

**MISSION: To position all children for success in local and global economies through holistic, intellectually inspiring language immersion programs.**

## NOTICE

**The Regular Meeting of the Board of Directors of the Saint Louis Language Immersion School will be held on Wednesday, November 11, 2015 at 6:00 p.m. at 4011 Papin Street, Saint Louis, Missouri**

### Preliminary Agenda

1. Call to Order. (Governance)
2. Roll Call. (Governance)
3. Adoption of Agenda. Action. (Governance).
4. Approval of October 14, 2015 Minutes. Action. (Governance)
5. Introduction of Dr. Jack Williams. Report. (Governance)
6. Public Comments. Report. (Community Services)
7. Treasurer's Report. Action. (Finance)
8. Approval of October 2015 Check Register. Action. (Finance)
9. Administrative Services Update. Report. (Administrative Services)
10. Academic Excellence Report. Report. (Achievement)
11. Community Engagement & SAC/SLLIS Council to the Board Report. (Governance)
12. Motion to enter Closed Session. (If Needed)
  - 16a. Legal. 610.021.1 RSMo.
  - 16b. Personnel. 610.021.3 RSMo.
  - 16c. Student Personnel. 610.021.6 RSMo.
  - 16d. Purchase, lease or sale of real estate. 610.021.2 RSMo.
  - 16e. Motion to adjourn the Closed Session and return to Open Session.
17. Motion to Adjourn. Action. (Governance)

**Public Session Minutes of the October 14, 2015 Board Meeting**  
**St. Louis Language Immersion Schools**  
**4011 Papin Street, St. Louis, MO 63110**  
**Time – 6:00 p.m.**

The meeting was called to order at 6:10 p.m. and roll taken. Present were: Holman, Garry, O'Neal and Conrey. Absent were: Cline and Monser.

Invited Guests for this meeting were: Vince Schoemehl, Allison Collinger, Rich Carver and Doug Greenwood.

Holman announces the resignation of David Luckes from the Board. Upon motion by Holman, seconded by O'Neal, the Board unanimously thanked Mr. Luckes for his contributions to SLLIS and accepted his resignation from the Board.

Upon motion by Conrey, seconded by O'Neal, the Board unanimously elected Holman Chairperson of the SLLIS Board.

The minutes of the September 9, 2015 Board meeting were presented. Upon motion by O'Neal, seconded by Garry, the minutes were unanimously approved.

Public Comment

TCS parent noted that telephone responses are inconsistent. Also, requested a prioritized list of actions to be taken to improve the appearance of the Marine campus and building. A parent event is scheduled for October 18 to clean up the exterior and around the Marine grounds.

TCS parent discussed aftercare at Boys and Girls Club, noting that once the bus to aftercare did not come to the SLLIS campus.

TCS parent read a lengthy statement of concerns regarding lack of followup from TCS HOS and with communication generally at TCS.

TCS parent echoed concerns about state of Marine campus

TFS parent presented to the Board a document advocating for the role and use of a "Super SAC" to coordinate communication and parent engagement.

TCS parent expressed concern that there was not a school nurse present at TCS

TCS parent presented Board with pictures of security concerns at Marine campus, specifically around access to school building and playground.

TCS parent expressed concern about IT support on Marine campus.

Holman discussed the 2015 Sponsor report. It has been given to each Board member. The findings of the report have influenced our criteria for both the interim and permanent SLLIS presidents.

#### Executive Session

On motion by O'Neal, seconded by Garry, the Board unanimously voted to enter Executive Session.

At 9:10, the Board exited Executive Session.

#### Adjournment

At 9:10, there being no further business for the Board, on motion of Garry, seconded by O'Neal, the Board unanimously voted to adjourn the Public Session.



