

International School of Louisiana Board of Trustees

December 2021 Board of Trustees Meeting

Date and Time

Wednesday December 15, 2021 at 6:00 PM CST

Location

The International School of Louisiana's Board of Trustees will hold a meeting via electronic means due to a declared state of emergency or disaster within our geographic area.

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.

Agenda

I. Opening Items

Opening Items

- A.** Call the Meeting to Order
- B.** Record Attendance and Guests

II. Approve Minutes

- A.** July 17 2020 Board Minutes
- B.** July 30 2020 Board Meeting Minutes
- C.** 11-4-2020 Board Meeting Minutes
- D.** January 2021 Board Meeting Minutes

- E.** 1-27-2021 Meeting Minutes

- F.** 3-10-21 Board Meeting Minutes

- G.** 3-18-21 Strategic Planning Committee Minutes

- H.** 3-24-21 Board Meeting Minutes

- I.** 4-22-21 Strategic Planning Committee Meeting Minutes

- J.** 4-28-21 Board Meeting Minutes

- K.** 5-20-21 Strategic Planning Committee Minutes

- L.** 5-26-21 Board Meeting Minutes

- M.** 6-26-21 Board Retreat Minutes

- N.** 9-22-21 Board Meeting Minutes

- O.** 10-27-21 Board Meeting Minutes

- P.** 11-18-21 Finance Committee Minutes

III. Action Items

- A.** Approval of Cash Management and Investments Policy

The Board will vote whether to approve the proposed Cash Management and Investments Policy. This policy is required in order to bring the school into compliance with new legislation. The policy was reviewed at the November Finance Committee meeting and is recommended for approval.

B. Nomination of Rossana Brazzini to the Board of Trustees

The Board will consider the nomination of Rossana Brazzini to the Board of Trustees.

IV. Head of School Report

A. HOS Report

V. Public Comment Period

A general public comment section so that attendees may address the Board; speakers are asked to limited themselves to one comment of 2 minutes or less duration.

VI. Closing Items

A. Adjourn Meeting

Coversheet

July 17 2020 Board Minutes

Section: II. Approve Minutes
Item: A. July 17 2020 Board Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Board of Trustees Meeting on July 17, 2020

APPROVED

International School of Louisiana Board of Trustees

Minutes

Board of Trustees Meeting

Date and Time

Friday July 17, 2020 at 2:00 PM

Location

The Board will hold a meeting via electronic means due to a declared state of emergency or disaster within our geographic area. Members of the public who would like to attend the meeting may do so by phone or video conference. For teleconference dial-in information and video conference links, email Susan Chapman, Chief of Staff, at schapman@isl-edu.org. Members of the public may submit comments in advance to be read aloud during the public comment period of the meeting by emailing them to schapman@isl-edu.org. For more information or to request other accommodations, please contact Ms. Chapman by email.

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.

Trustees Present

C. Rice (remote), G. Ligon (remote), H. Rodgers iv (remote), J. Brown-Russell (remote), L. Muetzel (remote), M. Correa (remote)

Trustees Absent

None

Guests Present

S. Chapman

I. Opening Items

A. Call the Meeting to Order

G. Ligon called a meeting of the board of trustees of International School of Louisiana Board of Trustees to order on Friday Jul 17, 2020 at 2:00 PM.

B.

Record Attendance and Guests

II. Action Items

A. 2020-2021 Reopening Plan and Policies

The ISL COVID-19 Operational Protocols and Return Plan was introduced for approval by the Board. Board members discussed the plan at length.

B. Public Comment

Multiple ISL family members made comments regarding various aspects of the plan.

C. 2020-21 Reopening Plan and Policies Approval

G. Ligon made a motion to approve the ISL COVID-19 Operational Protocols and Return Plan.

L. Muetzel seconded the motion.

The motion did not carry.

Roll Call

M. Correa	No
H. Rodgers iv	No
J. Brown-Russell	No
C. Rice	Aye
G. Ligon	Aye
L. Muetzel	Aye

III. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 3:30 PM.

Respectfully Submitted,
S. Chapman

Coversheet

July 30 2020 Board Meeting Minutes

Section: II. Approve Minutes
Item: B. July 30 2020 Board Meeting Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Board of Trustees Meeting on July 30, 2020

APPROVED

International School of Louisiana Board of Trustees

Minutes

Board of Trustees Meeting

Date and Time

Thursday July 30, 2020 at 6:00 PM

Location

The Board will hold a meeting via electronic means due to a declared state of emergency or disaster within our geographic area. Members of the public who would like to attend the meeting may do so by video conference at this url: <https://meet.google.com/afr-vdes-keb>. Members of the public will have an opportunity to address the Board or they may submit comments in advance to be read aloud during the public comment period of the meeting by emailing them to schapman@isl-edu.org. Comments are limited to two minutes per topic, per person. For more information or to request other accommodations, please contact Ms. Chapman by email.

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.

Trustees Present

C. Rice (remote), G. Ligon (remote), H. Rodgers iv (remote), J. Brown-Russell (remote), L. Muetzel (remote), M. Correa (remote)

Trustees Absent

None

Guests Present

S. Chapman

I. Opening Items

A. Call the Meeting to Order

G. Ligon called a meeting of the board of trustees of International School of Louisiana Board of Trustees to order on Thursday Jul 30, 2020 at 6:00 PM.

