



Voices for International Business and Education

Board Meeting

Date and Time

Wednesday October 18, 2017 at 6:00 PM CDT

Location

727 Carondelet Street, New Orleans, LA

Voices for International Business and Education http://public.boardontrack.com/VIBE_1

Agenda

I. Opening Items

Opening Items

- A. Record Attendance and Guests
- B. Call the Meeting to Order
- C. Mission/Vision

Mission: To educate and nurture a diverse learning community through the International Baccalaureate Programme, World Languages, and Intercultural Appreciation to succeed in a global economy.

Vision: International High School of New Orleans' students are compassionate, productive global citizens who positively impact the world.

D. Approve Minutes

Approve minutes for Board Meeting on September 20, 2017

II. Chair and HoS Reports

A. Chair Report

B. HoS Report

III. Committee Reports

A. Academic Committee

B. Development . Committee

C. Facilities Committee

Recommendation to approve funds for information needed to pursue lease options with OPSD
Other

D. Finance Committee

Recommendation to approve September Financials
Other

E. Governance Committee

Recommendation to appoint Dr. Donaldo Batiste to the VIBE Board
Recommendation to approve revised IHSNO Board Member Agreement policy.
Other

IV. Closing Items

A. Adjourn Meeting

Coversheet

Approve Minutes

Section: I. Opening Items
Item: D. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Board Meeting on September 20, 2017

APPROVED



Voices for International Business and Education

Minutes

Board Meeting

Date and Time

Wednesday September 20, 2017 at 6:00 PM

Location

727 Carondelet Street, New Orleans, LA

Voices for International Business and Education http://public.boardontrack.com/VIBE_1

Directors Present

A. Kock, A. Tufail, C. Allen, J. Carter, M. Roney, R. Keller, S. Thomas

Directors Absent

B. Schilling, S. Retzlaff, T. Ceballos-Meyers

Ex Officio Members Present

L. Lopez, S. Wilson

Non Voting Members Present

L. Lopez, S. Wilson

Guests Present

A. Berger, D. Deno, N. Reyes-Arias, R. McGee, T. McGregor

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

C. Allen called a meeting of the board of directors of Voices for International Business and Education to order on Wednesday Sep 20, 2017 at 6:03 PM.

C. Mission/Vision

D. Approve Minutes

If anyone has problems reading minutes, they are to contact Lynette Lopez

A. Tufail made a motion to approve minutes Board Meeting on 08-16-17.

S. Thomas seconded the motion.

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

II. Chair Report

A. Chair Report

- We didn't have a student for this meeting as Z. Johnson, a senior had to babysit for her sibling and couldn't make it to the meeting.
- We want to make sure we have a student for future meetings.

- All committees are developing their goals in alignment to the Strategic Plan
- Committees will develop their own plan on how to achieve such goals.
- Reports to the board should be submitted no later than 5 days prior to the monthly board meeting.
- Since we have meeting minutes, we will take those as a report. The minutes will be shared that night with the committee chair for revision and once edited, minutes will be shared will be shared with all board members.
- The idea is to collaborate in developing the goals and achieve the pillars.
- CA asked for each committee to submit any suggestions for modifications by Nov. 15 for the board to review and discuss so by January 2018 the board can decide on any modifications to the strategic plan that may be needed in order to move forward.
- FC looked at the articles of incorporation and Bylaws and found that they need to be addressed.
- CA stated that governance is currently swamped with action items, they will look at the bylaws in the near future.
- There will be an Executive Committee that will review and follow up on the pillar for exceptional staff.

CA shared the board evaluation instrument and the responses collected. CA made some observations on the information marked on the document.

Positive:

Need more work:

1. More timely circulation of documents for review prior to the meeting
2. Discussions could be more efficient and focused
3. More effective use of Board on Track, especially given the cost of the software
4. The chair could be more knowledgeable of legal procedures

BOT training. A Cheat-sheet was shared with the board members to be able to access BOT and schedule their committee meetings. Should they have any trouble doing so, they are to contact LL.

