



Voices for International Business and Education

Governance Committee Meeting

Date and Time

Wednesday January 24, 2024 at 5:30 PM CST

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

Agenda

		Purpose	Presenter	Time
I.	Opening Items			5:30 PM
	A. Call the Meeting to Order		Karen Dwyer	1 m
	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			
	B. Record Attendance			1 m
	C. Approve Governance Committee Meeting Minutes	Approve Minutes	Karen Dwyer	5 m
	Committee Meeting Minutes from Sept 6, 2023			
	Committee Meeting Minutes from Nov 15, 2023			
II.	Governance Committee Meeting Items			5:37 PM
	A. Update on Progress for Goal #1	Discuss	Karen Dwyer	4 m

	Purpose	Presenter	Time
1 Review Board Policy Manual, By-Laws and Articles of Incorporation- & Update where necessary			
Several attempts have been made to contact Jennifer for last copy of BPM - with no reply.			
Discussion of how we move forward.			
1. Review Minutes of Past 2 years Board Meetings scanning for votes that affect the BPM and /or any other governing documents. 2. Physically type up the changes 3. Present updated BPM to Board for adoption. 4. Have updated BOM posted in Board on Track and on Website			
B. Update on Progress for Goal #2	Discuss	Karen Dwyer	5 m
2 Recruit New Board Members - June 2025 3 members are leaving due to term limits.			
1. Reminder to each Board Member to Invite a potential candidate to the February Board Meeting. 2. Follow up on CP's potential Board Member 3. Inform Committee of the offer of Partnership from the AFWA			
C. Update on Progress for Goal #3	Discuss	Karen Dwyer	3 m
3 Short-Term and Long-Term Succession Plan and guidelines for HOS			
1. KD Still needs to send copy of current succession plan and head search procedures to CP and TW			
D. Update on Progress for Goal #4	Discuss	Karen Dwyer	5 m
4 Board and Meeting evaluation - come up with a questionnaire to implement.			
1. Follow up with Ms Berger on copy of the Board Retreat survey - sent email just this Sunday will have her forward copies to KD,CP and TW 2. Make outline of items we want to include in survey. 3. Ms Berger has offered to show KD or specified board member how to create and use the survey app.			
E. Update on Progress for Goal #5	Discuss	karen	5 m

	Purpose	Presenter	Time
5 Advocate for school			
1. Create contact list of influencers we wish to introduce our school to:			
Invite to Ribbon cutting ceremony			
or invite for private tour and meet our Head of School- previously suggest tour			
be in January.			
Other suggestions to promote IHSNO			

III. Other Business 5:59 PM

A. Website	Discuss	Karen Dwyer	3 m
New Board Members are still not on the website yet.			
Sent a request to Ms Berger for a list of who has not turned in their information.			
Need Bio's and Pictures			
Need a volunteer to follow up with all new board members to turn in their information			

IV. Closing Items 6:02 PM

A. Public Comment		Karen Dwyer	3 m
B. Important Dates	FYI	Karen Dwyer	1 m
Next Governance Committee Meeting: Wednesday, March 6,2024 at 5:30 P.M.			
C. Adjourn Meeting	Vote	Karen Dwyer	1 m

Coversheet

Approve Governance Committee Meeting Minutes

Section: I. Opening Items
Item: C. Approve Governance Committee Meeting Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: 1 - 2023_09_06_governance_committee_meeting_minutes.pdf
2 - 2023_11_15_governance_committee_meeting_minutes (1).pdf



Voices for International Business and Education

Minutes

Governance Committee Meeting

September 2023

Date and Time

Wednesday September 6, 2023 at 5:30 PM

Location

International High School of New Orleans
Community Room
727 Carondelet Street
New Orleans, La 70130

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

Committee Members Present

C. Lacoste, Jr., K. Dwyer, T. Winfield

Committee Members Absent

C. Peterson

Guests Present

A. Berger, F. McKenna

I. Opening Items

A. Call the Meeting to Order

K. Dwyer called a meeting of the Governance Committee of Voices for International Business and Education to order on Wednesday Sep 6, 2023 at 5:29 PM.

B. Record Attendance

C. June 1, 2022 Governance Committee Meeting Minutes

Motion to to approve minutes in the next meeting.

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

II. Governance Committee Meeting Items

A. Discuss 2023-2024 Goals for Governance Committee

- Discuss of what our goals are for 2023
- Review Board policy manual, bylaws, and article of configuration
- Board votes and post in BOT
- Recruitment of new board member-
- June 2025 3 members are leaving-Karen Dwyer, Percy Manson, Sarah Olivier
-
- Governance- short term succession plan- Jennifer will be sending to Karen.
- If something happen -who take over and how to replace our HOS
- **Long term succession-** Have a plan for long term replacement of the HOS. Have some guidelines in place.
- Review the Website for updated Board members: New member we need your headshots and Bio for add on the website.
- Evaluation of board member and meeting. We put together survey for the Board Retreat.
- Send a evaluation at the end of the meeting- Governance members come up with questions.
- Charlie need access to BOT-
- LAPCS- evaluation for Board meeting and Board members.
- Advocacy- what does that mean. Charlies is saying we need to advocate to BESE. Have a LEAP test in the Spanish language.
- Testing for ELL students for Advocacy.
- How do we get off oneApp. Dr. Berger- is saying is not happening. They just added Ben Franklin, which was a school that had not participate before.
- Lobby for Type II organization.
- Attending/Scheduling a BESE meeting with our students- and advocate for IHSNO.
- TASK- come up with a wording to combine the Finance and Development committee meeting.
- Identifying Board training and development to teach the new members and understanding the important role of being a board member.
- Review Job description and identify the roles.