B.

Record Attendance and Guests

II. Action Items

A. 2020-2021 Board Meeting Dates

Meeting dates for the 20-21 school year were shared.

B. Title IX Policy Revision

L. Muetzel made a motion to approve the revised Title IX policy.

C. Rice seconded the motion.

The Board discussed the proposed revision to ISL's Title IX policy, which reflects updated timelines within the investigative procedure. One member of the public made a comment during the public comment period prior to voting.

The board **VOTED** unanimously to approve the motion.

C. 2020-2021 Reopening Plan and Policies

The Board discussed a revised Interim COVID-19 Policy and Procedures that incorporates feedback from families, Trustees, and ISL's attorneys.

Members of the public made various comments during the public comment period prior to the vote.

L. Muetzel made a motion to approve the revised Interim COVID-19 Policy and Procedures.

J. Brown-Russell seconded the motion.

The board **VOTED** unanimously to approve the motion.

III. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:30 PM.

Respectfully Submitted,
S. Chapman

Coversheet

11-4-2020 Board Meeting Minutes

Section: II. Approve Minutes
Item: C. 11-4-2020 Board Meeting Minutes
Purpose: Approve Minutes
Submitted by:
Related Material:
Minutes for October 2020 Board of Trustees Meeting on November 4, 2020

APPROVED

International School of Louisiana Board of Trustees

Minutes

October 2020 Board of Trustees Meeting

Date and Time

Wednesday November 4, 2020 at 6:00 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.

Trustees Present

G. Ligon (remote), H. Rodgers iv (remote), M. Correa (remote)

Trustees Absent

C. Rice, J. Brown-Russell, L. Muetzel, Y. Zaitseva McCloskey

Guests Present

S. Chapman

I. Opening Items

A. Call the Meeting to Order

G. Ligon called a meeting of the board of trustees of International School of Louisiana Board of Trustees to order on Wednesday Nov 4, 2020 at 6:00 PM.

B. Record Attendance and Guests

II. Action Item

A. Pupil Progression Plan

This item was not addressed, as the meeting lacked a quorum.

III. Head of School Report

A.

HOS Report

CEO/Head of School Melanie Tennyson presented her report to the Board of Trustees.

IV. Public Comment

A. Public Comment

No members of the public made comments.

V. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:00 PM.

Respectfully Submitted,
S. Chapman

Coversheet

January 2021 Board Meeting Minutes

Section: II. Approve Minutes
Item: D. January 2021 Board Meeting Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Board of Trustees Meeting on January 27, 2021

APPROVED

International School of Louisiana Board of Trustees

Minutes

Board of Trustees Meeting

Date and Time

Wednesday January 27, 2021 at 6:00 PM

Location

The International School of Louisiana's Board of Trustees will hold a meeting via electronic means due to a declared state of emergency or disaster within our geographic area.

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.

Trustees Present

C. Rice (remote), G. Ligon (remote), H. Rodgers iv (remote), J. Brown-Russell (remote), L. Muetzel (remote), M. Correa (remote), S. Stickney Murphy (remote)

Trustees Absent

None

Guests Present

S. Chapman

I. Opening Items

A. Call the Meeting to Order

G. Ligon called a meeting of the board of trustees of International School of Louisiana Board of Trustees to order on Wednesday Jan 27, 2021 at 6:00 PM.

B. Record Attendance and Guests

II. Action Item

A. Proposed Authorization for Hazard Pay

J. Brown-Russell made a motion to approve the proposed hazard pay.

L. Muetzel seconded the motion.

The Board discussed a proposal from school administration for hazard pay for ISL employees. All eligible employees would receive a one-time payment in the same amount. After a public comment period, the Board voted on the motion.

The board **VOTED** unanimously to approve the motion.

B. Nomination of New Board Member

H. Rodgers iv made a motion to nominate Sharon Bathelemy to the Board of Trustees.

The board **VOTED** unanimously to approve the motion.

III. Head of School Report

A. HOS Report

Thank you to Howard Rodgers for his service; this is his final Board meeting.

IV. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:00 PM.

Respectfully Submitted,
S. Chapman

Coversheet

1-27-2021 Meeting Minutes

Section: II. Approve Minutes
Item: E. 1-27-2021 Meeting Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Board of Trustees Meeting on January 27, 2021

APPROVED

International School of Louisiana Board of Trustees

Minutes

Board of Trustees Meeting

Date and Time

Wednesday January 27, 2021 at 6:00 PM

Location

The International School of Louisiana's Board of Trustees will hold a meeting via electronic means due to a declared state of emergency or disaster within our geographic area.

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.

Trustees Present

C. Rice (remote), G. Ligon (remote), H. Rodgers iv (remote), J. Brown-Russell (remote), L. Muetzel (remote), M. Correa (remote), S. Stickney Murphy (remote)

Trustees Absent

None

Guests Present

S. Chapman

I. Opening Items

A. Call the Meeting to Order

G. Ligon called a meeting of the board of trustees of International School of Louisiana Board of Trustees to order on Wednesday Jan 27, 2021 at 6:00 PM.

