoub and Phillip Constantin of the Department of Homeland Security (DHS) regarding securing the school. DHS provides training for schools on maximizing security while maintaining a relatively safe environment for everyone. We will send our security advisors to the training this year. The training is 3 – 4 days and we believe this is the training necessary to minimize breaches in security. Don Rodriguez, FBI, made this meeting possible and has vowed to continue to look for ways to help support ISL in securing the facility and its assets.

### CUSTODIAL COTTAGE

The Orleans Parish School Board (OPSB) has voted to give ISL authorization to renovate the custodial cottage with the understanding that the school will bear the cost associated with the renovation. Now that approval from OPSB has been granted, we are moving expeditiously to get the Recovery School District (RSD) to make the same motion so that repairs can begin no later than March 2008 with completion expected late July 2008.

The custodial cottage is important to the going concern of ISL as it would increase the campus capacity by 60 students. The building's intended use is as an Arts Wing hosting Music, Arts and Circus Arts classes (MAC). Having the MAC classes moved from the building will allow for better use of the interior space of the main building.

After doing a precursory inspection of the cottage we believe the house to be in decent shape structurally. We will be talking with an architect in the coming days to get firm drawings so that renovation estimates will be based on the needs of the school and we can begin to look at the cost. The 22 MIT Sloan Fellow, coming January 22, 2008, will work to clean the house and gut it of all debris.

### HIGH SCHOOL

Having met with the French Consul General along with Audubon and Ecole Bilingue we believe great strides have been made moving towards a language immersion high school in New Orleans. Arnaud Sgaumbato, Attaché Pedagogy of the French Consul, has requested more information to submit a proposal to the French Government. The meeting is truly exploratory and will lead way to devise the needs and wants of such a high school in the area. While investigating the potential of such a high school, ISL will continue to survey the landscape for an independent high school.

Noting the importance of collaboration in today's environment, partnering with other schools and entities is being looked at as we have had meetings with Lusher and Ben Franklin we continue to look at other high schools with similar missions and visions for academics. Though nothing definitive has come out of these meetings we are confident within six (6) months we will have a solid path available for our incumbent class.

## ACADEMICS

- All teachers have been observed and evaluated.
- We have met to begin planning for the upcoming school year. The plans include school begin and end times, dates, after school activities, organization changes updates, faculty and staff development,
- Mario Amescua has resigned as the Middle School Math teacher effective January 15, 2008 and his replacement, Javier Otorola, has been hired and is in place.
- Practice LEAP test results have been returned. The results show that about 90% of our students would pass the LEAP. With these results we are now able to identify students with academic need and give the assistance necessary to move them along the continuum. The parent LEAP night is January 17, 2008 to answer questions and give more information about LEAP and the requirements.
- The French Guiana students arrive January 12, 2008 and will be student teaching beginning January 14, 2008. We are please to have the Guians return. This is the 3<sup>rd</sup> year they have visited us in a teaching capacity.
- The French Senator is coming to meet with our French teachers 1/15. The meeting is informal and is specific to their stay and experience in the US.
- The 2<sup>nd</sup> Quarter ends January 25, 2008.

## DEVELOPMENT

### Annual Fund Hi-lights

- Entergy Fund Match has been received.
- The fund currently stands at \$19,285 (includes Entergy match and a \$5,000 donation from Capital One)
- The Annual Fund Committee continues to work toward the 100% participation goal; family participation is currently at 26%
- A letter will be sent to all previous “non- family” supporters & “missing” families early in the new year.

### Community Cultivation

No new tours since the Winter Break; however we have confirmed a group of 18 MIT Sloan Management Fellows who will coming to volunteer at ISL the week of January 22<sup>nd</sup>. The MIT Sloan Fellow Program is one year full time executive MBA program which focuses on Global Leadership with student representation from 26 different countries around the globe; this group has participants from USA, Argentina, Canada, Japan, Korea, Mexico, Lebanon, Spain, and France.

ISL was chosen as one of six schools in New Orleans to take part in INTERNATIONAL ASSOCIATION OF CULINARY PROFESSIONALS' Chef Demonstrations. The IACP 30th Annual International Conference will take place in New Orleans in April. In conjunction with this event, IACP will give back to New Orleans in a number of ways through cooking and education-related projects; each participating school will receive a substantial Culinary Heritage Grant from The Culinary Trust.

