



# Voices for International Business and Education

## Board Meeting

### Date and Time

Tuesday May 7, 2024 at 6:00 PM CDT

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

### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>6:00 PM</b>
Opening Items			
<b>A.</b>	Call the Meeting to Order	Karen Dwyer	1 m
	To educate and nurture a diverse learning community through the International Baccalaureate Programme, world languages and intercultural appreciation to succeed in global economy.		
<b>B.</b>	Record Attendance and Guests	Karen Dwyer	1 m
<b>C.</b>	Approve Minutes -	Vote	Karen Dwyer 4 m
	From Meeting February 28, 2024 and Special Board Meeting March 20, 2024 and Meeting April 24, 2024		

	Purpose	Presenter	Time
<b>D. Chair Report- Special Meeting</b>		Karen Dwyer	4 m
<p>This Board Meeting was called since we did not have a quorum at the last meeting and the meeting ran overtime with presentations.</p> <p>In order to make efficient use of our time all Minutes from Committee Meetings that would have been covered at our last meeting are included in your packet.</p> <p><b>Please read in advance of the meeting and come with any questions or inquiries you may have.</b></p> <p>Due to limited time the discussion for each committee will be limited to your questions and inquires.</p>			
<b>E. IB Career Programme</b>	Vote	Karen Dwyer	7 m
<p>Requesting Board Authorization for Karen Dwyer to sign as Board Chair the application for the IB Career Programme.</p>			
<b>II. Committee Reports - Finance/Development</b>			<b>6:17 PM</b>
<b>A. Report-Finance/Development</b>	Discuss	Cerrita Jones	6 m
<p>Entertain any Questions and Inquiries regarding the Minutes from the March 2024 Committee Meeting</p> <p>Entertain any Questions and Inquiries regarding the Minutes from the April 2024 Committee Meeting</p>			
<b>B. Recommendation to adopt January 2024 Financial Statements</b>	Vote	Cerrita Jones	1 m
<b>III. Committee Reports -Academic</b>			<b>6:24 PM</b>
<p>Entertain any Questions and Inquiries regarding the Minutes from the March 2024 Committee Meeting</p>			
<b>A. Academic Report</b>	Discuss	Tonya Winfield	4 m
<b>IV. Committee Reports - Facility</b>			<b>6:28 PM</b>
<p>Facility</p>			
<b>A. Report of the Facilities Committee</b>	FYI	Sarah Olivier	5 m

	Purpose	Presenter	Time
Entertain any Questions and Inquiries regarding the Minutes from the March 2024 Committee Meeting			
<b>V. Committee Reports -Governance</b>			<b>6:33 PM</b>
<b>A. Report of the Governance Committee</b>	FYI	Karen Dwyer	4 m
Entertain any Questions and Inquiries regarding the Minutes from the March 2024 Committee Meeting			
<b>VI. Closing Items</b>			<b>6:37 PM</b>
<b>A. Request for Public Comment</b>	FYI	Karen Dwyer	5 m
<b>B. Adjourn Meeting</b>	Vote	Karen Dwyer	1 m
<b>C. Next Meeting Date</b>	FYI	Karen Dwyer	1 m
Next Meeting Date June 26, 2024 6pm-7pm			

# Coversheet

## Approve Minutes -

**Section:** I. Opening Items  
**Item:** C. Approve Minutes -  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** 2024\_04\_24\_board\_meeting\_minutes.pdf  
2024\_03\_20\_board\_meeting\_minutes.pdf  
2024\_02\_28\_board\_meeting\_minutes.pdf



# Voices for International Business and Education

## Minutes

### VIBE Board meeting

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#### **Date and Time**

Wednesday April 24, 2024 at 6:00 PM

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

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#### **Directors Present**

C. Robinson, K. Dwyer, L. Arellano-Rivera

#### **Directors Absent**

*None*

#### **Ex Officio Members Present**

A. Berger

#### **Non Voting Members Present**

A. Berger

#### **Guests Present**

C. Bourque, D. Lewis, E. Thomas, F. McKenna, J. Carreno, R. Smith

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### **I. Opening Items**

#### **A. Call the Meeting to Order**

K. Dwyer called a meeting of the board of directors of Voices for International Business and Education to order on Wednesday Apr 24, 2024 at 6:07 PM.

**B. Record Attendance and Guests**

**C. Approve Minutes -**

**D. Chair Report-Events**

Thank you for everyone attending and helping in the community Fair- it was a success.

Thank you to Pam and Grace for all their hard work.

Special Thanks to Grace's Dad for doing the cook-off- with crawfish and Franziska for working the tickets table.

Thank you to all the board members for all their donations, time worked, and all they did to support this event.

AWF- attending the meeting on Dr Berger on Friday, April 26 if anyone wants to attend.

