



# Voices for International Business and Education

## Governance Committee Meeting

### Date and Time

Wednesday March 6, 2024 at 5:30 PM CST

Voices for International Business and Education [http://public.boardontrack.com/VIBE\\_1](http://public.boardontrack.com/VIBE_1)

### Agenda

		Purpose	Presenter	Time
<b>I.</b>	<b>Opening Items</b>			<b>5:30 PM</b>
A.	Call the Meeting to Order		Karen Dwyer	1 m
	<b>Mission:</b> 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 Jan 24, 2024			
<b>II.</b>	<b>Governance Committee Meeting Items</b>			<b>5:37 PM</b>
A.	Update on Progress for Goal #1	Discuss	Karen Dwyer	4 m

	Purpose	Presenter	Time
<p>1 Review Board Policy Manual, By-Laws and Articles of Incorporation- &amp; Update where necessary</p> <p>I began the review of our documents and have noted some differences</p> <p>Open discussion as to what to items to be changed.</p> <p>Next step</p> <p>1. Review Minutes of Past 2 years Board Meetings scanning for votes that affect the BPM and /or any other governing documents.</p> <p>2. Physically type up the changes</p> <p>3. Present updated BPM to Board for adoption.</p> <p>4. Have updated BPM posted in Board on Track and on Website</p>			
<p><b>B.</b> Update on Progress for Goal #2</p> <p>2 Recruit New Board Members - June 2025 3 members are leaving due to term limits.</p> <p>1 At our February Board Meeting in attendance were Crystal (CJ) Walker Evette Spinner Romero Stewart Darrin Francois, an IHS Alumni sent email expressing interest but could not attend.</p> <p>Next step is to plan a meet in greet where they will be given a presentation about the school and a tour. then meet up with current board members for a social.</p> <p>See attached Nomination procedures from our BPM</p>	Discuss	Karen Dwyer	5 m
<p><b>C.</b> Update on Progress for Goal #3</p> <p>3 Short-Term and Long-Term Succession Plan and guidelines for HOS</p> <p>I was unable to locate a written copy of our Short term secession plan. so step one of this process is to formally document our Short term plan and physically update our Board Policy Manual.</p>	Discuss	Karen Dwyer	3 m
<p><b>D.</b> Update on Progress for Goal #4</p>	Discuss	Karen Dwyer	5 m

	Purpose	Presenter	Time
4 Board and Meeting evaluation - survey has been started and Admin has set it up electronically. We just need to Edit and send it out.			
<b>E.</b> Update on Progress for Goal #5 5 Advocate for school	Discuss	karen	5 m
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			
<b>III. Other Business</b>			<b>5:59 PM</b>
<b>A.</b> Website Some New Board Members are still not on the website yet.  Need a volunteer to follow up with those who have not completed this task	Discuss	Karen Dwyer	3 m
<b>IV. Closing Items</b>			<b>6:02 PM</b>
<b>A.</b> Public Comment		Karen Dwyer	3 m
<b>B.</b> Important Dates Next Governance Committee Meeting: Wednesday, May 1, 2024 at 5:30 P.M.	FYI	Karen Dwyer	1 m
<b>C.</b> 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:** 2024\_01\_24\_governance\_committee\_meeting\_minutes.pdf



# Voices for International Business and Education

## Minutes

### Governance Committee Meeting

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#### Date and Time

Wednesday January 24, 2024 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, B. Holloway, F. McKenna, Jerry Helman

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### 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 Jan 24, 2024 at 5:48 PM.

#### B. Record Attendance

#### C. Approve Governance Committee Meeting Minutes

C. Peterson made a motion to approve minutes for Sept. 6, 2023.

K. Dwyer seconded the motion.

BPM Board policy manual

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

C. Peterson made a motion to Approve meeting minutes for November 2023.

K. Dwyer seconded the motion.

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

## II. Governance Committee Meeting Items

### A. Update on Progress for Goal #1

Review Board Policy Manual, ByLaws, and Articles of Incorporation and update where necessary.

