

**Public Session February 10, 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 and Ed O'Neal are present.

Adoption of Agenda

Tim Cline moves to adopt the agenda for the February meeting, with the exception that there will be no academic excellence report. Ed O'Neal seconds the motion. The motion is unanimously approved by voice vote.

Next month's meeting will be on March 16, 2016.

Adoption of December 9, 2015 Minutes

Ed O'Neal moves to adopt the December 9, 2015 meeting minutes. Tim Cline seconds the motion. The motion is unanimously approved by voice vote.

Public Comment

TCS parent comments on the lack of discipline in her daughter's classroom. TCS parent comments on lack of school nurse and would like to see a school nurse, even if shared among the campuses. Lack of nurse takes away parent and teacher time and attention.

Representative of TCS SAC would like more communication between the Board and the TCS SAC. TCS SAC feels stranded and desires more Board interaction. TCS SAC requests that the Board communicate its vision and status in regular communications to the families. TCS SAC would like to see communication from the Board relating to enrollment and re-enrollment. TCS SAC would like to see more communication from the Board on financial decisions, so that TCS SAC could help accommodate financial decisions to be made next year. TCS SAC would like a status report on the makeup of the Board itself. TCS SAC would like direct communications from the consultants and what has been accomplished by the consultants. TCS SAC would like the school to track exit enrollment data, so that the school can track why families leave. TCS SAC would like a dedicated development person. Outline of requests is presented to the Board and is attached as Exhibit A to these minutes.

Election of Treasurer

Ed Monser and Erica Garry have resigned from the Board for professional reasons. Erica laid a foundation for the next several years' budgets. The Board is focusing on recruitment of members with strong budgetary and financial backgrounds. Aliah Holman notes that the Board is focusing on Board composition.

Tim Cline moves that Ed O'Neal be appointed treasurer. Aliah Holman seconds the motion. The motion passes unanimously on voice vote.

Treasurer's Report

Rich Carver presents on the financials. Revenue is slightly below budget but as a result of the timing of federal title draw. Marine operating costs continue to be above budget. There are heating issues at both buildings that are being managed. The current year end projection is a deficit of \$110,000, which is probably on the conservative side (i.e. deficit should not exceed \$110,000). Enrollment is currently 817. The payables balance is currently the lowest it's been in a long time.

Ed O'Neal comments that the transportation and food service costs are under control to the extent they are today due to the hard work of BAFC consultants and SLLIS staff. Ed O'Neal notes that expenditures are on budget, which is especially encouraging. Rich Carver notes that SLLIS lost \$200,000 last year on food services—it is currently running a slight surplus due largely to the efforts of consultant Kim Bryant. Ed O'Neal notes there is also very little expense with respect to after care. Aliah Holman notes that financial and operational discipline and controls are at their highest, though much work remains, and the goal of budgetary surpluses is as close as ever.

Rich Carver describes ongoing operational issues, including HVAC and roof issues. DESE completed an onsite food services audit, which went very well. The Pine security deposit has been requested. We will bid out health insurance for next year.

December, 2015 and January, 2016 Check Registers

Ed O'Neal moves to approve the December, 2015 and January, 2016 check registers. Tim Cline seconds the motion and it passes unanimously on voice vote.

Approval of 2015-2016 Budget Amendment

Dr. Williams notes that the budget amendment was worked on extensively to meet current conditions. Ed O'Neal moves to approve the budget amendment. Tim Cline seconds the motion and it passes unanimously on voice vote.

Adoption of Wellness Policy

Adoption of wellness policy is required by state law. It speaks to general wellness, including food consumption and physical activity. Aliah Holman moves to approve the wellness policy. Tim Cline seconds the motion and it passes unanimously on voice vote.

President's Report

Interim President Dr. Jack Williams gives the President's report.

Dr. Williams notes that the administrative team conducted a survey of fifth grade parents regarding grade configuration. There were 18 respondents, which was about a 21% response level (i.e. fairly limited response). There was a subsequent meeting with parents regarding the survey and its results. More than half of the parents responding to the survey said they did not intend to send their children to TIS, while a little less than half said yes or maybe. Dr. Williams

notes that re-enrollment data is coming in currently and we will have specific figures later this month. Survey asked about whether K-5 + TIS, K-5, K-6, K-8 or full elementary and high school would be preferable. Survey also asked parents to rate/score SLLIS in areas such as communications, curriculum, facilities, operations, teachers, etc. SLLIS will seek more feedback from parents, possibly on a broader scale, to get more data than these limited preliminary results. Focus group meetings with 4th and 5th grade parents followed. 12 parents participated. Families want decisions regarding grade configuration sooner rather than later (i.e. by the fall of each year). Dr. Williams suggests retaining TIS for 2016-17, hiring a TIS leader, continuing to refine IB and immersion curriculum and explore opportunities to strengthen the middle school program and pathways to the IB diploma.