B. Record Attendance and Guests

II. Action Item

A. Proposed Authorization for Hazard Pay

J. Brown-Russell made a motion to approve the proposed hazard pay.

L. Muetzel seconded the motion.

The Board discussed a proposal from school administration for hazard pay for ISL employees. All eligible employees would receive a one-time payment in the same amount. After a public comment period, the Board voted on the motion.

The board **VOTED** unanimously to approve the motion.

B. Nomination of New Board Member

H. Rodgers iv made a motion to nominate Sharon Bathelemy to the Board of Trustees.

The board **VOTED** unanimously to approve the motion.

III. Head of School Report

A. HOS Report

Thank you to Howard Rodgers for his service; this is his final Board meeting.

IV. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:00 PM.

Respectfully Submitted,
S. Chapman

Coversheet

3-10-21 Board Meeting Minutes

Section: II. Approve Minutes
Item: F. 3-10-21 Board Meeting Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Special Board of Trustees Meeting on March 10, 2021

APPROVED

International School of Louisiana Board of Trustees

Minutes

Special Board of Trustees Meeting

Date and Time

Wednesday March 10, 2021 at 6:00 PM

Location

The International School of Louisiana's Board of Trustees will hold a meeting via electronic means due to a declared state of emergency or disaster within our geographic area.

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Trustees Present

G. Ligon (remote), L. Muetzel (remote), M. Correa (remote), S. Barthelemy (remote)

Trustees Absent

C. Rice, J. Brown-Russell, S. Stickney Murphy

I. Opening Items

A. Call the Meeting to Order

G. Ligon called a meeting of the board of trustees of International School of Louisiana Board of Trustees to order on Wednesday Mar 10, 2021 at 6:00 PM.

B. Record Attendance and Guests

II. Action Item

A. Proposed Authorization for Facility Purchase

L. Muetzel made a motion to authorize the Head of School to proceed with efforts to purchase the A.P. Tureaud school facility from NOLA Public Schools.

S. Barthelemy seconded the motion.

The Board discussed the facility that is available for purchase, including potential uses, work required, and financial commitments. Public comments were heard.
The board **VOTED** unanimously to approve the motion.

III. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:00 PM.

Respectfully Submitted,
J. Brown-Russell

Coversheet

3-18-21 Strategic Planning Committee Minutes

Section: II. Approve Minutes
Item: G. 3-18-21 Strategic Planning Committee Minutes
Purpose: Approve Minutes
Submitted by:
Related Material:
Minutes for March Strategic Planning Committee Meeting on March 18, 2021

APPROVED

International School of Louisiana Board of Trustees

Minutes

March Strategic Planning Committee Meeting

Date and Time

Thursday March 18, 2021 at 6:30 PM

Location

Due to a declared state of emergency or disaster within our geographic area, this meeting will be held via electronic means.

Committee Members Present

C. Rice (remote), G. Ligon (remote), L. Muetzel (remote), S. Barthelemy (remote), S. Chapman

Committee Members Absent

J. Brown-Russell, M. Correa, S. Stickney Murphy

I. Opening Items

A. Call the Meeting to Order

G. Ligon called a meeting of the Strategic Planning Committee of International School of Louisiana Board of Trustees to order on Thursday Mar 18, 2021 at 6:30 PM.

B. Record Attendance and Guests

II. Current Business

A. Update from Head of School

The Head of School provided a general update.

III. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:00 PM.

Respectfully Submitted,
S. Chapman

Coversheet

3-24-21 Board Meeting Minutes

Section: II. Approve Minutes
Item: H. 3-24-21 Board Meeting Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for March 2021 Board of Trustees Meeting on March 24, 2021

APPROVED

International School of Louisiana Board of Trustees

Minutes

March 2021 Board of Trustees Meeting

Date and Time

Wednesday March 24, 2021 at 6:00 PM

Location

The International School of Louisiana's Board of Trustees will hold a meeting via electronic means due to a declared state of emergency or disaster within our geographic area.

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.

Trustees Present

C. Rice (remote), G. Ligon (remote), J. Brown-Russell (remote), L. Muetzel (remote), M. Correa (remote), S. Barthelemy (remote), S. Stickney Murphy (remote)

Trustees Absent

None

Guests Present

S. Chapman

I. Opening Items

A. Call the Meeting to Order

G. Ligon called a meeting of the board of trustees of International School of Louisiana Board of Trustees to order on Wednesday Mar 24, 2021 at 6:02 PM.

B. Record Attendance and Guests

II. Head of School Report

A. HOS Report

The Head of School delivered a report on recent activities.

III. Public Comment

A. Public Comment

No members of the public made comments.

IV. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:00 PM.

Respectfully Submitted,
S. Chapman

Coversheet

4-22-21 Strategic Planning Committee Meeting Minutes

Section: II. Approve Minutes
Item: I. 4-22-21 Strategic Planning Committee Meeting Minutes
Purpose: Approve Minutes
Submitted by:
Related Material:
Minutes for April Board Strategic Planning Committee Meeting on April 22, 2021

APPROVED

International School of Louisiana Board of Trustees

Minutes

April Board Strategic Planning Committee Meeting

Date and Time

Thursday April 22, 2021 at 6:30 PM

Location

Strategic Finance Committee Meeting will begin immediately after the 6:00 pm Finance Committee meeting.