<b>St. Louis Language Immersion Schools - 2015-16 Budget</b>		
<b>Draft Budget Revision</b>		
<b>FY16 BUDGET</b>		
	<b>FY 16</b>	<b>FY 16</b>
	<b>Budget</b>	<b>Amendment</b>
<b>Year-End Enrollment</b>	<b>875</b>	<b>800</b>
<b>Revenues</b>		
5100 Local	1,594,813	1,075,269
5300 State	7,367,963	7,169,659
5400 Federal	875,823	1,421,747
<b>5899 GRAND TOTAL REVENUES</b>	<b>9,838,600</b>	<b>9,666,675</b>
<b>Expenditures</b>		
1111 Classroom-TSS	1,552,623	1,405,540
1111 Classroom-TFS	920,474	940,888
1111 Classroom-TCS	690,631	623,687
1111 Classroom-TIS	212,851	219,025
1251 Supplemental Instruction	365,477	237,108
1221 Special Programs	689,807	671,830
<b>1999 TOTAL INSTRUCTION</b>	<b>4,431,864</b>	<b>4,098,079</b>
2114 Support Services-Pupils	299,771	279,271
2119 Enrollment	78,757	78,757
2213 Professional Development	163,109	370,465
2321 Support Services-General Administration	402,005	887,452
2411 Head of Schools	342,984	421,150
2511 Support Services-Business	365,210	353,624
2541 Operation of Plant Services-PINE	227,800	215,000
2541 Operation of Plant Services-PAPIN	688,429	708,598
2541 Operation of Plant Services-MARINE	577,646	645,346
2551 Pupil Transportation	717,015	763,423
2562 Food Services	372,147	453,647
2642 Recruitment & Placement Services	3,349	3,349
2661 Technology Services	108,782	108,782
<b>2998 TOTAL SUPPORT SERVICES</b>	<b>4,347,003</b>	<b>5,288,863</b>
3305 Community Development	185,958	47,029
3812 Mosaic	203,133	13,208
3912 Parent Involvement		24,506
<b>3999 TOTAL COMMUNITY SERVICES</b>	<b>389,091</b>	<b>84,743</b>
4050 Building Improvement	338,309	273,309
<b>9999 GRAND TOTAL EXPENDITURES</b>	<b>9,506,267</b>	<b>9,744,994</b>
<b>REVENUE less EXPENSES - SURPLUS/(DEFICIT)</b>	<b>332,333</b>	<b>(78,319)</b>
<b>BEGINNING CASH JULY 1</b>	<b>405,471</b>	<b>417,498</b>
<b>LESS FY 15 PAYABLES PROJECTION</b>	<b>350,000</b>	<b>-</b>
<b>ENDING CASH JUNE 30</b>	<b>387,804</b>	<b>339,179</b>

St. Louis Language Immersion Schools

Your Passport To Learning



# **MONTHLY FINANCIAL PRESENTATION**

November 2015

# Contents

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- FY16 Snapshot
- Budget Updates
- Budget Amendment Assumptions
- Risk



# October Snapshot

## Revenue

- SLLIS booked 782K in October, its highest month ytd
- Local revenue at 107K, highest ytd, due to refunds from fy 15
- State basic formula down due to ada re-projection
- Federal revenue increased with sped and title draws hitting books for first time in fy 16
- Against budget, total revenue has 90K variance

## Expenditures

- SLLIS expended 935K in October
- New food service and transportation invoices not able to be paid due to cash flow
- Pine and other settlements 2/3 paid off
- Title 1 repayment fully repaid

## Big Picture

- Current operating deficit is 340K
- Current projected deficit is 339K, indicating school should run at balance for remainder of fy 16
- Food Service and Transportation are being contained
- Move and mold abatement impacting facilities budget

# Budget Updates

- ❑ Move budget finalized at 65K
- ❑ Transportation projection reduced 76K to account for current routes
- ❑ CSP expenses finalized, adding 68K of new expenditures
- ❑ SPED benefits projection reduced by 17K based on actuals



# Budget Amendment Assumptions

## □ Revenue:

-519K decrease in local revenue due to donations, special events, afterschool fees, and food sales to pupils reduction

-299K decrease in state revenue due to enrollment variance, offset by transportation revenue increase

-495K increase due to title carryover, csp, and food service

## □ Expenditures:

-Salaries/Benefits: 339K reduction based on current staffing levels and benefits enrollment

-Purchased Services: 671K increase, due to DESE repayment, President replacement costs, title 1 expenditures, and facilities