They are having trouble getting the previous Board Policy Manual. Without the previous manual, there would be additional work to complete what was already done in previous meetings last school year.

Need a most recent copy of BPM, Bylaws, and Articles of Incorporation from J. Lampton.

C. Peterson will create a contact with CP, KD, and JL to retrieve the copies.

There are changes recommended during Board Retreat (Aug 2023) as per M. Carolo from LAPCS

### B. Update on Progress for Goal #2

Goal 2 Recruit new Board members

Karen will send communication to all Board members to invite one potential board member to the Feb. 2024 board meeting.

Karen is a member of the Alliance of Financial Women, they would love to partner with IHSNO to provide support to IHSNO, speech in fundraising, Martial School, and donate the money to IHSNO. We need Jackets for students with the school logo.

### C. Update on Progress for Goal #3

Short-term and long-term succession plan and guidelines for HOS.

KD Still needs to send a copy of the current succession plan and head search procedures for CP and TW.

### D. Update on Progress for Goal #4

Board and meeting evaluation up with a questionnaire to implement.

come up with Items to include in the survey

1. The meeting agenda and relevant background materials were provided in sufficient time to prepare for the meeting.
2. The agenda was clear and realistic for the allotted meeting time.
3. Reports were clear and focused on important information.
4. There was sufficient time for discussion.
5. I was satisfied with my opportunity to participate in discussions.
6. I feel a diversity of opinions were expressed.
7. All participants appeared to be prepared for the meeting.
8. Next steps were identified and responsibilities assigned.
9. I was satisfied with how the meeting was facilitated.
10. I was satisfied with what the board accomplished.
11. I was satisfied with the board's overall meeting performance.

Did we follow the projected time?

Did you feel you were well prepared to make an informed decision?

Do any suggestions for subjects for presentation to the Board for evaluation

Present the survey on Feb. in March and review the result in the governance meeting.

#### **E. Update on Progress for Goal #5**

Advocate for school

Create a contact list of influencers we wish to introduce our schools to invite to the Ribbon ribbon-cutting ceremony.  
possible date March 22, 2024

Invite the new Bese Board member to visit IHSNO.

Terry Ricks- Bert for contact information

AFWA

City Council, Representative, - Cayce will make contact.

Or invite for a private tour and meet our Head of School previously suggested tour be in January.

### **III. Other Business**

#### **A. Website**

New Board members need to send BIO and pictures

### **IV. Closing Items**

**A. Public Comment**

J. Helma is representing the Teacher Union showing appreciation for the staff and Board members.

**B. Important Dates**

March 6 5:30

**C. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:30 PM.

Respectfully Submitted,  
C. Peterson



# Coversheet

## Update on Progress for Goal #2

**Section:** II. Governance Committee Meeting Items  
**Item:** B. Update on Progress for Goal #2  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** Procedure for Nominatin and Approval of New Board Members - VIBE.pdf

**BPN 2.1.4B****PROCEDURE FOR NOMINATION AND APPROVAL OF NEW BOARD MEMBERS*****Steps to Nomination and Approval***

1. Prior to any person being nominated as a member of the Voices for International Business and Education (VIBE) Board of Directors, that person must have:
  - (a) **Made at least one (1) tour of the school.** The nominee must schedule the tour through the IHS Administration. After the tour, the Administration will certify that the tour was completed either by written documentation or via email to the person seeking nomination.
  - (b) **Attended at least one (1) meeting of the full Board.** At the Board meeting, the nominee shall notify the Board that he/she is in attendance, and the nominee's attendance will be recorded by the Board Secretary in the minutes of the meeting.
  - (c) **Had a one-on-one interview with at least one (1) board member.** At least one board member with whom the person seeking nomination has interviewed shall certify that the interview was conducted either by written documentation or via email to the person seeking nomination.

Any person seeking a nomination need not perform 1(a) through 1(c) in the order listed above, but each item in Step 1 must be completed before the person seeking nomination moves on to Step 2.