Committee Members Present

C. Rice (remote), G. Ligon (remote), J. Brown-Russell (remote), L. Muetzel (remote), S. Barthelemy (remote), S. Chapman

Committee Members Absent

M. Correa, S. Stickney Murphy

I. Opening Items

A. Call the Meeting to Order

G. Ligon called a meeting of the Strategic Planning Committee of International School of Louisiana Board of Trustees to order on Thursday Apr 22, 2021 at 6:30 PM.

B. Record Attendance and Guests

II. Current Business

A. Update from Head of School

The Head of School gave an update on recent activities at the school and the status of various projects. One member of the public made a comment.

III. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:00 PM.

Respectfully Submitted,
S. Chapman

Coversheet

4-28-21 Board Meeting Minutes

Section: II. Approve Minutes
Item: J. 4-28-21 Board Meeting Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for April 2021 Board of Trustees Meeting on April 28, 2021

APPROVED

International School of Louisiana Board of Trustees

Minutes

April 2021 Board of Trustees Meeting

Date and Time

Wednesday April 28, 2021 at 6:00 PM

Location

The International School of Louisiana's Board of Trustees will hold a meeting via electronic means due to a declared state of emergency or disaster within our geographic area.

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.

Trustees Present

C. Rice (remote), G. Ligon (remote), L. Muetzel (remote), S. Barthelemy (remote)

Trustees Absent

J. Brown-Russell, M. Correa, S. Stickney Murphy, Y. Zaitseva McCloskey

I. Opening Items

A. Call the Meeting to Order

G. Ligon called a meeting of the board of trustees of International School of Louisiana Board of Trustees to order on Wednesday Apr 28, 2021 at 6:00 PM.

B. Record Attendance and Guests

L. Muetzel made a motion to suspend the agenda and vote on a motion to authorize the selection of a new firm to complete ISL's annual financial audit.

C. Rice seconded the motion.

ISL's Bylaws require that the school periodically solicit proposals for a new auditor and review those proposals. That process was completed this year; our leadership team and financial consultant reviewed multiple bids and selected a new firm. This motion authorizes them to proceed with establishing a formal relationship with that firm.

The board **VOTED** unanimously to approve the motion.

II. Approve Minutes

A. Approve December 2020 Board Meeting Minutes

L. Muetzel made a motion to approve the minutes from Strategic Planning Committee Meeting on 12-03-20.

S. Barthelemy seconded the motion.

The board **VOTED** unanimously to approve the motion.

L. Muetzel made a motion to approve the minutes from Strategic Planning Meeting on 12-09-19.

S. Barthelemy seconded the motion.

The board **VOTED** unanimously to approve the motion.

B. Approve April Finance Committee Minutes

L. Muetzel made a motion to approve the minutes from.

C. Rice seconded the motion.

The board **VOTED** unanimously to approve the motion.

C. Approve March Finance Committee Minutes

L. Muetzel made a motion to approve the minutes from.

C. Rice seconded the motion.

The board **VOTED** unanimously to approve the motion.

III. Action items

A. Appoint New Registered Agent

S. Barthelemy made a motion to appoint Melanie Tennyson as ISL's Registered Agent.

L. Muetzel seconded the motion.

The board **VOTED** unanimously to approve the motion.

B. Virtual School

G. Ligon made a motion to affirm that ISL will offer only in-person instruction for the 2021-2022 school year.

S. Barthelemy seconded the motion.

The board **VOTED** unanimously to approve the motion.

IV. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:46 PM.

Respectfully Submitted,
J. Brown-Russell

Coversheet

5-20-21 Strategic Planning Committee Minutes

Section: II. Approve Minutes
Item: K. 5-20-21 Strategic Planning Committee Minutes
Purpose: Approve Minutes
Submitted by:
Related Material:
Minutes for May 2021 Strategic Planning Committee Meeting on May 20, 2021

APPROVED

International School of Louisiana Board of Trustees

Minutes

May 2021 Strategic Planning Committee Meeting

Date and Time

Thursday May 20, 2021 at 6:20 PM

Committee Members Present

C. Rice (remote), G. Ligon (remote), J. Brown-Russell (remote), L. Muetzel (remote), M. Correa (remote), S. Barthelemy (remote), S. Chapman

Committee Members Absent

S. Stickney Murphy

I. Opening Items

A. Call the Meeting to Order

C. Rice called a meeting of the Strategic Planning Committee of International School of Louisiana Board of Trustees to order on Thursday May 20, 2021 at 6:34 PM.

B. Record Attendance and Guests

II. Current Business

A. Board Retreat Planning

The Board discussed professional development plans for the June retreat.

B. Update from Head of School

III. Executive Session

A. Executive Session to Discuss Prospective Litigation

J. Brown-Russell made a motion to enter executive session to discuss prospective litigation.

L. Muetzel seconded the motion.

The Board entered executive session to discuss prospective litigation for which there is not yet a case number, named parties, or an assigned court. No public comment was offered prior to the vote to enter executive session.

The committee **VOTED** unanimously to approve the motion.

The Board exited executive session at approximately 7:10 pm. No action was taken.

