

**Public Session April 13, 2016 Board Meeting**  
**St. Louis Language Immersion Schools**  
**4011 Papin Street, St. Louis, MO 63110**  
**Time: 6:00 p.m.**

The meeting is called to order at 6:09 p.m. Roll is called. Tim Cline, Aliah Holman, Kevin Conrey and Ed O'Neal are present.

Adoption of Agenda

Kevin Conrey moves to adopt the April 13, 2016 agenda. Ed O'Neal seconds the motion. The motion is approved by voice vote with all voting in favor.

Adoption of March 16, 2016 Minutes

Kevin Conrey moves to adopt the March 16, 2016 meeting minutes. Tim Cline moves to change the references from Dr. Brooks to Mr. Brooks. Ed O'Neal seconds the motion as amended. The motion is approved by voice vote with all voting in favor.

Public Comment

TSS teacher asks students to read their letters in support of a playground. Second and third grade students read the letters to the Board. Aliah Holman lets the commenters know that their voices are heard, their arguments are sound and the Board would like to try to find a way to improve the facilities while continuing to keep budgetary constraints in mind.

Parent speaks about the changes to aftercare programs and how it affects families. Believes families would prefer onsite aftercare rather than offsite aftercare. Would like families to have a roundtable discussion on the matter—affects enrollment, re-enrollment and dis-enrollment. Believes having onsite aftercare would build the SLLIS community. A former TCS parent, who dis-enrolled, speaks and indicates that the aftercare program caused the dis-enrollment. Another parent adds that there continues to be problems with transportation between Marine and the aftercare program.

Aliah Holman notes that the items brought up in public comment align with SLLIS's mission and vision. SLLIS will pursue all of the items to the extent fiscally possible.

Treasurer's Report

Ed O'Neal notes that Paul Greenwood is here to summarize the financial report.

Paul Greenwood reports on the financials. Summarizes YTD expenses budget versus actual. Paul notes that his firm has been working much more closely with the SLLIS operations staff, which has been productive. Notes that the enrollment projection has been accurate, which has helped the financials be around budget. Revenue projections are right on track as of the third quarter. Expenditures have historically been a challenge, including specifically food service, transportation and special education. Great news—expenditures are only 1% above budget. Even better news—the payable balance is at its lowest in a long time and the school may hit

2016-2017 with a low or no payables balance. Big picture is good news. Notes that hitting enrollment targets is the most important thing for the school's continued financial health. The school should ideally be in a position where plant operations are 15% of budget—we are currently at 19.4% with debt service and 16.7% without debt service. Next year's budget will be clear of a lot of one-time costs attributable to 2015/2016, which should create more flexibility next year.

Ed O'Neal notes three big contributors to the good news: (1) much better analysis, allowing us to make more reasonable projections; (2) much better controls, processes and procedures in place; and (3) a culture of increased operational efficiency.

Aliah Holman notes that the goal of the Affton Plan was to create an operation where we grow fund balances. In the interim, we've had major financial challenges. However, SLLIS is once again on the path towards growing fund balances to be able to invest in the school.

#### March, 2016 Check Register

Kevin Conrey requests more information in the check register relating to the purpose of payments—asks if this is possible. Paul responds that this was discussed at the finance committee meeting. Paul explains how the check register is currently organized and says that he is looking at ways to make it more descriptive.

Tim Cline moves to approve the March, 2016 check register. Aliah Holman seconds the motion and it passes unanimously on voice vote.

#### Operations Report

COO Carlton Brooks presents on operations. Provides an enrollment update. School is continuously tracking enrollment. As of 4/8/16, TFS is at 74.29% of target; TSS is at 89.84% of target; TCS is at 78.70% of target; and TIS is at 56.03% of target; overall at 79.88% of target. The minimum budget amount is 867 (versus the "target" of 1034), and we are at about 95% of that goal.

Tim Cline asks whether the targeted numbers represent beginning of year targets or end of year target—Carlton responds that they are beginning of year targets.

Kevin Conrey asks whether the kindergarten number can be expected to increase substantially. Carlton responds that there are continuing recruiting efforts and the number can be expected to grow. Dr. Williams responds that kindergarten got a bump in enrollment in June of 2015—shouldn't necessarily expect that again this year, but it is possible.

Aliah Holman asks when we will examine how to structure class sizes (i.e. small classes or classes on the larger side). Dr. Williams notes that we are getting close. Dr. Williams is aiming to send letters of intent to the staff by the end of the month.

Carlton introduces new Director of Facilities, Beth Mertz. Carlton notes that we have also hired a new receptionist at Marine, Terika Smith Green. Provides updates on facilities, including janitorial status and severance of pipe in the Marine building.

TFS parent provides update on the IKEA beautification project at the Marine campus. Stage 1 will take place on April 22. Ameren is providing volunteers and financial backing to assist with the project. Other individual and business donations (Liberty Hardware, Sherwin Williams, Design Deli and more).

Carlton notes that the Board will soon be presented with a 2016/2017 budget. A donate button has been prominently added to the website. Effort is underway to ensure all staff have badges/credentials. Provides update on MAP testing delay.

Aliah Holman notes that there have been ongoing discussions about solving transportation and before and after care issues.

#### President's Report

Interim President Dr. Jack Williams gives the President's report. Dr. Williams remarks at how impressed he has been with the staff and the parents—how it has been a great organization to work for. Dr. Williams discusses the parent climate survey—he has sent the current report to the Board. The analysis is ongoing and Dr. Williams presents preliminary results. Results will be synthesized for the Board ahead of the next meeting.