Mileage. CA stated the OPSB millage renewal is on the ballot on Oct 14th. Election day. This is a continuation of a millage that has been in place a number of years and is dedicated, by law, to schools. Failure to renew the millage will affect schools to the tune of \$850/student.

B. HoS Report

- We had a spot on TV highlighting a grant that we got from Best Buy to support Operation Sparks project that our students are participating in. This program is about coding.
- The administration has created standing committees to increase engagement of employees decision-making. Participation in the committees is not mandatory but strongly suggested.
- The same way that the board is working on making sure they follow the strategic plan, the staff is internally working on aligning the school improvement plan for each department to the overarching strategic goals.
- AT asked about a trend of students in honor classes, AB explained that we are pretty steady on that trend.
- CA highlighted that it is remarkable that food services offer free lunches for all students.

- CA introduced Mr. Batiste as a potential board member. His experience in education makes him a great potential board member.
- He is interested in becoming part of the board eager to see how can he support the organization to grow and move forward. He wants to be part of something that is going well for the city.

III. Academics

A. Update on action for addressing the Strategic Plan

- Fr. Carter believes that the academic committee's goals are pretty solid.
- The committee will meet on the second Tuesday of every month at 6:00 pm
- The committee will tackle goal 1 addressing language proficiency. An action plan will be discussed and established in the up coming meetings.
- During next meeting, the committee will decide how to go about the following goals.
- The committee will review the school's manuals in November

IV. Development

A. New item

- The committee didn't meet this month
- They will resume activities in October once BS's trial is over

V. Facility

A. New item

- The committee met and had a productive meeting and it was determined to move with the three following items:
 1. Get historical info about the property
 2. Research leases and board policy on leases. We will ask JC of Adams and Reese to see how much would it cost us to get it done through her.
 3. Contact abstractors to find out how much it would cost us to get that work done.
- Once we have a draft for the policy and the building's lease, we would take it to Mr. Woody Koppell, a school board member to pitch it and get it approved by the board.
- We want to know what our building is worth in order to be able to negotiate renovation or any other action.
- We are looking for a 100-year lease in order to be able to renovate the building into a state of the art facility.
- The committee also requested that SW draft a "game plan" to move in this direction.

VI. Finance

A. New item

- We didn't find anything that causes concern out of the ordinary in the financials. Everything looks healthy.
- There was a typo regarding students number

- Our student count on Jcampus on 8/31 was 613 but was not accurate due to the beginning of the school year rosters being under update. The accurate number is 560.
- Withney Hancock approved an extension of the line of credit without locking us in the financial institution.

M. Roney made a motion to Accept the financials as presented.

C. Allen seconded the motion.

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

M. Roney made a motion to Add to the agenda the extension of credit.

J. Carter seconded the motion.

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

M. Roney made a motion to to approve the line of credit extension.

S. Thomas seconded the motion.

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

Strategic Plan Update

- Financial information is not available any time prior to the Friday prior to the board meeting.
- Finance minutes will be shared with all board members on the morning of the board meeting.

1. Exceptional Staff Pillar - The Finance COmmittee has the responsibility of making sure that there is enough funding for continuing education - Professional Training. Expenses on professional development will be tracked in order to find a correlation between student performance and dollars spent on professional development. Part of this pillar is also that board members are aware of their fiduciary responsibility.

- All board members are invited to attend Finance committee meetings

2. Organizational Sustainability - We have received some good information from LAPCS guiding our practices. The administration has been tasked to find what are the specific numbers that will keep IHSNO in good financial status. DD has been really good in providing important information through her reporting and financials.

3. By April 2018 staff will have a recommendation for the benefits package for employees. The standing committees on campus will work on that plan.

4. KPIs will be tracked on BOT

VII. Governance

A. New item

The committee didn't meet this past month, but will be meeting on 9/27 at 6:00 pm.

The committee will work on some policies to be reviewed and revised as well as some potential board candidates coming through the pipeline.