### Recruitment/Advertising

Student recruitment advertising will be running soon on print, television and radio. We have been contacting pre-schools and child care programs and will be delivering flyers and making informational presentations. An Open House will be held on January 26<sup>th</sup>.

## Volunteer Program

Nana Hanson Hall has joined us from the Scott Cowan Institute Fellowship Program and has begun the process of developing a community volunteer program for ISL.

## EdLine

Roll-out is on schedule for January 28.

## Enterprise Development

Work continues with the Fund Development consultant, Armand Bertin; a completed plan is expected by January 31. Laura Crochet, Capacity Building Director at LANO will soon begin the process of refining Board infrastructure and governance.

*The following funding has been granted for 2008 programming:*

LA Assoc of Non-Profit Orgs (LANO)	\$12,000	Enterprise Development/Parent Education
Lowe's	\$5,000	Safety/Lighting Program
Arts Council of New Orleans	\$2,700	Steel Drum School Band
Baptist Community Ministries	\$15,000	Curriculum Mapping and Documentation
LA Endowment for the Humanities	\$8,500	Library Prime Time
Parkway Partners	\$1,500	Student Garden
Global Green	\$75,000	Building Improvements
CAFA	\$250	French Teaching Materials
Scott Cowan Institute	\$5,000	Fellow to develop volunteer program

## FUTURE

Planning for the 2008/09 school year has begun. In an extended meeting with the principal we have reviewed several areas. We anticipate a net gain of 70 students which will bring the number of students served to 520.

The new accounting software, Blackbaud, is installed and ready to be use. We are in the process of putting in institutional information and employees. Once all information is inputted, we will begin using the system to process accounts payable, accounts receivable, payroll, bank reconciliations, etc. We are excited about the system as it will greatly reduce processing times for state and internal financial reports.

As we move to the new system we will start inputting budgets for each department. The budgeting process will include more involvement from faculty and staff and we believe this will lead to better budgeting and planning for the upcoming school year.

Items being considered for next year include:

- School ending at 3:30 with mandatory tutoring for students with academic need
- Development of an academic matrix for retention and promotion
- School Holidays
- Assessment and testing
- Organization chart, new positions needed going forward
- School calendar

Sincerely,

Sean Wilson

# **Committee Report**

## **Governance**

### **Committee Members**

#### **Meeting 1/8/08**

Chair: Grant Ligon, Karen Dwyer  
Dina LeBlanc, and Sheila Dickerson  
“Recruit, Report, and Recognize”

Three main items

1. Board Recruitment. No nominations to report. Still targeting for two additions to the “Wealth” piece of the Board in the Spring.
2. Reports. In a recent meeting, Laura with LANO has come on to help us with developing our documentary requirements. This project, which we are targeting to complete in two months, will provide the bedrock for our increased work on strategy in all committees.

These reporting tasks will be laid out and a schedule of completion of documents done in the next 30 days.

3. We are working on several projects, including Board info on school website, Friends of ISL, among others.

Next meeting scheduled Feb. 9 11a.m. Location to be determined

Education committee meeting 1/9/08

Members Present: Marc, Melanie, Sean

### Discussion of IBO Curriculum for middle school (MYP) and elementary school (PYP) students

Finance Committee is planning to endorse expenditure to begin necessary training/membership fees for ISL to adopt the IBO curriculum at the K-8 level. Is this a wise use of resources?

- 1) Reasons to adopt IBO curriculum for K-8 students
  - a) Prepares ISL students for future at an IBO high school
  - b) Consistent with our mission of international and educational excellence
  - c) Provides a useful structure for training teachers and developing curriculum
  - d) IBO is a recognized “brand” that will attract some students to ISL
- 2) Reasons not to adopt IBO curriculum
  - a) Many of the benefits of an IBO curriculum seem tied to the ability to earn an IBO certificate; ISL students will not have this option since they cannot complete the 10<sup>th</sup> grade IBO certificate or go on to an IBO high school at this time
  - b) Most ISL students will not complete IBO high school curriculum even if given a chance in the future
  - c) At least \$75,000/year in added expenses (membership fees, training fees)
  - d) An additional consideration is ISL’s ability to combine IBO with language immersion. Melanie believes it would be very difficult to combine emphasis on 3<sup>rd</sup> language (2<sup>nd</sup> target language) in middle school with IBO curriculum, or that doing so would require scaling back primary target language instruction.