IV. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:10 PM.

Respectfully Submitted,
S. Chapman

Coversheet

5-26-21 Board Meeting Minutes

Section: II. Approve Minutes
Item: L. 5-26-21 Board Meeting Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for May 2021 Board of Trustees Meeting on May 26, 2021

APPROVED

International School of Louisiana Board of Trustees

Minutes

May 2021 Board of Trustees Meeting

Date and Time

Wednesday May 26, 2021 at 6:00 PM

Location

Due to a declared state of emergency in our geographic area, the International School of Louisiana Board of Trustees will hold a meeting via electronic means.

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.

Trustees Present

G. Ligon (remote), L. Muetzel (remote), S. Barthelemy (remote)

Trustees Absent

C. Rice, J. Brown-Russell, M. Correa, S. Stickney Murphy

Guests Present

S. Chapman

I. Opening Items

A. Call the Meeting to Order

G. Ligon called a meeting of the board of trustees of International School of Louisiana Board of Trustees to order on Wednesday May 26, 2021 at 6:00 PM.

B. Record Attendance and Guests

The Board did not have a quorum for this meeting, so agenda items that were scheduled for a vote were deferred.

II. Public Comment

A.

Public Comment

One ISL employee and multiple members of the public made comments to the Board regarding an employment matter.

III. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:47 PM.

Respectfully Submitted,
S. Chapman

Coversheet

6-26-21 Board Retreat Minutes

Section: II. Approve Minutes
Item: M. 6-26-21 Board Retreat Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for 2021 Annual Retreat on June 26, 2021

APPROVED

International School of Louisiana Board of Trustees

Minutes

2021 Annual Retreat

Date and Time

Saturday June 26, 2021 at 9:00 AM

Location

Hybrid Virtual/In-Person Meeting

Due to a declared state of emergency in our geographic area, the Board of Trustees will hold a hybrid virtual/in-person meeting. The Board and members of the public may attend in person at 1400 Camp Street, Library (2nd floor), New Orleans or via [video conference](#).

If attending in person, enter through Camp Street door.

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.

Trustees Present

C. Rice, G. Ligon, J. Brown-Russell (remote), L. Muetzel (remote), M. Correa (remote), S. Barthelemy (remote)

Trustees Absent

S. Stickney Murphy

Guests Present

Carol McCarthy (remote), E. Thomas, M. Tennyson, S. Chapman

I. Opening Items

A. Call the Meeting to Order

G. Ligon called a meeting of the board of trustees of International School of Louisiana Board of Trustees to order on Saturday Jun 26, 2021 at 9:06 AM.

B. Record Attendance and Guests

II. Board Training

A. Board Basics Training

The Board participated in board training with Louisiana Association of Public Charter Schools conducted by Melissa Carollo, who provided a refresher of Board member duties and responsibilities. No vote or action was taken.

III. Approve Minutes

A. December 9, 2020 Board of Trustees Minutes

J. Brown-Russell made a motion to approve the minutes from December Board of Trustees Meeting on 12-09-20.

M. Correa seconded the motion.

The board **VOTED** unanimously to approve the motion.

B. March Finance Committee Minutes

J. Brown-Russell made a motion to approve the minutes from Finance Committee meeting on 03-18-21.

M. Correa seconded the motion.

The board **VOTED** unanimously to approve the motion.

C. April Finance Committee Minutes

J. Brown-Russell made a motion to approve the minutes from Finance Committee meeting on 04-22-21.

M. Correa seconded the motion.

The board **VOTED** unanimously to approve the motion.

D. May Finance Committee Minutes

J. Brown-Russell made a motion to approve the minutes from Finance Committee meeting on 05-20-21.

M. Correa seconded the motion.

Board Member Brown-Russell requested that Chair and staff research whether the Board should approve committee minutes before or in lieu of the Committee adopting its own minutes. Chair agreed to review and research.

The board **VOTED** unanimously to approve the motion.

E. Other Minutes

No other minutes were considered for approval.

IV. Action Items

A.

Nomination of Valiant Cuiellette to the Board

Chair Ligon provided background on Board member candidate Valiant Cuiellette, who has completed the vetting process to be onboarded as a new member.

J. Brown-Russell made a motion to Approve the nomination of Valiant Cuiellette for admission as a board member on the Board of Directors of International School of Louisiana.

C. Rice seconded the motion.

The board **VOTED** unanimously to approve the motion.

B. Louisiana Compliance Questionnaire

L. Muetzel made a motion to Approve the Louisiana Compliance Questionnaire.

J. Brown-Russell seconded the motion.

This questionnaire was previously provided to the Board, and has been attached to the meeting packet. There was no public comment and no further board discussion.

The board **VOTED** unanimously to approve the motion.

C. 2021-2022 Budget

The 2021-2022 was provided to the Board at last month's meeting, but due to a lack of quorum could not be passed. The staff has provided a summary of the budget, as well as the full budget to the Board for review and is attached to meeting packet. There was no public comment and no further board discussion.

L. Muetzel made a motion to Approve the 2021-2022 Budget.

C. Rice seconded the motion.

The board **VOTED** unanimously to approve the motion.