VIII. Other Business

A. Other Business

- Dr. Thomas introduced a potential board member, Mr. Drew.

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 7:02 PM.

Respectfully Submitted,
L. Lopez

Coversheet

HoS Report

Section: II. Chair and HoS Reports
Item: B. HoS Report
Purpose: FYI
Submitted by:
Related Material: SY'17-2018-WR-2017-1013 (1).pdf

Head of School Report



Head of School Report

October 13, 2017

The mission of International High School of New Orleans is to educate and nurture a diverse learning community through the International Baccalaureate Programme, world languages, and intercultural appreciation to succeed in a global economy.

Head of School Report



Head of School Report

October 13, 2017



Dates to Note

- Oct. 12-18: Spirit Week
- Oct. 19-20: Fall Break – School Closed
- Oct. 21: Homecoming Dance
- Oct. 24: FAFSA Night
- Oct. 26: Prospective Student Open House
- Oct. 28: Homecoming Dance
- Nov. 11: French Heritage Celebration
- Nov. 10: Veterans Day – School Closed
- Nov. 20-24: Thanksgiving – School Closed



OVERVIEW

The Mock Election was a hit with the students as they predicted with near accuracy the outcome of the Mayoral Election. The Mock Election generated hits with the local media. We are proud of our students for their courage to represent candidates for the mayoral race. Thank you to Mr. Bourque for guiding our students through the process. When learning happens on a large stage, our students prove hand down they know how to make things happen. The Hispanic Heritage Celebration brought our students and staff members together to celebrate the influence of the Caribbean at IHSNO.



Head of School Report



ACADEMICS

International Baccalaureate Programme

Grade	1 class	2 classes	3 classes	4 classes	5 classes	6 classes	Total Course Option	IBDP	Total Program
9 th	11	0	0	0	0	0	11	0	11
10 th	16	0	0	0	0	0	16	0	16
11 th	34	21	12	2	2	2	73	46	119
12 th	26	7	6	1	0	0	40	13	53
Total	87	28	18	3	2	2	140	59	199

The model to the left indicates the number of students enrolled in IB courses. The five-year renewal process is underway. Mr. Till continues to work to upload and monitor documents needed to ensure we are ready for the on-site visit in March 2018. Contact

has been made with IB School in Baton Rouge and with the IBO providing assistance during the renewal year. We are excited, yet anxious about the renewal and visit.

English Language Learner

Ms. Causey is once again spearheading the charge with preparing our English Language Learners for success in high school. The ELL chart note the number of students enrolled in the program and whether they are Spanish or Vietnamese speakers.

Faculty and Staff

Ms. Rachael Todt, History Teacher, resigned effective end of October 2017.

Mr. Roberto Corsino, Spanish Teacher, resigned effective immediately after an encounter with another teacher.

Ms. Marty D'Aunoy, 12th grade Counselor, resigned effective September 2017. We are actively seeking to fill the position in the coming week. We have three viable and experienced candidates.

We have filled the Remediation Specialist positions. We are looking to fill all vacant positions.

Remediation

Approximately 75 End of Course (EOC) assessments will be administered this fall, December 2017. The retakes include students who failed to achieve Good or Excellence on the Spring 2017 EOC Assessment. EOC remediation will occur during the school day as many students were not attending the after school remediation sessions.

ELL			
Grade	Spanish	Vietnamese	Total
9 th	16	0	16
10 th	16	1	17
11 th	14	0	14
12 th	10	2	12
Total	56	3	59

Student Information:

'17-2018 School Year Enrollment

Head of School Report



As of October 1, 2017, 560 students are enrolled. This year’s budget is based on 576 students. We will continue to accept students throughout the school year as established by the EnrollNOLA process. Adjustments will be made to the board-approved budget to reflect student enrollment.