Dr. Williams notes that the increased tax levy for public schools passed. Charter schools will see benefits in 2018/2019.

Dr. Williams discusses the salary study, which allowed the staff to put together a salary schedule for the Board's consideration. Dr. Williams notes that the staff contributed to the salary study and the conversations with the staff have been positive. A Copy of the salary study is attached to the minutes as Exhibit A.)

#### Academic Calendar

Dr. Williams presents the academic calendar. The calendar is generally compatible with SLPS's calendar. The school will be on trimesters, which is different than in the past. Kevin Conrey asks if exceeding the minimum number of required days affecting funding/budget. Dr. Williams says short answer is no. Ed O'Neal asks about the benefits of going to a trimester system rather than a semester system. Dr. Williams explains various benefits from an academic and evaluation perspective. Aliah Holman asks what we should do if SLPS revises their schedule later in the year—should we adjust to meet their revised schedule? Dr. Williams suggests sticking with the calendar as currently drafted, as it has been well thought out and constructed. Ed O'Neal asks about parent feedback/input. Dr. Williams notes that feedback was sought from the parents. One parent expressed concern about 3 Fridays being no school days in November, 2016. No parents expressed concern about switching to a trimester system.

Ed O'Neal moves to approve the calendar. Aliah Holman seconds the motion. The motion passes unanimously on voice vote.

#### Salary Schedule

The salary schedule was developed based on the salary study. If adopted, the teacher salary cost will increase 2.2% over this year. Salary schedules also, as a matter of course, will lead to increasing salary outlays each year. Dr. Williams cautions, however, that charter schools have limited ways of increasing revenues each year. Dr. Williams wholeheartedly recommends the schedule, but needed to highlight the potential challenges. The salary schedule maintains the salaries of teachers who would otherwise get a pay cut—once the salary schedule catches up to them, their compensation will increase. If a teacher is significantly below where they would otherwise be, the step up to meet the schedule maxes out at \$2,000 a year until they become level with the schedule. (A copy of the salary schedule is attached to the minutes as Exhibit B.)

Ed O'Neal confirms with the Board that it feels ready to adopt the salary schedule, in light of the fact that the draft budget has not been circulated yet. Dr. Williams notes that Paul is working with the salary schedule salaries in crafting the budget. Kevin Conrey asks if adopting this salary schedule will have a negative effect on next year's budget. Dr. Williams believes it will not have a negative impact, so long as the school continues being prudent and disciplined in estimating and paying its expenses.

Kevin Conrey moves to approve the calendar. Tim Cline seconds the motion. The motion passes unanimously on voice vote.

#### President Search Update

Ed O'Neal provides update. The search committee has been meeting weekly. The search firm has begun work. An update regarding the timeline was put on the website recently. Focus groups with parents and staff are ongoing. Advertising has begun. The search committee is cognizant that this is an extremely important time for the school—so the choice of president has to be very purposeful.

Parent asks whether current leadership retention has been worked out. Dr. Williams has been asked to stay on until new president is chosen—Dr. Williams has agreed.

#### SLLIS Council Board Report

Parent provides update. Parents are encouraged that there is parent representation on the search committee. Parents are very committed and willing to assist with committees and help fill Board blind spots. Aliah notes that the current committees are governance; finance, facilities and audit; and academic excellence.

#### Motion to Move to Executive Session

Aliah Holman notes that there will be closed session to discuss personnel, legal, real estate matters. Ed O'Neal moves to adjourn to executive session. Tim Cline seconds the motion. The

motion passes on a roll call vote with Tim Cline, Aliah Holman, Kevin Conrey and Ed O'Neal voting in favor. Board exits public session at 8:16 p.m.

Re-Enter Public Session

The Board returned to public session at 8:55 p.m. after taking a roll call vote. Aliah Holman, Kevin Conrey and Ed O'Neal are present.

A motion was made to adjourn the meeting. The motion was seconded and passed on a roll call vote in which Aliah Holman, Kevin Conrey and Ed O'Neal voted in favor. The meeting adjourned at 8:57 p.m.

**Executive Session April 13, 2016 Board Meeting**  
**St. Louis Language Immersion Schools**  
**4011 Papin Street, St. Louis, MO 63110**  
**Time: 6:00 p.m.**

Aliah Holman calls executive session to order at 8:21 p.m. Board members Ed O'Neal, Kevin Conrey, Tim Cline and Aliah Holman are present. Dr. Williams and Carlton Brooks are present.

The executive session is being held to discuss legal issues and personnel/compensation issues.

Landscaping company is suing for \$22,300. The company alleges we have outstanding bills owing from 2015. SLLIS has been in contact with attorneys.

Four Seasons is claiming funds are due for cancellation of charity event. They allege that SLLIS failed to notify in time of the cancellation.

We are able to have a renewal of our benefits package at a 0% increase.

Dr. Williams recommends that the teachers' salary be for the school year. Summer school would be for kids on an as needed basis and staff would be hired to meet those levels.

Tim Cline exits the meeting at 8:35 p.m.

A motion was made to exit executive session and return to public session at [REDACTED] p.m. The motion was seconded and passed on a roll call vote with Aliah Holman, Ed O'Neal and Kevin Conrey voting in favor. Board exits executive session at [REDACTED] p.m.