



Voices for International Business and Education

Governance Committee Meeting

November 2022

Date and Time

Wednesday November 16, 2022 at 6:30 PM CST

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

Agenda

I. Opening Items

- A. Record Attendance
- B. Call the Meeting to Order
- C. September 7, 2022 Governance Committee Meeting Minutes

II. Governance Committee Meeting Items

- A. VIBE Board Recruitment
 - 1. Males
 - 2. Asian Community
 - 3. Medicine
 - 4. STEAM (Science, Technology, Arts, Mathematics)

5. Lawyers
6. Fundraisers
7. Strong Community and Governmental Connections

B. Head of School Evaluation Committee - Description

Head of School Evaluation Committee - The Head of School (HOS) Evaluation Committee assesses and evaluates the job performance of the HOS, in accordance with the timeline stated within the HOS contract. The HOS Evaluation Committee is comprised of the Board Chair and one representative from each of the standing committees (Finance, Governance, Development, Academics, and Facilities).

C. Emergency/Short-Term Succession Plan - Head of School

The purpose of the emergency/short-term succession plan is to ensure that in the unanticipated event there is a vacancy in the Head of School (HOS) position, someone is in place to immediately assume the position until the Board is able to meet and confer. In the event of a vacancy in HOS position, the Chief of Staff will immediately assume the Acting HOS position. Should the Chief of Staff be unable to fill the Acting HOS position, the Principal and Director of Operations will both assume the Acting HOS position, with the Director of Operations having final decision-making authority. Within ten days of notice of the vacancy in the HOS position, the Board shall convene and discuss the vacancy and interim position. No more than thirty days from the notice of vacancy in the HOS position, the Board shall meet and select an Interim HOS.

D. Long-Term Succession Plan - Head of School

E. IHSNO Website - Update

- Need bio for Tonya Winfield and Dennis Barnes
- Need bio and picture for Margaret Diaz-Fugetta

III. Closing Items

A. Important Dates

Next Governance Committee Meeting: January ____ 2023, at 6:30 P.M.
VIBE Board Meeting: Wednesday, December 7, 2023, at 6:00 P.M.

B. Adjourn Meeting

Coversheet

September 7, 2022 Governance Committee Meeting Minutes

Section: I. Opening Items
Item: C. September 7, 2022 Governance Committee Meeting Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for VIBE Governance Committee Meeting on September 7, 2022

APPROVED



Voices for International Business and Education

Minutes

VIBE Governance Committee Meeting

September 2022

Date and Time

Wednesday September 7, 2022 at 6:30 PM

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

Committee Members Present

J. Lampton, M. Diaz Fugetta

Committee Members Absent

None

Guests Present

A. Berger, F. McKenna, T. Winfield

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

J. Lampton called a meeting of the Governance Committee of Voices for International Business and Education to order on Wednesday Sep 7, 2022 at 6:32 PM.

C.

June 1, 2022 Governance Committee Meeting Minutes

only one person from previous meeting in attendance.
Will approve minutes at October board meeting

II. Governance Committee Meeting Items

A. Discuss 2022-2023 Goals for Governance Committee

B. Vote on 2022-2023 Goals for Governance Committee

M. Diaz Fugetta made a motion to adopt the goals as written above.
J. Lampton seconded the motion.
The committee **VOTED** unanimously to approve the motion.

C. VIBE Board Recruitment

Gender, career, background, Males, Asian community, STEAM background, fundraising,
Lawyer
if they don't come on by December 2022, the Term will be effective July 2023.

D. Head of School Evaluation Committee - Description

Need a committee description for the function of the committee

Head of the school committee- the purpose of HOS is to assess and evaluate the job performance of the HOS, in accordance with the timeline stated within the HOS contract. The HOS committee will be comprised of the board chair and one representative of each standing committee
Will be a voting item in November meeting.

E. Succession Plan for Head of School Under New Leadership

Short Term Succession Plan-

- Should the HOS become unavailable, we need someone who will step in immediately to fill the role. The Acting HOS will be the Chief of Staff. Should the Chief of staff not be available, then the principal and director of operation together. Operation direction will be the final decision maker.
- At the notice of vacancy, the Acting HOS will take over.
- Within 7- 10 days the board will meet and discuss the vacancy and interim position. Within reasonably possible but no more than 30 days the Board will convene to select Interim.

Long Term Succession Plan

- Is the mindset as an organization to grow leaders from within? Pipelining?
- If a leader is not found within the organization, complete an external search.
- Promotion from within means HOS must train team to take over the school

The goal is to vote on short-term plan in November and Long term in 2nd semester.

F. Designation of Governance Committee Member for HOS Evaluation Committee

Committee met in November and December and again in May and June
 Mid-year assessment and then end-of-the-year evaluation
 Margarett will be presentative from governances.
 Next Governance meeting in November 9, at 630
 Committee meetings calendared

III. Closing Items

A. Important Dates

Committee Meeting Dates:

- Sep 07 – Facilities (5:30 P.M.) / Governance (6:30 P.M.)
- Sep 14 – Academics (6:00 P.M.)
- Sep 19/21 – Finance (5:30 P.M.-waiting for Karen to confirm the best date sent the email.

- Nov 02 – Facilities (5:30 P.M.) / Governance (6:30 P.M.)
- Nov 09 – Academics (6:00 P.M.)
- Nov 28 – Finance (5:30 P.M.)
- Nov 28 - Development (6:30 P.M.)

- Jan 11 – Academics (6:00 P.M.)
- Jan 18 – Facilities (5:30 P.M.) / Governance (6:30 P.M.)
- Jan 23 – Finance (5:30 P.M.)
- Jan 30 Development (6:30 P.M.)

- Mar 01 – Facilities (5:30 P.M.) / Governance (6:30 P.M.)
- Mar 08 – Academics (6:00 P.M.)
- Mar 20 – Finance (5:30 P.M.)

- Apr 14 -Development (6:30 P.M)
- Apr 24 - Finance (5:30 P. M)

- May 03 – Facilities (5:30 P.M.) / Governance (6:30 P.M.)

May 8 Development
May 10 – Academics (6:00 P.M.)
May 15 – Finance (5:30 P.M.)

June 12 - Development

Board Meeting Dates:

Oct 19: VIBE Board Meeting (6:00 P.M)
Dec 07: VIBE Board Meeting (*If needed)
Feb 8 VIBE Board Meeting
Apr 19: VIBE Board Meeting
June 21: VIBE Board Meeting

B. Adjourn Meeting

M. Diaz Fugetta made a motion to Adjourn the meeting.

J. Lampton seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:30 PM.

Respectfully Submitted,
F. McKenna