Gender	Number	Transfer/Discharge/Withdrawals	New students	Ethnic Count	Number and Percentage
Females	308			Black	367 (65.7%)
Males	251			White	44 (7.9%)
Total	559			Hispanic	116 (20.8)
9th	133	10	10	Asian	32 (5.7%)
10th	133	8	8		
11th	145	4	3		
12th	148	2	1		
Total	559	24	22		

CULTURE

Discipline

Monthly total incidents	Aug.	Sept.
ISS		4
OSS		2
Detentions		0
Students in Mediations		8
Teacher/Student Mediations		0
Parent Conferences (including phone conferences)		2

The team will monitor In-school and Out-of-school suspensions, and if necessary make recommendations for Expulsion. The team has planned and is being proactive in keeping the trends of minimizing suspensions and expulsions. The year has started off with anticipation for a successful year, and the team is diligently working staying vigilant with regards to student uniforms, behavior and movement. The team is reinforcing Restorative Approaches to Conflict to reduce interruptions in student learning. Last year, we noted a trend in the right direction of students infractions. However, that trend is not enough as we move to eliminate disruptive student

behavior. Each faculty and staff member will have an opportunity to learn and receive additional training regarding Restorative Approaches to Conflict.

September saw a jump in infractions. The team is working to mitigate future spikes as student matters are brought to the team, more mediations are happening between students. Also, students are checking in daily with team members to ensure the team has a handle on each student’s state prior to starting school.

Transportation

Bus Number	Route	Driver	Students riding	Incidents’ date and description
305	Westbank - Uptown	Jamal Raby	49	-
301	Uptown - Carrollton	Moneshia Davis	47	-
300	N.O. East	Ray Favorite Jr.	43	-
303	Michoud - Chef Menteur	Heidi Thomas	44	-
304	Downtown - 9th Ward	Dana Jones	42	-
302	Gentilly	Diane Edwards	48	-
TOTAL			273	-
RTA passes	Approximately 1,300.			

We have engaged with Favorite Transportation again this school year for student transportation. Approximately 280 students use school provided transportation. We have a contract for six yellow buses and one van service. The van service is particular to students who have transportation requirements in their IEP and require more stringent transport parameters. The administration is seeking ways to mitigate the growing cost while providing students the greatest amount of access to transportation.

Head of School Report



We offer RTA bus tokens to students who do not use school provided transportation. Other students are brought to school by their parents and guardians. We are seeking ways to work through the mandate for transportation beginning in the '18-2019 school year. Schools must provide transportation for all students who are residents of New Orleans starting '18-2019 school year.

Interdisciplinary Advisory

REPEAT: The Advisory program seems to be working with students and teachers having a time to check-in daily. Students and educators meet daily for about 30 minutes. Each advisory has no more than 15 students. There have been challenges to the program in past years as some teachers did not administer the program to fidelity. Those teachers have been counseled regarding implementing the program and supporting students as needed for each student's success. On Fridays, Advisory includes student participating in clubs. Advisory Clubs are in full swing.



Parental Involvement

Parental involvement is critical to the success of students. The PTO meeting is October 17, 2017, at 5:30 pm at the school.

Student Life Athletics

Sports is a growing component of student life at IHSNO. This year we are offering:

- Cross Country
 - Coach: Cody Bourque
 - Season: August 2017 – November 15, 2017
 - Season: October 16, 2017 – February 3, 2018
- Girls Volleyball
 - Coach: Rachel Swanson
 - Season: August 7 – October 27, 2017
- Girls Basketball
 - Coach: Bernette Tolston Asst. Coach: Aurielle Collier
 - Season: October 9 – February 10, 2018
- Boys Basketball
 - Coach: Darryl Evans Asst. Coach: Aurielle Collier
 - Season: October 9 – February 10, 2018
- Boys Soccer
 - Coach: Marcus Rulow Asst. Coaches: Daniel Vela
- Girls Soccer
 - Coach: Rosara Riley Asst. Coaches: Alan Garcia and Herlan Riley

Head of School Report



- Season: October 16, 2017 – January 27, 2018

Partnerships

Entergy ACT Prep – 27-students participating on Tuesdays.

