

# International School of Louisiana Board of Trustees

## February 2024 Board Meeting

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### Date and Time

Wednesday February 21, 2024 at 6:00 PM CST

### Location

1400 Camp Street, Cafeteria, New Orleans, LA

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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

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>6:00 PM</b>
Opening Items			
<b>A.</b> Call the Meeting to Order		Sharon Barthelemy	1 m
<b>B.</b> Record Board Attendance			2 m
<b>II. Minutes</b>			<b>6:03 PM</b>
<b>A.</b> Approve December 2023 Board Minutes	Approve Minutes		5 m
<b>B.</b> Approve December 2023 Finance Committee Minutes	Approve Minutes		2 m
<b>III. Policy Updates</b>			<b>6:10 PM</b>
<b>A.</b> Lactation Accommodation Policy	Vote	Melanie Tennyson	5 m

Purpose                      Presenter                      Time

The Board will consider a policy that defines ISL's lactation accommodation procedures in compliance with the Fair Labor Standards Act. The public will have an opportunity to offer comment before the vote.

**IV. Facilities** **6:15 PM**

**A.** Proposed Authorization for Facility Purchase                      Vote                      Sharon Barthelemy                      20 m

The Board will consider whether to authorize the Head of School to proceed with negotiations to purchase the former Encore Academy facility at 2518 Arts Street, New Orleans. The public will have an opportunity to offer comment before the vote.

**V. Other Items** **6:35 PM**

**A.** Head of School's Report                      FYI                      Melanie Tennyson                      20 m

**VI. 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.

**VII. Closing Items**

**A.** Adjourn Meeting                      Vote                      Sharon Barthelemy

# Coversheet

## Approve December 2023 Board Minutes

**Section:** II. Minutes  
**Item:** A. Approve December 2023 Board Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:**  
Minutes for December 2023 Board of Trustees Meeting on December 6, 2023

**APPROVED**

# International School of Louisiana Board of Trustees

## Minutes

### December 2023 Board of Trustees Meeting

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#### **Date and Time**

Wednesday December 6, 2023 at 6:00 PM

#### **Location**

1400 Camp Street, Cafeteria

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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, R. Brazzini, S. Barthelemy, V. Cuiellette

#### **Trustees Absent**

A. Givens, Q. Jackson

#### **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 Dec 6, 2023 at 6:02 PM.

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

### **II. Minutes**

#### **A. Approve October 2023 Board Meeting Minutes**

N. Dixon made a motion to approve the minutes from October 2023 Board of Trustees Meeting on 10-25-23.

V. Cuiellette seconded the motion.

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

### **III. Policy Updates**

#### **A. 23-24 Legislative Stipend Distribution Plan**

V. Cuiellette made a motion to adopt the proposed plan for distribution of one-time Legislative stipends to staff.

N. Dixon seconded the motion.

One-time stipends that were approved by the State Legislature for the 23-24 school year were budgeted into employees' annual compensation for the SY, however, because the funds must be distributed before May 1, 2024, the portion of the stipend that would have been distributed with the May and June payrolls will instead be paid in April 2024.

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

### **IV. Other Items**

#### **A. HOS Report**

Ms. Tennyson provided an update on recent activities.

#### **B. Nomination of New Trustee**

R. Brazzini made a motion to appoint Aimee Hebert to the Board of Trustees.

N. Dixon seconded the motion.

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

### **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 6:30 PM.

Respectfully Submitted,  
S. Chapman

# Coversheet

## Approve December 2023 Finance Committee Minutes

**Section:** II. Minutes  
**Item:** B. Approve December 2023 Finance Committee Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:**  
Minutes for December 2023 Finance Committee Meeting on December 6, 2023

**APPROVED**

# International School of Louisiana Board of Trustees

## Minutes

### December 2023 Finance Committee Meeting

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#### **Date and Time**

Wednesday December 6, 2023 at 5:00 PM

#### **Location**

1400 Camp Street, Room 201

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#### **Committee Members Present**

V. Cuiellette

#### **Committee Members Absent**

*None*

#### **Guests Present**

M. Tennyson, Mike Dunn, S. Chapman

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### **I. Opening Items**

#### **A. 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 Dec 6, 2023 at 5:00 PM.

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

### **II. Finance**

#### **A. Interim Financial Statement**

**Summary of Revenue & Expenses for the four months ended 10/31/23 by Mike Dunn.**

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

One charge per Susan.

#### **C.**

### **Financial Audit Update**

No change in status per Mike Dunn.

### **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 5:22 PM.

Respectfully Submitted,  
V. Cuiellette

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

*None*



# Coversheet

## Lactation Accommodation Policy

**Section:** III. Policy Updates  
**Item:** A. Lactation Accommodation Policy  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** ISL Lactation Accommodation Policy.pdf



*From the*  
*Human Resources Office at*  
INTERNATIONAL SCHOOL OF LOUISIANA

## **International School of Louisiana Lactation Accommodation Policy**

### **POLICY:**

International School of Louisiana (ISL) recognizes that breast milk is the optimal food for growth and development of infants. It is the policy of International School of Louisiana (ISL) to provide a room or other private location for employees who wish to express breast milk. Lactation accommodations will be provided to employees for one year after the child's birth each time the employee needs to express milk in accordance with the Fair Labor Standards ACT (FLSA). In addition, and in accordance with the FLSA, ISL will provide a reasonable amount of break time to accommodate employees desiring to express breast milk.

### **Policy Goals:**

- To establish guidelines to promote a work environment that supports breastfeeding by accommodating employees to express breast milk at the International School of Louisiana
1. Breaks
    - a. A reasonable amount of break time must be provided to employees who want to express breast milk.
    - b. If possible, the break time should coincide with the employee's paid break time. If not, the break time may not be paid if it exceeds the break time allowed under ISL's time and attendance policies.
  2. Space
    - a. ISL will ensure employees have a room or other appropriate location in which to express milk. This space must not be a bathroom and should be private and in close proximity to the employee's work area.
    - b. Ideally, the space will have a door that locks. If this is not possible, a room can be made private by placing a message on the door that the room is in use, drawing blinds or curtains, covering windows without curtains, or setting up a portable partition. The space should be clean and comfortable, equipped with an electrical outlet, and contain



*From the*  
*Human Resources Office at*  
INTERNATIONAL SCHOOL OF LOUISIANA

comfortable seating and a table or other flat surface to hold a breast pump. It should also be located near a sink with running water for hand washing and cleaning of equipment.

- c. For non-traditional worksites, the department and supervisor will work with the employee to create a mutually acceptable solution. This may include a flexible schedule to allow the employee to return home for such activity, a temporary transfer to another facility, or other resolution.
3. Storage
    - a. A hygienic and secure location will be available for employees to store expressed milk.
  4. Notification/Education
    - a. A copy of this policy will be disseminated to every current employee and included in new hire orientation materials.
  5. Atmosphere of Acceptance
    - a. Breastfeeding should not constitute a source of discrimination in employment or in access to employment. It is prohibited under this policy to harass a breastfeeding employee or exercise any conduct that creates an intimidating, hostile environment. Any incident of harassment of a breastfeeding employee will be addressed in accordance with ISL's policies and procedures for discrimination and harassment.