D. New Child Leave Policy

S. Barthelemy made a motion to Approve the New Child Leave Policy.

C. Rice seconded the motion.

Staff recommended a approval of the new Child Leave Policy, which will expand the benefits for employees related leave related to an employees child. A draft of the policy was previously provided to the Board, and has been attached to the meeting packet. There was no public comment and no further board discussion.

The board **VOTED** unanimously to approve the motion.

E. Election of 2021-22 Officers

Board Member Jade Brown-Russell nominated Grant Ligon for Chair.

Board Member Chad Rice nominated Sharon Barthelemy for Vice Chair.

Board Member Valiant Cuiellette nominated Larissa Meuetzel for Treasurer.

Board Member Chad Rice nominated Max Correa for Co-Secretary.

G. Ligon made a motion to adopt the slate of new officers - Chair, Vice Chair, Treasurer, Secretary.

C. Rice seconded the motion.

No further discussion was had. No public comment was made.
The board **VOTED** unanimously to approve the motion.

V. Discussion Items

A. 2021-22 Meeting Schedule

S. Barthelemy made a motion to Approve the 2021-2022 Meeting Schedule.

C. Rice seconded the motion.

The proposed 2021-2022 Meeting Schedule was previously provided to the Board, and has been attached to the meeting packet. There was no public comment and no further board discussion.

The board **VOTED** unanimously to approve the motion.

B. Strategic Planning

No discussion was had on this matter. Deferred to Strategic Planning Committee meeting.

C. New Schools for Baton Rouge Feasibility Study

Staff provided an update on the New Schools for Baton Rouge Feasibility Study. Melanie Tennyson provide a detailed overview of her conversations with NSBR, particularly that expansion does not take away from existing operations, as well as capacity of the organization to take on a new site. Board Member Ligon opened the floor up to Board discussion. Board members have until August to review and ask questions. No vote or action was taken.

VI. Head of School Report

A. End of the Year Report

The Head of School, Melanie Tennyson presented her end of year report, including:

- (1) Total enrollment;
- (2) ANet Benchmark 3 Year Overview (2018, 2019, 2020);
- (3) A specific focus on Math Scores, and strategies to improve our 6-8 grade math scores; Administration and staff are bringing more resources and curriculums that go beyond Eureka;
- (4) iReady;
- (5) Discussion around electronic/tech curriculums; and other relevant topics.

VII. Public Comment

A. Public Comment

No public comments were made.

VIII. Executive Session to Discuss Head of School's Annual Review

A. Head of School's Annual Review

L. Muetzel made a motion to Enter into executive session to discuss the Head of School Annual Evaluation.

C. Rice seconded the motion.

The board **VOTED** unanimously to approve the motion.

L. Muetzel made a motion to Exit Executive Session.

C. Rice seconded the motion.

No action was taken in executive session.

The board **VOTED** unanimously to approve the motion.

J. Brown-Russell made a motion to Amend the agenda to approve a 3% bonus for the Head of School based on the board's annual review and her underlying performance during the 2020-2021 School Year.

C. Rice seconded the motion.

The board **VOTED** unanimously to approve the motion.

J. Brown-Russell made a motion to Approve an 60-day extension of the Head of School Contract.

S. Barthelemy seconded the motion.

The head of school's current contract expires on June 30, 2021. There is a need to extend the current contract for a 60-day period to allow the board the opportunity to review, discuss and approve a new Head of School Employment Contract.

The board **VOTED** unanimously to approve the motion.

B. Approval of Head of School Bonus

J. Brown-Russell made a motion to Approve a 3% bonus for the Head of School based on her performance during the 2020-2021 School Year.

S. Barthelemy seconded the motion.

The Board discussed the Head of School's evaluation during executive session. The Head of School continues to move the organization forward with opportunities for future growth. The board unanimously supported the 3% bonus based on performance and commitment during the COVID-19 pandemic.

The board **VOTED** unanimously to approve the motion.

C. Approval of 60-day Extension of Head of School Contract

J. Brown-Russell made a motion to approve a 60-day Extension of current Head of School Employment Contract.

M. Correa seconded the motion.

The head of school's current contract expires on June 30, 2021. There is a need to extend the current contract for a 60-day period to allow the board the opportunity to review, discuss and approve a new Head of School Employment Contract.

The board **VOTED** unanimously to approve the motion.

IX. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 1:07 PM.

Respectfully Submitted,
J. Brown-Russell

Coversheet

9-22-21 Board Meeting Minutes

Section: II. Approve Minutes
Item: N. 9-22-21 Board Meeting Minutes
Purpose: Approve Minutes
Submitted by:
Related Material:
Minutes for September 2021 Board of Trustees Meeting on September 22, 2021

APPROVED

International School of Louisiana Board of Trustees

Minutes

September 2021 Board of Trustees Meeting

Date and Time

Wednesday September 22, 2021 at 6:00 PM

Location

The International School of Louisiana's Board of Trustees will hold a meeting via electronic means due to a declared state of emergency or disaster within our geographic area.

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.

Trustees Present

G. Ligon (remote), L. Muetzel (remote), S. Barthelemy (remote), V. Cuiellette (remote)

Trustees Absent

C. Rice, J. Brown-Russell, M. Correa, S. Stickney Murphy

Guests Present

S. Chapman (remote)

I. Opening Items

A. Call the Meeting to Order

G. Ligon called a meeting of the board of trustees of International School of Louisiana Board of Trustees to order on Wednesday Sep 22, 2021 at 6:17 PM.