Tulane Service Learning – 20 students participate in tutoring.

Operation Spark - We have five-students enrolled for the Fall 2017 and based on their performance/pass rate will determine if the same students participate in the Spring 2017 session.



STUDENT SUPPORT SERVICES

IHSNO enrolled 54-students requiring IEPs, representing 9.64% of the student population. The Special Education Coordinator works tirelessly with parents, teachers and other support staff ensuring student's needs are met, and services are provided according to their respective IEPs. We will continue working with teachers and other staff members in identifying students who may require additional services.

Counseling

The counseling department is currently working on preparing for FAFSA and College night to provide students and their families with the information they require to plan for the next chapter of their lives after IHSNO. There are currently 40 college representatives confirmed to attend to this event on October 24th. A representative from FAFSA is confirmed to come to talk to students and families about their Financial opportunities to make informed decisions. The induction for National Honor Society Beta club is on the works as well with 68 new members being inducted. The counseling department is currently operating with only one counselor as Ms. D'Aunoy has separated from IHSNO.



Nursing Services

Ms. Goodman; our school nurse and Ms. Riley; our school social worker continues to work hard on preparing for the annual health fair coming up in March 9th, 2018. The nurse

Social Worker

A needs assessment test was conducted to find out what students are self-reporting as areas where they need support. Our social worker has met this month with 9th graders individually to follow up on the findings. Our students are also receiving orientation through the New Orleans Family Justice Center regarding Dating Abuse Prevention Program.

Ms. Riley continues to monitor and inform parents about their students' tardiness, as well as the attendance make up opportunities allotted to them.

The Social Worker will continue to support several programs and events to the school:

- Annual Health Fair (all students)

Head of School Report



- Youth police Dialogue Miniseries (9th graders, one class section)
- Jewish Family Services: Teen Life Counts (all 9th graders) - Social Worker received 68 referrals from students after having the program
- Speak Up! Teen Dating Abuse Prevention Program
- Hispanic Summit

FINANCE

Financial Information

September 2017 Financial Information

As of September 30, 2017, the cash balance in the Whitney-Hancock bank account is \$989,900. Prepaid expenses consist of insurance premiums paid in July that will cover the school from July 1, 2017 – June 30, 2018. Accounts Payable consists of all current bills and no payable exceed 30 days. The Year-to-Date loss is approximately \$71,000 due to several annual expenses paid at the beginning of the fiscal year.

Professional Development

Teacher Professional Development

Faculty and staff continue to lead and or participate in professional development. Whether it is off-campus or peer-led sessions on campus, our IHSNO educators continue to sharpen their skill set. Professional Development topics included:

- International Baccalaureate Programme
- UBD (Universal Backwards Design)
- Restorative Approaches to discipline
- IHSNO Culture
- Assessments
- Approaches to Learning
- Study Island
- Unit Plans
- Compass Rubric
- SLTs
- Lesson Planning
- Accommodations and Modifications
- Test Preparation
- Best instructional practices
- Youth Opportunity Center



FACILITY

Safety & Security

Exterior sign is install on the Julia Street side of the building.

The Hanging Garden doors are scheduled for installation October 18-20. Other work remains incomplete for the garden. We hope to have all components complete by the end of October, with training for teachers and staff occurring October 27, 2017.



Head of School Report



The updated camera system should be complete by the end of October. The system will include greater coverage of the exterior of the building.

Facility Maintenance

The facilities team continues to look at ways to more progressively utilize their efforts to keep our building maintained and free of defects.

Projects in the Works

- **Short-Term**
 - Paint classrooms
 - Exterior camera installation and update
 - Basement Pumping Station
 - Hanging Garden Project
 - Repair of PA system

- **Long Term**
 - Repair/Replacement of interior doors
 - Restrooms need updating – experiencing consistent minor issues
 - Need a long-term facility strategic plan
 - Cleaning the façade of building
 - ASLA Community Park
 - Roof replacement



TECHNOLOGY

Infrastructure & Maintenance

We will begin updating the Technology Plan that will extend through June 2020. The plan will include input from all facets of the organization and include a replacement protocol for technology equipment. We anticipate having a draft of the Technology Plan available by November 2017.