Committee plans to revisit this discussion next month and will make a recommendation to the board at February meeting.

### Admissions procedures

Admissions procedures for 2008-09 are prepared and we have received 80 applications for kindergarten. An open house is scheduled for Jan. 26. Up-to-date admissions information is available at ISL website.

### High School

School has followed up on our initial conversation with Lusher High School by forwarding LEAP scores for current 7<sup>th</sup> grade class. Ben Franklin admissions staff has requested that ISL set up a field trip for 7<sup>th</sup> graders to tour the BF campus.

Our initial conversations with these schools was not encouraging with respect to the possibility of a “true partnership” along the lines we have discussed. These schools appear happy to take in ISL students who satisfy their other terms of admission, but do not seem prepared to give ISL a partner role (ISL teachers, ISL degree, separate curriculum, etc.) This leads the committee to recognize two possible outcomes for interim period prior to establishment of an independent ISL high school:

- 1) Expedited placement: ISL would assist graduating 8<sup>th</sup> graders with admission to one of several area high schools. ISL would establish itself as a “feeder school” to a number of regional high schools, ideally gaining “sibling preference” status for its students at these schools. Thus, any ISL student who meets entrance requirement at these partner schools would avoid a lottery and gain automatic admission. Separate agreements would have to be negotiated with a number of schools in order to cover all ISL students (accounting for variation in geography and student skills).
- 2) True Partnership: This is the model we have discussed in the past, which allows ISL to maintain more individual identity and to accommodate any students who wish to remain in the school at a single campus—assuming we find an acceptable partner. The committee questions the feasibility/benefit of this model for a few reasons:
  - a) This will require a significant investment in time and energy to set up, and not clear how many students will take advantage of it
  - b) It’s not clear what this model aims to accomplish in the long run. How will it relate to a future independent high school, if at all? Will ISL students be fully incorporated in the life of the partner school (extra-curriculars, etc.) If so, what does this mean for ISL’s independent identity? If not, is this a model our students would want?

Despite these questions, the committee believes we have a mandate from the Board and school stakeholders to continue investigating this option, at least through conversations with a few other possible partners; it may well be the case that Lusher and Franklin are not the best partners for ISL given their strong identity and efforts to recruit students for themselves, but that other good partners exist.

The committee also got an update on planning by the independent high school committee. That committee will meet Wednesday 1/23 after the next ISL Board meeting. The committee is focused on facilities, fundraising, curriculum development, market research, and developing a business plan. One member (Nicole Ortloff) is working with business students at Our Lady of Holy Cross College who are doing market research as a class project.

The mission of the **International School of Louisiana** is to provide a challenging education emphasizing French or Spanish language immersion, international awareness, the celebration of diversity and community responsibility.

## ***Committee to Board Report***

**To:** *Marc Rosenblum, Secretary*  
**From:** **Enrico Sterling, Comm Chair, Facility Committee**  
**Date:** **01/11/08**

**Date of last meeting:** **January 11, 2008**

**Members Present:** **Committee members**  
**Enrico Sterling and Sean Wilson**

### **Summary of Committee Meeting:**

The Committee is reviewing and preparing a timeline for the completion of the caretaker's cottage. ISL awaits an official letter from the RSD granting permission for the gutting/renovation to begin. We plan to have volunteers from MIT come down to do gutting work the week of January 22. We also hope to have architectural plans completed by the final week of January 2007. In February, we plan to complete the accepting of bids process for a contractor, in accordance to all laws and regulations to which we must adhere. We hope shortly after that to have the renovation process begin at the property, running from Mid-March to Early August. Once completed, this gives ISL the ability to accommodate K-8, with all classes at full capacity, at the Camp Street site. There is also a storage shed we are looking at for this location. We are currently checking the permit situation for that shed. We will be checking into all the permitting issues that may be involved in this in this project.

### **Votes Taken:**

No votes taken.

**Upcoming Events:** Solidify upcoming timeline. Have a joint meeting with the education committee to determine need for any secondary school plans.