B. Record Attendance and Guests

II. Approve Minutes

A. August Board Meeting Minutes

L. Muetzel made a motion to approve the minutes from August 2021 Board of Trustees Meeting on 08-25-21.

S. Barthelemy seconded the motion.

The board **VOTED** unanimously to approve the motion.

L. Muetzel made a motion to approve the minutes from August 2021 Board of Trustees Meeting on 08-25-21.

S. Barthelemy seconded the motion.

The board **VOTED** unanimously to approve the motion.

III. Action Items

A. Limited Declaration of Emergency for Facilities Operations

G. Ligon made a motion to Declare a state of emergency which will allow ISL to dispense with the public bid process as there is insufficient time to follow the advertising requirements as provided in La R.S. 38:2212 given the impacts associated with Hurricane Ida and COVID-19. In light of the Hurricane Ida, the COVID -19 risks, the Governor's emergency declaration order, the Louisiana Department of Education's guidance, its obligations under its Charter Agreement, and the guidance of health professionals, it is apparent that such a situation constitutes an emergency in accordance with Louisiana R.S. 38:221(A)(5)(a).

L. Muetzel seconded the motion.

The board **VOTED** unanimously to approve the motion.

IV. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:34 PM.

Respectfully Submitted,

S. Chapman

Coversheet

10-27-21 Board Meeting Minutes

Section: II. Approve Minutes
Item: O. 10-27-21 Board Meeting Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Board of Trustees Meeting on October 27, 2021

APPROVED

International School of Louisiana Board of Trustees

Minutes

Board of Trustees Meeting

Date and Time

Wednesday October 27, 2021 at 6:00 PM

Location

The International School of Louisiana's Board of Trustees will hold a meeting via electronic means due to a declared state of emergency or disaster within our geographic area.

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.

Trustees Present

J. Brown-Russell (remote), L. Muetzel (remote), M. Correa (remote), S. Barthelemy (remote), S. Stickney Murphy (remote), V. Cuiellette (remote)

Trustees Absent

G. Ligon

Guests Present

S. Chapman (remote)

I. Opening Items

A. Call the Meeting to Order

S. Barthelemy called a meeting of the board of trustees of International School of Louisiana Board of Trustees to order on Wednesday Oct 27, 2021 at 6:01 PM.

B. Review Agenda

C. Record Attendance and Guests

II. Approve Minutes

A. October Finance Committee Minutes

S. Stickney Murphy made a motion to approve the minutes from Finance Committee meeting on 10-21-21.

L. Muetzel seconded the motion.

The board **VOTED** to approve the motion.

III. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:28 PM.

Respectfully Submitted,
S. Barthelemy

Coversheet

11-18-21 Finance Committee Minutes

Section: II. Approve Minutes
Item: P. 11-18-21 Finance Committee Minutes
Purpose: Approve Minutes
Submitted by:
Related Material:
Minutes for November 2021 Finance Committee Meeting on November 18, 2021

APPROVED

International School of Louisiana Board of Trustees

Minutes

November 2021 Finance Committee Meeting

Date and Time

Thursday November 18, 2021 at 6:00 PM

Location

This meeting will take place virtually due to a declared state of emergency. Closed captioning will be provided. For additional accommodations, please contact Susan Chapman at schapman@isl-edu.org.

Committee Members Present

G. Ligon (remote), V. Cuiellette (remote)

Committee Members Absent

None

Guests Present

E. Thomas (remote), Mike Dunn (remote), Rossana Brazzini (remote), S. Chapman (remote)

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

V. Cuiellette called a meeting of the Finance Committee of International School of Louisiana Board of Trustees to order on Thursday Nov 18, 2021 at 6:08 PM.

II. Finance

A. September and October 2021 Financials and Head of School Credit Card

Corrected agenda item to October 2021 Financials ONLY. There are no transactions on Head of School Credit Card for October 2021. Review of October 2021 financial reports and bank reconciliations.

B.

Cash Management and Investments Policy

Discussion of Cash Management and Investments Policy.

III. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:19 PM.

Respectfully Submitted,

V. Cuiellette

Coversheet

Approval of Cash Management and Investments Policy

Section: III. Action Items
Item: A. Approval of Cash Management and Investments Policy
Purpose: Vote
Submitted by:
Related Material: ISL_cash_management_and_investment_policy.doc

CASH MANAGEMENT AND INVESTMENTS

The *International School of Louisiana*, in accordance with BESE Bulletin 126, may deposit and invest any funds that belong to the Charter School in any bank or credit union that is insured by the Federal Deposit Insurance Corporation (FDIC) or by the National Credit Union Administration (NCUA).

Adherence to the adopted policy shall be reviewed and measured as part of the annual independent audit of the financial statements. The audit shall note if the charter operator holds any unsecured cash as of the end of the fiscal year, as well as the amount.

OBJECTIVES

The primary investment objective of the *International School of Louisiana* shall be to ensure that the current and future expenditure obligations are adequately funded in a cost-effective manner. The goal of this cash management and investment policy is to protect public funds by minimizing the amount of unsecured funds to the extent practical.

