



Voices for International Business and Education

Governance Committee Meeting

January 2023

Date and Time

Wednesday January 18, 2023 at 6:30 PM CST

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

Agenda

	Purpose	Presenter	Time
I. Opening Items			6:30 PM
A. Record Attendance			1 m
B. Call the Meeting to Order		Jennifer Lampton	
C. November 16, 2022 Governance Committee Meeting Minutes	Approve Minutes	Jennifer Gordon Lampton	1 m
II. Governance Committee Meeting Items			6:32 PM
A. VIBE Board Recruitment	Discuss	Jennifer Lampton	10 m
1. Needed qualities and characteristics for VIBE Board			
2. List of prospective board candidates			
3. VIBE Board Meet and Greet/Open House Event for prospective board members			

	Purpose	Presenter	Time
B. Vote to Recommend Head of School Evaluation Committee Description to VIBE Board	Vote	Jennifer Lampton	2 m
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. Vote to Recommend Emergency/Short-Term Succession Plan for Head of School to VIBE Board	Vote	Jennifer Lampton	2 m
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	Discuss	Jennifer Lampton	10 m
E. IHSNO Website - Update	FYI	Jennifer Lampton	2 m
<ul style="list-style-type: none"> • Need bio for Dennis Barnes • Need to remove Margaret Diaz-Fugetta from website 			

III. Closing Items**6:58 PM**

A. Important Dates	FYI	Jennifer Lampton	2 m
Next Governance Committee Meeting: Wednesday, March 1, 2023, at 6:30 P.M. VIBE Board Meeting: Wednesday, February 8, 2023, at 6:00 P.M. Graduation: Wednesday, May 24, 2023			
B. Adjourn Meeting	Vote	Jennifer Lampton	

Coversheet

November 16, 2022 Governance Committee Meeting Minutes

Section:	I. Opening Items
Item:	C. November 16, 2022 Governance Committee Meeting Minutes
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Governance Committee Meeting on November 16, 2022

APPROVED



Voices for International Business and Education

Minutes

Governance Committee Meeting

November 2022

Date and Time

Wednesday November 16, 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

T. Winfield

Guests Present

A. Berger, F. McKenna, K. Dwyer

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

F. McKenna called a meeting of the Governance Committee of Voices for International Business and Education to order on Wednesday Nov 16, 2022 at 6:30 PM.

C.

September 7, 2022 Governance Committee Meeting Minutes

M. Diaz Fugetta made a motion to approve the minutes from VIBE Governance Committee Meeting on 09-07-22.

J. Lampton seconded the motion.

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

II. Governance Committee Meeting Items

A. VIBE Board Recruitment

J. Lampton contacted two potential board members to begin for 2023-24 school year. Both recruits are attorneys.

We need more members as the minimum board members needed is 7 and we are currently at 8.

K. Dwyer is still working with one potential board member.

AB- know people in the Medica Field- she will reach out to them.

Due a 4/5 prospect board members- due a Q & a meeting.

Someone in the Math, Science, or Community

Set a time in January/February-meeting for prospected Board members.

B. Head of School Evaluation Committee - Description

This description will go into the Board policy Manual.

They are good with this language. Motion to recommend this to Board and finalize in February.

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

Board succession plan for the head of school.

They approve of the language.

If the Chief of Staff is unable to assume the acting Head of the School. The Principal will assume all academic oversight and the Director of Operations will assume operational oversight thereby sharing the Acting HOS role. The Director of Operations will have the final decision-making authority, and within 10 calendar days, the board would convene and discuss vacancies in the HOS position. Within 30 calendar days, the Board shall meet and select an interim HOS. The board will be communicating with the school community to share the plan going forward.

D.

Long-Term Succession Plan - Head of School

How that process will look like.

To Hire and promote from within first and then look outside the organization.

Hiring from within it creates Moral. The organization would consider the opportunity for growth.

If not a qualified candidate from within, then look outside the organization through a head search.

Karen has the information from the previous head search and will share that information via email.

E. IHSNO Website - Update

Margarette- will get the picture from City Business.

Jennifer sent an updated picture to use.

Margarette- will get the picture from City Business.

Jennifer sent an updated picture to use.

III. Closing Items

A. Important Dates

January 18, 2023, at 6:30 pm.

VIBE Board meeting December 7, 2022.

Saturday, January 7 at 12:30- 3:30 pm- Strategic plan with Dr. Barnes

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:42 PM.

Respectfully Submitted,

F. McKenna

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

J. Lampton seconded the motion.

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