

# International School of Louisiana Board of Trustees

## January 2023 Board of Trustees Meeting

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### Date and Time

Wednesday January 18, 2023 at 6:00 PM CST

### Location

<https://meet.google.com/zsr-zqny-thg?authuser=0&hs=122>

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*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.*

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### Agenda

#### I. Opening Items

Opening Items

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

#### II. Minutes

- A. Approve October 2022 Board Minutes
- B. Approve December 2022 Finance Committee Minutes
- C. Approve October 2022 Finance Committee Minutes

#### III. Other Items

**A. Strategic Planning**

Josh Denson of Next Chapter will discuss ISL's strategic planning process.

**B. HOS Report**

**IV. 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. **To protect employees' and students' rights to privacy, attendees are asked to refrain from making comments regarding individual students or employees.** Concerns about individuals can be addressed to the Board through ISL's grievance process, detailed in the Family-Student Handbook.

**V. Closing Items**

**A. Adjourn Meeting**

# Coversheet

## Approve October 2022 Board Minutes

**Section:** II. Minutes  
**Item:** A. Approve October 2022 Board Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for October 2022 Board of Trustees Meeting on October 26, 2022

**APPROVED**

# International School of Louisiana Board of Trustees

## Minutes

### October 2022 Board of Trustees Meeting

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#### **Date and Time**

Wednesday October 26, 2022 at 6:00 PM

#### **Location**

1400 Camp Street

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*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.*

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#### **Trustees Present**

N. Dixon, Q. Jackson, S. Barthelemy, V. Cuiellette

#### **Trustees Absent**

G. Ligon, R. Brazzini

#### **Guests Present**

S. Chapman

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### **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 26, 2022 at 6:00 PM.

#### **B. Record Attendance and Guests**

### **II. Minutes**

#### **A. Approve Board Retreat Minutes**

Q. Jackson made a motion to approve the minutes from 2022 Board Retreat on 08-13-22.  
N. Dixon seconded the motion.

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

**B. Approve March 2022 Board Minutes**

N. Dixon made a motion to approve the minutes from March 2022 Board of Trustees Meeting on 03-23-22.

Q. Jackson seconded the motion.

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

**C. Approve January 2022 Minutes**

Q. Jackson made a motion to approve the minutes from January 2022 Board of Trustees Meeting on 01-26-22.

V. Cuiellette seconded the motion.

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

**D. Approve September 2022 Finance Committee Minutes**

N. Dixon made a motion to approve the minutes from September 2022 Finance Committee Meeting on 09-15-22.

V. Cuiellette seconded the motion.

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

**E. Approve May 2022 Finance Committee Minutes**

Q. Jackson made a motion to approve the minutes from May Finance Committee Meeting on 05-19-22.

N. Dixon seconded the motion.

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

**III. Action Items**

**A. SPED Classroom Camera Policy**

Q. Jackson made a motion to adopt the SPED Classroom Camera Policy.

V. Cuiellette seconded the motion.

This policy brings the school into compliance with Act 456 of the Louisiana legislature.

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

**B. Louisiana Compliance Questionnaire (For Audit Engagements of Charter School)**

Q. Jackson made a motion to approve the Louisiana Compliance Questionnaire.

N. Dixon seconded the motion.

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

**IV. Other Items**

**A. HOS Report**

Melanie Tennyson presented a report of recent activities to the Board.

## V. Executive Session

### A. Head of School's Annual Review

Q. Jackson made a motion to enter Executive Session to discuss the Head of School's Annual Review.

S. Barthelemy seconded the motion.

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

### B. Head of School Cost of Living Increase

Q. Jackson made a motion to approve a cost of living increase to the 22-23 salary for the Head of School.

N. Dixon seconded the motion.

This vote took place after the Board returned from Executive Session.

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

## VI. Closing Items

### A. Adjourn Meeting

N. Dixon made a motion to adjourn the meeting.

V. Cuiellette seconded the motion.

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

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

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## Documents used during the meeting

- ACT 456 Policy .docx

# Coversheet

## Approve December 2022 Finance Committee Minutes

**Section:** II. Minutes  
**Item:** B. Approve December 2022 Finance Committee Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:**  
Minutes for December 2022 Finance Committee Meeting on December 15, 2022

**APPROVED**

# International School of Louisiana Board of Trustees

## Minutes

### December 2022 Finance Committee Meeting

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#### **Date and Time**

Thursday December 15, 2022 at 6:00 PM

#### **Location**

1400 Camp Street, New Orleans

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#### **Committee Members Present**

E. Thomas, M. Tennyson

#### **Committee Members Absent**

G. Ligon

#### **Guests Present**

V. Cuiellette

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### **I. Opening Items**

#### **A. Record Attendance and Guests**

#### **B. Call the Meeting to Order**

E. Thomas called a meeting of the Finance Committee of International School of Louisiana Board of Trustees to order on Thursday Dec 15, 2022 at 6:01 PM.

### **II. Finance**

#### **A. Review November 2022 Financial Reports**

Summary of Revenue for the five months ending 11/30/22 by Emily Thomas.

#### **B. Review Head of School Credit Card**

Two transactions documented per Emily Thomas.

Two transactions documented per Emily Thomas.

#### **C.**

### **Update on the Financial Audits**

Financial Audits still ongoing to be completed by 12/31/22 per Emily Thomas.

### **D. Miscellaneous**

Additional ESSER payment received per Melanie Tennyson being allocated to employees for recruitment and retention.

## **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 6:17 PM.

Respectfully Submitted,  
V. Cuiellette

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### **Documents used during the meeting**

*None*

# Coversheet

## Approve October 2022 Finance Committee Minutes

**Section:** II. Minutes  
**Item:** C. Approve October 2022 Finance Committee Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for October 2022 Finance Committee on October 26, 2022

**APPROVED**

# International School of Louisiana Board of Trustees

## Minutes

### October 2022 Finance Committee

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#### **Date and Time**

Wednesday October 26, 2022 at 5:00 PM

#### **Location**

1400 Camp Street

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#### **Committee Members Present**

E. Thomas, M. Tennyson, V. Cuiellette

#### **Committee Members Absent**

G. Ligon

#### **Guests Present**

Mike Dunn

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### **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 Wednesday Oct 26, 2022 at 5:01 PM.

### **II. Finance**

#### **A. Review September 2022 Financial Reports**

Mike Dunn discussed Financial Overview.

#### **B. Review Head of School Credit Card**

One expense per Emily.

#### **C. Louisiana Compliance Questionnaire**

To be presented to the Board.

**D. Update on the Financial Audits - (Financial, 401(K), Workers Comp, and SAUP)**

Retirement 401k 5500 filed. Workers Comp renewal submitted. Audit expected before year end.

**E. Miscellaneous**

AFR submitted at end of September and response returned by 10/31/2022

**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 5:18 PM.

Respectfully Submitted,  
V. Cuiellette

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**Documents used during the meeting**

*None*