Projects in the Works



- **Short-Term**
 - Inventory update
 - Specific User account access
 - Disposal guidelines
 - Update the 3-year technology plan

- **Long Term**
 - Laptop cart in every classroom
 - Tablet cart in some classrooms

Head of School Report



DEVELOPMENT

Grants

We continue researching granting institutions that meet the needs of IHSNO.

Fundraising

Several grant proposals have been written, and we have had some success. We are reaching out to local and national foundations to help fund the many programs at IHSNO. Some of our successes include Best Buy, Farmer's grant, and Whitney Hancock. We will continue to survey for further and future investments

Marketing

IHSNO has been highlighted in several media outlets this past month. The work has come as Development works with consultant Steve Schulken to bring positive media attention to the school. We are focused on providing media representation for the upcoming Open House for prospective students and families.



GENERAL

Congratulations!!

To our team members selected by their peers as embodying the trait of the Month of September:

- ✓ **Mr. Garcia** – Academics & Culture
- ✓ **Ms. Arias** – Executive Team
- ✓ **Ms. Malloid** – Finance, Food Services & Facilities
- ✓ **Ms. Doss** – Student Support Services

INQUIRERS

"I pursue my curiosity by researching answers to my questions"

The IB learner profile identifies 10 attributes recognized by IB World Schools. We believe these attributes can help individuals and groups become responsible members of local, national and global communities. IHSNO recognizes, promotes and celebrates these traits.

Coversheet

Governance Committee

Section: III. Committee Reports
Item: E. Governance Committee
Purpose: Vote
Submitted by:
Related Material: VIBE Board Member Agreement v2-2017-1009.pdf



Board Member Agreement

As a member of the Board of Directors for the International High School of New Orleans (IHSNO), I agree to the following:

- As a Director, I pledge myself to I will be an active advocate and ambassador for the mission, vision and values of the International High School of New Orleans.
- I recognize that authority rests only with the Board as a whole and not in its individual members and that I represent the entire IHSNO community rather than any one part, particular interest or constituency. I understand the expectations of a director and will work to foster openness and trust among the Board, administration, faculty, students, parents/guardians and the public.
- I am responsible, with the other board members, for the financial health of this organization. It is my duty to know what our budget is and to take an active part in implementing the fundraising to meet it. I will give what is for me an appropriate financial donation and will actively engage in fundraising in whatever ways are best suited to me.
- I am prepared to contribute approximately 8-10 hours per month toward board service which includes:
 - Attending board meetings (2 hours)
 - Participating on a board committee (2 hours)
 - Reading materials, preparing for meetings (1 hour)
 - Attending events at the school, assisting with fundraising and other ambassador tasks as needed (2-3 hours)

I will keep a record of the number of hours I have dedicated to board service and will report that number at the appropriate time, in order to comply with state requirements.

- I will regularly attend Board and committee meetings in accordance with the absenteeism policy of the Board. I will prepare by reading materials provided in advance and responding as needed to internal correspondence and communications. To the extent possible, I will be available by phone, fax, or email and will respond in a timely manner.
- I will seek to be fully informed about the International High School of New Orleans and its role in the state's educational landscape. I will be responsive to the changing environment that affects it and issues that require decisions by the Board.
- I will inform the Board of Directors of any potential conflicts of interest, whether real or perceived, and abide by the decision of the board as related to the situation.

- At the end of my term as Director, I will turn over to the Board President (or designated trustee) any papers or documents related to my Board Service and will participate in an Exit Interview with the person designated by board policy.

I hereby agree and accept the responsibilities of a Director for the International High School of New Orleans for the duration of my term.

Printed name: _____

Sign name: _____

Date: _____