### **Date of Next Committee Meeting:**

**Number of committee volunteer hours for this month:** **9**

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## ***Committee to Board Report***

**To:** President  
**From:** Finance Committee  
**Committee Chair:** Karen Dwyer  
**Date:** 1/9/08

**Date of last meeting:** 12/13/07

**Members Present:** Karen Dwyer (Board Member), Sean Wilson (Head of School), Pam Stewart (Guest- ISL staff), Aviva (Guest- ISL staff)

### **Summary of Committee Meeting:**

1. Reviewed Financial Statements for presentation to the Board (Statements Separate)
2. Pam will forward Grant worksheet prior to meeting (Worksheet Separate)
3. Old Business –
  - A.) Sean is checking into interest rates on CD's and Money Market Accounts. He will transfer excess cash funds.
  - B.) First Draft of Policy & Procedure Manual was delayed due to the change over of the accounting system this month. Documentation process will be extended till Feb. 08.

ISL is switching to a new accounting system known as the Financial Edge by Black Baud. Black Baud Software is the #1 in the industry and ISL had the opportunity to change as the software is being paid for by a grant from the Charter School Alliance

Because the switch in accounting systems is time consuming. Administration will need additional time next month to process financial statements. So for the February Meeting the Committee will not be presenting Financials, but if any concerns arise in January the committee will address them and bring them to the attention of the board.
  - C.) OPSB has given ISL permission to use the adjacent property (Cottage). Proposed date of approval by RSD is Jan. 22, 2008
4. New Business: The Finance Committee working in conjunction with the Academic committee would like to support ISL's application submission for the IB PYP and MYP Programs. It is our understanding that the fees for the applications are \$7,000 a piece and that the cost associated with the initial training need for the programs will be approximately **\$25,000.00**.

The Committee at this time would like to make a recommendation that we adopt a budget change to add as an additional item of expense **\$39,000.00**, to cover the cost of the 2 applications and trainings. The committee feels the remaining budget for the year will be sufficient to cover the additional expense since ISL has received 2 large unbudgeted Grants that will cover expenses that were in the initial budget.

In addition Pam will research the grant possibilities that may be available to supplement or cover these costs.

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**Votes Taken:** None

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**Upcoming Events: Finance Committee Meeting Normally Set the 2<sup>nd</sup> Wed of each month at 8:30 AM**

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**Date of Next Committee Meeting: Feb 13<sup>th</sup>, 2008 8:30 AM at ISL**

# INTERNATIONAL SCHOOL OF LOUISIANA

Agenda Item #     1    

**Purpose:**       Monthly Financial Statement Presentation

**Submitted by:** Karen Dwyer

**Background:** Financial Statements

1. Balance Sheet
2. Profit and Loss Statement
3. YTD Budget vrs. Actual
4. YTD this Yr to Last Year
5. Updated Grant Information

INTERNATIONAL SCHOOL OF LOUISIANA  
**Balance Sheet**  
As of December 31, 2007

	<u>Dec 31, 07</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
1 Cash and Cash Investments	770,602.01
<b>CLASS FUNDS</b>	11,667.09
<b>Total Checking/Savings</b>	<u>782,269.10</u>
Accounts Receivable	
1200 - Accounts Receivable	407,448.29
<b>Total Accounts Receivable</b>	<u>407,448.29</u>
Other Current Assets	
4 - Other Current Assets	2,724.91
<b>Total Other Current Assets</b>	<u>2,724.91</u>
<b>Total Current Assets</b>	1,192,442.30
<b>Fixed Assets</b>	
Accumulated Depreciation	-92,318.72
Fixed Assets	216,276.71
<b>Total Fixed Assets</b>	<u>123,957.99</u>
<b>TOTAL ASSETS</b>	<u><u>1,316,400.29</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
2000 - Accounts Payable	11,863.53
<b>Total Accounts Payable</b>	<u>11,863.53</u>
Other Current Liabilities	
7 Other Current Liabilities	58,977.11
Deferred Revenue	-743.61
Due To FTCO	535.00
QZAB loan	72,727.21
<b>Total Other Current Liabilities</b>	<u>131,495.71</u>
<b>Total Current Liabilities</b>	<u>143,359.24</u>
<b>Total Liabilities</b>	143,359.24
<b>Equity</b>	
FTCO - restricted funds (Class funds)	11,641.57
3900 - Retained Earnings	982,081.08
3901 - Temp Retained Earnings (Adjust to Bal B/S with Audit)	4,343.96
Net Income	174,974.44
<b>Total Equity</b>	<u>1,173,041.05</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>1,316,400.29</u></u>