-Supplies: 6K increase based on ytd experience

# Risk

- ❑ Enrollment reported at 840, down 10 from last month, and down 20 from projection on which revenue was calculated. That leaves room for 40 more students to leave school before calculation is impacted
- ❑ Donations at 12% of projection ytd
- ❑ Title allocation not yet fully leveraged, and one teacher in revised budget has since been deemed ineligible

St. Louis Language Immersion Schools  
As of 10/31/2015

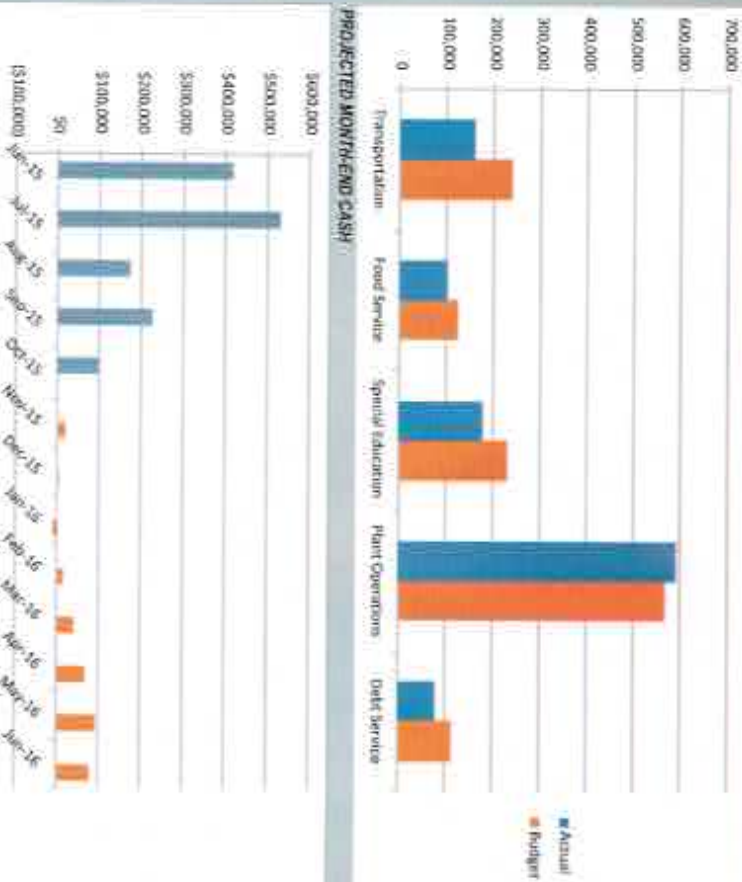
STATEMENT OF ACTIVITIES

	YTD		FY16		VARIANCE
	ACTUAL	BUDGET	FORECAST	BUDGET	
<b>REVENUE</b>					
5100 - Local Revenue	378,227	442,146	1,075,269	1,594,812	(519,543)
5300 - State Revenue	2,408,526	2,455,988	7,089,414	7,967,694	(298,550)
5400 - Federal Revenue	196,889	175,155	1,371,747	875,824	495,923
<b>TOTAL REVENUE</b>	<b>2,984,642</b>	<b>3,073,298</b>	<b>9,516,430</b>	<b>9,838,600</b>	<b>(322,170)</b>
<b>EXPENSES</b>					
6100 - Salaries	1,567,536	1,425,234	4,055,480	4,275,703	(220,223)
6200 - Benefits	177,930	460,544	1,272,921	1,381,631	(108,710)
6300 - Purchased Services	1,363,876	1,080,022	3,613,899	2,942,147	671,552
6400 - Supplies & Materials	112,475	181,317	550,656	543,950	6,706
6500 - Equipment	-	8,142	24,427	24,427	-
6600 - Debt Service and Other	84,737	112,770	336,309	338,309	-
<b>TOTAL EXPENSE</b>	<b>3,326,554</b>	<b>3,306,029</b>	<b>9,855,493</b>	<b>9,506,168</b>	<b>349,325</b>
<b>NET CHANGE IN ASSETS</b>	<b>(341,912)</b>	<b>(194,731)</b>	<b>(339,063)</b>	<b>332,432</b>	<b>(671,495)</b>
June 30, 2015 Cash Balance:	\$417,498				
October 31, 2015 Cash Balance:	\$99,071				
June 30, 2016 Cash Forecast:	\$78,435				

