

International School of Louisiana  
Board of Trustees  
Meeting Minutes  
January 30, 2009

Call to order: 4:39 p.m.

Present:

Board members:

Karen Mayer Dwyer (board president)

Andrew Yon

Grant Ligon

Dottie Nelson

Matt Amoss

Scott Aiges (arrived after meeting started)

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 October Minutes**

1. The October 29<sup>th</sup> draft board meeting minutes omit an attendance list. Before voting to approve the minutes, the board recreates the attendance from notes. Karen suggests several grammatical and stylistic changes.
2. **Motion by Andrew:** To propose the Board approve the October 29<sup>th</sup>, 2008 board meeting minutes as amended for attendance and with proposed changes by Karen.
  - a. Second by Grant.
  - b. Motion passes with no opposition.

### **III. Executive Reports**

#### **1. Board President**

- a. Karen presents her report to the board (see attached report).
- b. Karen offers the floor to Andrea Chen ([AChen@lacharterschools.org](mailto:AChen@lacharterschools.org)) from the Louisiana Association of Public Charter Schools (LAPCS) Members Advisory Council (MAC). ISL is a new member of the LAPCS.
  - (i) The LAPCS seeks to provide a collective voice for the charter school movement. The organization is currently focused on advocacy (particularly, at the state and federal level). This is not the sole focus of the organization.
  - (ii) Andrea asks the members of the ISL board to participate in one of the five operational sub-committees of the organization. A sign-up sheet is passed

to the present board members with the five committees: operations, finance & facilities, governance, academic, legislative. For more information and charter school resources, visit the LAPCS website: <http://www.lacharterschools.org>.

- c. Sean, Andrew, and Karen met in January to discuss the progress of the Cottage and the first official meeting of the **Facilities Committee**, which will take place on Thursday February 12<sup>th</sup> at 8:30am.
- d. Karen requests that board members attend the ISL Refrigerator Art Auction. A discussion of board member responsibilities for table sponsorship pursued.
- e. **Request to the board by Karen:** To schedule a business meeting for board orientation and a discussion of changes to the 990 form.
  - (i) The board decides to turn the business meeting into a formal board meeting and address the international high school effort.
  - (ii) **Motion by Scott:** To hold an additional board meeting on February 9<sup>th</sup>, 2009 at 6:00pm and enter into executive session at this meeting to discuss personnel issues.
    - (a) Second by Grant.
    - (b) Motion passes with no opposition. The meeting date will be posted.
- f. The board agrees to add two additional formal board meetings on Wednesday April 22<sup>nd</sup>, 2009 at 4:30pm at ISL and on Wednesday May 20<sup>th</sup>, 2009 at 4:30pm at ISL.

## 2. Head Report

- a. Sean presents his report to the board (see attached report).
- b. From Academics sub-heading:
  - (i) The student count of 514 is incorrect, the number should be 502.
  - (ii) The ATLAS curriculum mapping is in process and should be completed by August, 2009. Sean sees this work as a “living document.”
  - (iii) International Day plans are underway for our annual end of year celebration. The International Day is a good time to invite people, such as potential donors, volunteers, or parents, to view and tour the school. Sean proposed also using morning assemblies, which last about 15 minutes and start at 8:05am, for visitation.
  - (iv) The PTO is running a parking lot and bathroom fundraiser during the Mardi Gras holiday. Tickets are to be purchased in advance for \$20.
    - (a) Question for Sean from Grant: Does the current ISL liability insurance cover the fundraiser? The policy covers school related activities, and the fundraiser is considered a school related activity, so it will be covered. Sean will obtain an insurance certificate for the event.
  - (v) ISL is working to extend the current Chinese teacher’s, Yang Ping’s, visa from 1 year to 3 years.
- c. From Development sub-heading:
  - (i) Sean is working with the PTO on *Safe Routes to School Funding*, a group led by John Beaulieu. ISL is seeking to secure grants, donations, and other sources of funding that will reoccur annually.

- (ii) The administration is implementing *School Reach* software, a calling system to be used during emergencies and as a method of disseminating information.
- d. From Business sub-heading:
  - (i) The transition to the *Blackbaud* accounting system is 75% complete. *Blackbaud* will run synchronous with the current accounting and payroll systems for a minimum total period of two months.
  - (ii) The primary portion of the technological upgrades for the *Schools and Libraries Program of the Universal Service Fund (E-rate)* is complete.
  - (iii) ISL needs additional classroom capacity by the 2010 school year. Sean is currently looking for temporary classrooms. The **Facilities Committee** needs to work on a long-term strategic plan.
- e. From Overall sub-heading:
  - (i) A draft “dashboard” is complete and has been distributed to the board. The dashboard includes student demographics, financials, and testing scores. ISL is developing a grading system for “school culture” to be added to the dashboard.
- f. From Future sub-heading:
  - (i) **Request to the board by Sean:** To add an agenda item to the next board of trustees meeting for discussing ISL’s role in the international high school.
  - (ii) Sean believes ISL will see funding cuts near 2.5% from local, state, and federal sources.
  - (iii) **Request to Sean from Dottie:** To finish the process of setting up ISL e-mail accounts for all board members.

#### IV. Committee Reports

##### 1. Governance Committee Report

- a. Dottie presents her report to the board (see attached report).
- b. **Votes Taken in Committee:** To nominate Billie Andersson for board membership. No opposition from the committee.
- c. **Motion by the Governance Committee:** To nominate Billie Andersson to the ISL board of trustees, her term beginning January 30<sup>th</sup> 2009 and ending December 30<sup>th</sup> 2011.
  - (i) No second needed.
  - (ii) Public comment: issues concerning board members with a commitment to a school other than ISL were brought up. The board briefly addressed this issue.
  - (iii) Sean is not opposed to adding a board member with operational experience in education, but reminds the board its responsibilities pertain to governance and policy, not operations.
  - (iv) Unanimous vote to accept her nomination.

##### 2. Academic Committee Report

- a. Karen presents her report to the board (see attached report).
- b. **Votes Taken in Committee:** To present and recommend adoption of 5 policies to the board: admission of home study students, length of school day

and year, expulsion of students, attendance, and pupil assessment (attached to board packet). No opposition from the committee. Karen presents the 5 policies and requests the board vote on adoption of the policies at the next board meeting.

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

- a. Karen presents her report to the board (no attached report).
- b. The January meeting was not posted and was not a formal meeting. No votes taken.
- c. The committee members present discussed postponing the Thursday February 12<sup>th</sup>, 2009 meeting until after convening to review a possible acquisition of modular classroom space. Grant would coordinate the site visit.

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

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

### **5. Advocacy Committee Report**

- a. The advocacy committee did not meet.

## **V. Old Business**

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

## **VI. New Business**

Matt discussed the progress of a fundraising group formed to help pay for the ISL 5<sup>th</sup> and 8<sup>th</sup> grade trips, asked that the governance committee discuss forming an opinion on an ideal board size and review the current process and strategic strategy for board member induction and officer elections (possibly requiring committee work as a pre-requisite for board membership), and reiterated Sean's reminder to keep in mind the separation between governance and administration.

Scott noted that committee work is not the only way a potential board member can get involved with ISL prior to induction and agreed that the administration and staff perspective is important.

## **VII. Public Comment**

Board members are ISL ambassadors and should keep in mind that they represent ISL in the community.

6:32 pm motion to adjourn

Minutes prepared by Matthew Amoss.