

# International School of Louisiana Board of Trustees

## Minutes

### 2021 Annual Retreat

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#### **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.

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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**

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

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### **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