GRANTS RECEIVABLE

	Award Amount	Total Received	Outstanding	Remainder to Bill
Midfield	19,264	2,273		16,991
Food Service	255,333	76,229	33,333	145,771
TITLE I	720,000	85,358		634,642
Title III	130,000			130,000
SPED Part B	108,536	26,778	7,257	74,501
TIS CSP	125,000	6,250		118,750
<b>TOTAL</b>	<b>1,358,133</b>	<b>196,888</b>	<b>40,590</b>	<b>1,120,655</b>
%		14%	3%	83%

YTD EXPENSES - ACTUAL vs BUDGET BREAKOUT FOR PRIMARY ITEMS



PRIMARY REVENUE DRIVERS

	FORECAST	BUDGETED	VARIANCE
Enrollment	840	950	(110.00)
Regular Term ADA	670.00	729.00	(59.00)
Summer ADA	28.83	94.78	4.05
FRL	57.37	44.59	12.78
LEP	24.17	20.43	(2.28)
Total Voucher	780.37	824.80	(44.43)
Per Voucher Payment	8,215	8,000	215.00
Regular Term OT ADA	82	94	(12.00)
Summer Term OT ADA	3.87	4	(0.13)
Per Voucher Payment	7,200	7,000	200.00
State Revenue Projection	8,890,122	7,243,259	(347,137)



## OPERATIONS OVERVIEW – As of October 12, 2015

### FACILITIES

- A meeting with the landlord has been scheduled for next Tuesday, Nov. 17<sup>th</sup> to discuss outstanding and present issues with both buildings.

### TRANSPORTATION

- Complaints have decreased significantly. We have gone from addressing 4-6 complaints a day to addressing maybe 4-6 a week. Shout out to our receptionists for all their hard work!

### FOOD SERVICE

- Balance letters are sent home every Monday. Due to better tracking and creating a better system, we have been able to catch errors earlier and make immediate corrections.
- We have put in place new procedures to notify parents of meal changes.
- All adults except for interns are paying for meals!

### FINANCES

- Deposits are made on a weekly basis. Currently the receptionist are using a tracker to input all payment information. All information entered on the tracker has been matching up to the actual deposit. Shout out to the receptionists!

### SECURITY

- **Current Technology missing at Marine**
  - Late August – 6 iMacs (before exterior cameras were hung)
  - Oct. 23 – 10 tablets (3 iPads & 7 Androids)
  - Early Nov. – 9 tablets (Androids)
- Mid-October we installed 5 exterior cameras at Marine. We will install 3 exterior cameras at Papin (TBD).
- Internally at Marine we will install cameras (6) after security assessment is performed. At Papin we will install 3 interior cameras (TBD).
- The rekeying of the basement and 3<sup>rd</sup> floor will be done within the next week, per Krause Key.
- We will be rekeying the basement and 3<sup>rd</sup> floor so that the entire building is on the same master key. Right now, the 1<sup>st</sup> and 2<sup>nd</sup> floor have a separate master key than the basement and 3<sup>rd</sup> floor. The basement and 3<sup>rd</sup> floor were keyed prior to the end of the school year and prior leadership decided not to have the 3<sup>rd</sup> floor and basement rekeyed due to financial constraints.
  - **Total of 18 rooms (basement = 3, 3<sup>rd</sup> floor = 15) at \$24.50 per cylinder = \$441.00**
  - **2 keys per room (36 keys) at \$2.00 per key = \$72.00 (could possibly be less)**
  - **No man hour charge**
  - **Service charge is a flat fee of \$39.00**
  - **Total to rekey basement and 3<sup>rd</sup> floor = \$552.00**
- Accurate Security will come out and provide an interior security assessment of Marine at no cost. Will schedule within the next week.
- ABF will be reconnecting service on the current alarm system within the next few days. They have been backed up on previous orders per ABF.
- Currently researching pricing for staff id's, key fobs and proximity cards. Further information will be available within the next 2 to 2.5 weeks



## SIDE NOTES

- Rough draft of an operations manual.
- Holiday cleaning for SLLIS facilities.
- Last week of November another 30 day priority list will be created and shared with leadership.
- Weekly operations meeting every Wednesday with the entire operations team.