GOALS for 2023.24

1. Review Board policy manual, bylaws, and article of configuration
2. Recruitment of new board member
3. Short term and Long term succession plan and guidelines for HOS
4. Board and meeting evaluation and come up with a questionnaire to implement
5. Advocate for the school

B. Vote on 2023-2024 Goals for Governance Committee

C. Lacoste, Jr. made a motion to Adopt the 5 goals.

T. Winfield seconded the motion.

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

C. confirm and Vote on Committee Dates and Time for 23-24 School Year

September 6

November 15

January 24

March 6

May 1

Same day as Academic at 5:30pm

T. Winfield made a motion to adopt the meeting dates.

C. Lacoste, Jr. seconded the motion.

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

III. Closing Items

A. Important Dates

B. Public Comment

C. Adjourn Meeting

C. Lacoste, Jr. made a motion to Adjourn the meeting.

T. Winfield seconded the motion.

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



Voices for International Business and Education

Minutes

Governance Committee Meeting

Date and Time

Wednesday November 15, 2023 at 5:30 PM

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Committee Members Present

C. Peterson, K. Dwyer

Committee Members Absent

C. Lacoste, Jr., T. Winfield

Guests Present

A. Berger, F. McKenna, G. Espinoza, J. Carreno

I. Opening Items

A. Call the Meeting to Order

K. Dwyer called a meeting of the Governance Committee of Voices for International Business and Education to order on Wednesday Nov 15, 2023 at 5:51 PM.

B. Record Attendance

C. Approve Governance Committee Meeting Minutes from Sept 6, 2023

II. Governance Committee Meeting Items

A. Review 2023-2024 Goals for Governance Committee

5 Goals:

1. Review board policy manual, by-laws, and articles of incorporation and update where necessary.
2. Recruit new board members
3. Short-term and long-term succession plan and guidelines for HOS
4. Board and meeting evaluation
5. Advocate for school

Board policy manual: had a previous discussion on what needed to be amended. Need to determine if the manual was amended to include the changes. One change is that board members are non-voting until their background check returns. The second change involved when to remove someone from the board. Changes have not yet been confirmed. The short-term HOS succession plan was discussed previously, but the details are lost. During LAPCS's presentation at the 2023 Board retreat, M. Carollo mentioned a few items that need adjusting in the BPM. It is not well understood if by-laws can be changed.

Recruit New Board Members: Need to review to see if there are any gaps in the board profile grid. Need members who can fundraise. Those who specialize in areas that could effectively support the school - Academics, Finance, Attorneys,

Short Term and Long Term Plans - need to be added to board policy manual

Evaluation: A good starting point is the Board Retreat evaluation form. Want to use strategies to assess the board and meetings.

Advocacy: Need to advocate for the school.

B. Outline specific steps to be taken in obtaining our goals

1. Review board policy manual, by-laws, and articles of incorporation and update where necessary.
 1. Get BPM notes from J. Lampton
 2. Compare the updated bylaws
 3. Develop a plan to reach goals.
2. Recruit New board members
 1. CPeterson will meet with a potential candidate and invite her to a board.

2. Each board member invites a potential candidate to Feb board meeting to see if they would be interested in joining.
3. Short-Term and Long-Term Succession Plans
 1. KD will send all the information she has to CP and TW this week to review the current succession plan and head search procedure
4. Evaluation
 1. AB will make a copy of the Board Retreat survey and send it to KD, CP, and TW.
5. Advocate
 1. Naming people to contact and inviting them to tour the school

C. Establish timeline for specific tasks

1. Review board policy manual, by-laws, and articles of incorporation and update where necessary.
 1. Get BPM notes from J. Lampton
 2. Compare the updated bylaws
 3. Develop a plan to reach goals.
2. Recruit New board members
 1. CPeterson will meet with a potential candidate and invite her to a board.
 2. Each board member invites a potential candidate to Feb board meeting to see if they would be interested in joining.
3. Short-Term and Long-Term Succession Plans
 1. KD will send all the information she has to CP and TW this week to review the current succession plan and head search procedure
4. Evaluation
 1. AB will make a copy of the Board Retreat survey and send it to KD, CP, and TW - by Friday
5. Advocate
 1. Naming people to contact and inviting them to tour the school - January tour.

III. Other Business

A. Website

Need headshots and bios for all board members.

- Need each board member here to reach out to at least one board member to make sure they received the email and submitted their bio and headshots.

B. Board Donations to IHSNO

The goal is 100% of board members to donate to the school.

C.

Information from Finance/Dev Comm Meeting

Potential fundraiser at ribbon cutting ceremony.

Will create an adhoc/ceremony committee to divide tasks.

IV. Closing Items

A. Public Comment

B. Important Dates

The next meeting is on Jan 17 at 5:30 pm. We were not able to vote on the minutes due to not having a quorum. We will vote on the minutes next meeting.

C. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:45 PM.

Respectfully Submitted,

A. Berger