Dr. Williams notes that budget planning for 2016-17 should begin promptly. Dr. Williams presents enrollment targets, which will soon be converted into enrollment projections, which is the basis of the budget. SLLIS staff will very closely monitor enrollment. Dr. Williams presents a budget timeline to develop 2016-17 budget. Dr. Williams notes that staffing is tied to enrollment, so staff positions and salary levels cannot be firmed up until the enrollment picture is clear.

Aliah Holman asks whether the staff has an understanding of letter of intent timing. Dr. Williams has been meeting with teacher representatives to discuss school calendar, salary schedules, letters of intent (especially timing) and other issues. Dr. Williams stressed that staffing is dictated by enrollment. Dr. Williams hopes that the 2016-17 calendar draft can be discussed at the next teacher and Board meeting. Dr. Williams also will engage the teachers regarding a salary/compensation schedule. Aliah Holman notes that the salary schedule is a Board priority as well and intends to put the resources in place to ensure the salary schedule is completed.

Aliah Holman asks whether exit enrollment data can be tracked again, as it has been in the past. Aliah Holman asks what it would take to start it back up. Dr. Williams said he will determine what SLLIS did in the past and follow up to see whether it can be re-implemented.

Aliah Holman asks that the President send an email with a high level recap of the Board meetings to the SLLIS community within a reasonable time after each meeting.

President Search Update

Ed O'Neal gives an update. The search committee had its first meeting and outlined a process and timeline for the search and defining the role of president. The committee decided to send a survey to the SLLIS community (staff and parents) to solicit feedback regarding some characteristics that are important for the permanent president to have. The search firm that is eventually selected may want to do a deeper dive with the SLLIS community. The committee is narrowing the search for a search firm and hopes to engage in the near term.

SLLIS Council Board Report

Parent representative notes that meetings are underway. Discussion topics include supporting enrollment, development and communications. The next meeting is later this month. Ed O'Neal

inquires whether Board meeting attendees understand the role of the SLLIS Council—no questions are asked by the attendees.

Motion to Move to Executive Session

Aliah Holman notes that there will be closed session to discuss personnel matters. Tim Cline moves to adjourn to executive session. Ed O’Neal seconds the motion. The motion passes on a roll call vote with Tim Cline, Aliah Holman and Ed O’Neal voting in favor. Board exits public session at 7:25 p.m.

Re-Enter Public Session

The Board returned to public session at 8:11 p.m. after taking a roll call vote. Tim Cline, Aliah Holman and Ed O’Neal are present.

Ed O’Neal moves to adjourn the meeting. The motion is seconded by Tim Cline and passes on a roll call vote in which all Board members present voted in favor. The meeting adjourned at 8:12 p.m.

Executive Session February 10, 2016 Board Meeting
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Time: 6:00 p.m.

Aliah Holman calls executive session to order at 7:32 p.m. Board members Ed O'Neal, Tim Cline and Aliah Holman are present. Dr. Williams and Rich Carver are present.

The executive session is being held to discuss personnel issues. Dr. Williams notes that we interviewed many COO candidates. We offered the job to Carlton Brooks at \$90,000, which is the current budget line item for COO. Mr. Brooks notes that he would like to see his salary at somewhere between \$100,000 and \$113,000. Dr. Williams notes that Carlton Brooks was CFO for several school districts. He has worked with Maplewood and Riverview Gardens. Dr. Williams stressed Mr. Brooks' strong financial background and could possibly bring accounting in house. Dr. Williams notes that Mr. Brooks is a positive person and would likely be a bridge builder. Rich Carver believes Mr. Brooks would be a good fit and echoed Dr. Williams sentiments.

Board gives approval to Dr. Williams to negotiate salary with a cap at \$100,000.

Dr. Williams discusses how Marjorie Barbe's employment was commenced, including whether Conrad Wildsmith or former COO Sarah Kirschner authorized her to volunteer in the classroom at the beginning of the year. Barbe indicated that Sarah Kirschner authorized Barbe to be in the classroom at the beginning of the year. Sarah Kirschner says that she did not authorize payment for the period of time Barbe volunteered at the beginning of the year. Our employment attorney believes we should pay Barbe for the volunteer time at the beginning of the year. Dr. Williams is continuing to investigate.

Ed O'Neal moves to exit executive session and return to public session at 8:10 p.m. Tim Cline seconds the motion. Roll call everyone yes.

Return at 8:11 to public. TC Move to adjourn at 8:12 EO second roll call. Unanimous.