2. Once Step 1 is completed, the person seeking nomination must be nominated by a Board Member.
3. After nomination, the Nominee must submit the following items to the Governance Committee:
  - a) Certification that the nominee has made at least one tour of the school, as per Step 1 (a).
  - b) Certification that the nominee has had a one-on-one interview with at least one board member, as per Step 1 (c).
  - c) Letter explaining the reasons that the Nominee wishes to join the Board and any qualities/qualifications he or she will bring.
  - d) CV or resume of the Nominee.

The Letter and CV/Resume may be mailed to IHS or submitted electronically. In either case, the package of materials should be directed to attention of the Governance Committee chairperson. Also, the Governance Committee chairperson will confirm that the nominee attended at least one meeting of the full Board, as per Step 1(b).

4. After the Nominee has submitted the package of materials, the Governance Committee chairperson will confirm to the Board chair that Steps 1, 2, and 3 have been completed by the nominee and that the Governance Committee is moving the nomination to the next step in the process.

**Voices for International Business and Education**

5. The Governance Committee chairperson will notify the Nominee regarding when he/she will be interviewed by the Governance Committee. All members of the Board may attend the interview, but only members of the Governance Committee may ask questions of the Nominee.
6. Upon completion of the interview process, the Governance Committee will vote on the nomination, and the results of the vote will be reported to the full Board as follows:
  - (a) If a majority of the Governance Committee Members present vote "Yea", the recommendation to the full Board will be for the Nominee to be approved as a board member.
  - (b) If a majority of the Governance Committee Members present vote "Nay," or in the case of a tie vote, the nomination is rejected and the Nominee will not be recommended to the full Board.
7. If the Governance Committee votes to recommend the Nominee, he or she will then submit to a background check. A nominee is considered to have failed the background check if the background check shows evidence that the nominee has been convicted of or pled nolo contendere to any of the crimes enumerated in Louisiana Revised Statute 15.587.1.

8. At the next full meeting of the Board following the Governance Committee meeting where a recommendation to approve a nominee has been made, the Board shall vote on the Nominee in accordance with the Board's Bylaws.
9. In the event the Nominee's background check has not been completed, any vote by the full Board to approve the Nominee will be conditioned upon the Nominee passing the background check.
10. If the Nominee has been conditionally elected as a Board member but fails his or her background check, the Board Chair shall present the issue to the Governance Committee which will review the information and vote on whether to confirm or reject the election of the Nominee.
11. If the Nominee has been conditionally elected as a Board member, but during the time of conditional approval the Board obtains new information that calls into question the quality or qualifications of the Nominee to serve on the Board, the Board Chair shall present the issue to the Governance Committee which will review the information and vote on whether to confirm or reject the election of the Nominee.

As amended on November 19, 2014.

# Coversheet

## Update on Progress for Goal #4

**Section:** II. Governance Committee Meeting Items  
**Item:** D. Update on Progress for Goal #4  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** Board Meeting Effectiveness Survey.docx

## Board Meeting Effectiveness Survey

The purpose of a meeting effectiveness survey is to improve meeting quality and process.

**Board Meeting Date \***

[Month V] [Day V] [2024 V]

**Board member name \***

**Please choose the option that best describes \***

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
The meeting agenda and relevant background materials were provided in sufficient time to prepare for the meeting.	( )	( )	( )	( )	( )
The agenda was clear and realistic for the allotted meeting time.	( )	( )	( )	( )	( )
Reports were clear and focused on important information.	( )	( )	( )	( )	( )
There was sufficient time for discussion.	( )	( )	( )	( )	( )
I was satisfied with my opportunity to participate in discussions.	( )	( )	( )	( )	( )
I feel a diversity of opinions were expressed.	( )	( )	( )	( )	( )
All participants appeared to be prepared for the meeting.	( )	( )	( )	( )	( )

Next steps were identified and responsibilities assigned.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I was satisfied with how the meeting was facilitated.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I was satisfied with what the board accomplished.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I was satisfied with the board's overall meeting performance.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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