Preservation of capital and the realization of sufficient total return to ensure the ongoing financial integrity of the funds are essential. Preservation of capital encompasses two goals: (1) Managing the risk of loss of principal for the fund, and (2) Managing the erosion of principal value through inflation.

DEPOSITORY BANK

Selection of the depository bank with which funds are deposited shall be a stock-owned federally insured depository institution organized under the laws of this state or of any other state of the United States, or under the laws of the United States, as may be selected by the depositing authority.

The Charter School CEO shall obtain Board approval of the depository bank subject to the following conditions:

1. A financial institution that is domiciled or having a branch office located in the parish where our charter school is located,
2. A financial institution that secures deposits up to the amounts insured by the Federal Deposit Insurance Corporation (FDIC) or by the National Credit Union Administration (NCUA).
3. A financial institution that has a "High Capital Ratio" that meets or exceeds the current minimum standards set by the United States Federal Reserve.

4. The most recent quarterly Federal Institutions Examination Council's (FFEIC) "Uniform Bank Performance Report" of the financial institution being considered.
5. A review and approval from the Board's external auditor or attorney of the financial institution being considered.

DAILY DEPOSIT

Deposits shall be made in the name of the depositing authority as authorized by the Board of Elementary and Secondary Education (BESE) that has custody and control over all the charter school's disbursements. Deposits should also be deposited daily whenever possible.

INVESTMENT OPTIONS

The International School of Louisiana is authorized to invest such monies, which it determines to be available, in only those investments identified in La. Rev. Stat. Ann. §33:2955 some of which are identified below:

1. Direct U.S. Treasury obligations, the principal and interest of which are fully guaranteed by the U.S. Government.
2. Bonds, debentures, notes or other evidence of indebtedness issued or guaranteed by federal agencies and provided such obligations are backed by the full faith and credit of the U.S., including U.S. Export Import Bank, Farmers Home Administration, Federal Financing Bank, Federal Housing Administration Debentures, General Services Administration, Government National Mortgage Association (guaranteed mortgage-backed bonds and guaranteed pass-through obligations), U.S. Maritime Administration (guaranteed Title XI financing), and U.S. Department of Housing and Urban Development.
3. Bonds, debentures, notes, or other evidence of indebtedness issued or guaranteed by U.S. Government instrumentalities which are federally sponsored, including Federal Home Loan Bank System, Federal Home Loan Mortgage Corporation, Federal National Mortgage Association, Student Loan Marketing Association, and Resolution Funding Corporation.
4. Direct security repurchase agreements of any federal bank entry only securities enumerated in paragraphs (1) through (3) above. *Direct security repurchase agreement* means an agreement under which the political subdivision buys, holds for a specified time, and then sells back those securities and obligations enumerated in paragraphs (1) through (3).

5. Time certificates of deposit of state banks organized under the laws of Louisiana, or national banks having their principal offices in the State of Louisiana, savings accounts or shares of savings and loan associations and savings banks, or share accounts and share certificates accounts of federally or state chartered credit unions issuing time certificate of deposit; provided that the rate of interest paid for time certificates of deposit shall be not less than fifty basis points below the prevailing market rate on direct obligations of the U.S. Treasury with a similar length of maturity.
6. Mutual or trust fund institutions which are registered with the Securities and Exchange Commission under the Securities Act of 1933 and the Investment Act of 1940, and which have underlying investments consisting solely of and limited to securities of the U.S. government or its agencies. Investment of funds in each mutual or trust fund institutions shall be limited to 25% of the monies considered available for investment as provided by La. Rev. Stat. Ann. §33:2955.
7. *Guaranteed Investment Contracts* as described in La. Rev. Stat. Ann. §33:2955.
8. The *Louisiana Asset Management Pool* (LAMP).

ADDITIONAL RESTRICTIONS FOR NON-COLLATERALIZED DEPOSITS

If it is not possible to collateralized 100% of the funds on deposit in excess of the Federal Deposit Insurance Corporation (FDIC) or by the National Credit Union Administration (NCUA), the Charter School CEO is permitted to

- Deposit funds with additional FDIC/NCUA insured banks
- Purchasing Certificate of Deposit with other banking institutions.
- Certificate of Deposits laddering.

INTEREST EARNINGS

The interest earned on any such investment shall be credited to the fund from which the investment was acquired, or it may be applied to the payment of the principal and interest of the outstanding bonded indebtedness of that fund.

PROHIBITED TRANSACTIONS

The following arrangements are expressly prohibited:

1. Any transactions not specifically authorized by this policy.

2. The purchase of securities on margin.
3. Direct purchases of single family or commercial mortgages.
4. Purchases of foreign bonds.
5. Collateralized mortgage obligations that have been stripped into interest only or principal only obligations.
6. Inverse floaters, or structured notes. For purposes of this section, *structured notes* shall mean securities of U.S. Government agencies, instrumentalities, or government-sponsored enterprises which have been restructured, modified, and/or reissued by private entities.

DRAFT

Ref: La. Rev. Stat. Ann. §§17:99, 33:2955, 39:1211-1235; Board minutes, 1-5-89, 9-7-00.