**E. Strategic Planning Presentatrimon**

Presentation from Garrett on the 2029 Strategic Plan-

- Organization Visioning
- Measuring Success
- Developing the plan
- Socialize and finalize 2029 Strategic vision

Our Strategic Plan Resembles a Waterfall

- Mission and Vision
- Core Values
- Strategic priority
- Goals
- Initiative Tactics

Core Values- PRIDE

- Prioritizing Students
- Respect
- Innovation
- Diversity
- Excellence

Strategic Priorities

- Student Learning

- Effective Leaders and Staff
- Fiscal Responsibility
- Culture and Climate
- Family and Community Engagement
- Professionalism, Accountability, and Communication

#### Goals 2029

- Student learning
- Language Acquisition
- Community Engagement
- Community perception
- Staff Development and Retention
- Organization Effectiveness

A few more community opportunities to engage and finalize our targets.

#### **F. Head of School Report**

##### Events:

Community Fair and Ribbon Cutting: Despite the heat and humidity, our Ribbon Cutting / Community Fair was well attended, especially for a 1st Annual event. Students, alumni, staff, board members, and families enjoyed a day of community-building. We want to thank the board members who attended and assisted in making the day a success. A special growl-out to Grace and Karen for their leadership.

Film Broadcasting: Please come out to support our students at their film broadcast at the Prytania on Monday, April 29th at 6 pm. This is led by our film teacher Mr. Molina. The broadcast will feature original films by the IB Film students.

Graduation: Graduation is scheduled for 10 am at the Mahalia Jackson Theater on Thursday, May 23rd. We are asking for the presence of all board members. The dress code is business attire. You will walk in before the staff and have a space specifically for board members to sit.

##### Projects:

Budget: Working on finalizing the 24-25 budget. With ESSER and SCTG ending, we find ourselves with a large gap that needs to be filled. This will cause an adjustment in programming and staffing.

State audit (visit): We had our annual state audit. The checklist was completed. There were no findings in the general audit. The facility audit required items to be green-tagged. We were given 3 weeks to remediate and submitted all remediations before the due date.

Testing: ACT and LEAP testing are completed. Juniors took the statewide ACT on March 2X. Results are similar to this last year. We are looking closely at the data to determine what changes need to be made to improve scores. LEAP was finalized today.

Website: To coincide with our ribbon-cutting theme of a "new chapter", our website has been redesigned to focus on the student experience at IHSNO. While there is still some tweaking to do, the new site features more information on school programs and highlights the accomplishments of our school and our students. We'll shortly be adding video and student testimonials.

Ecollect: Transitioning to online registration to make the process easier for families.

Planning for next school year: Master scheduling, calendaring, enrollment,

Summer program: EL Camp, Attendance Recovery, LEAP Remediation

Attendance: Still a struggle with attendance. Nationwide problem. Parent contacts are constantly being made.

Jazz Fest and Parking: Please come out and support IHSNO's special programmes by parking in our lot. \$50 for a 7-minute walk.

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Having teachers randomly give in-class ACT practice questions- to improve literacy.

Adierah Berger, MPH, Ed.D.  
CEO and Head of School

International High School of New Orleans

## **G. IB Career Programme**

Having more career connective learning for our students.

The career-related Program

- Language Development
- Personal and professional skills
- service learning
- Reflective project.

Benefits of CP



- Raised students aspiration
- university access
- student engagement
- student retention
- community involvement
- \$8500 for candidacy and a continued fee of \$1610 need an official Board vote to commit to this program to our school.
- The time has gone by having another VIBE Board meeting on May 7. We will lessen the time on each meeting
- 5:30 Facilities
- 6:00 VIBE
- 6:45 Finance.

## II. Closing Items

### A. Request for Public Comment

### B. Adjourn Meeting

K. Dwyer made a motion to Motion to Adjourn.

L. Arellano-Rivera seconded the motion.

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

### C. Next Meeting Date

- The time has gone by having another VIBE Board meeting on May 7. We will lessen the time on each meeting
- 5:30 Facilities
- 6:00 VIBE
- 6:45 Finance.



# Voices for International Business and Education

## Minutes

### Special Board Meeting

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#### **Date and Time**

Wednesday March 20, 2024 at 5:30 PM

#### **Location**

2733 Esplanade Ave, NO LA

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

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#### **Directors Present**

B. Holloway, C. Jones, C. Lacoste, Jr., C. Robinson, G. Espinoza, K. Dwyer, L. Arellano-Rivera, P. Manson, S. Olivier, T. Winfield

#### **Directors Absent**

C. Peterson

#### **Ex Officio Members Present**

A. Berger

#### **Non Voting Members Present**

A. Berger

#### **Guests Present**

D. Lewis, F. McKenna, Frangy Pozo, J. Carreno, Jerry Hellman, Landen Bencaz, Maria Helmcke, Morgan Rea, R. Smith

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## I. Opening Items

### A. Call the Meeting to Order

### B. Record Attendance and Guests

### C. Mission/Vision

## II. Executive Session

### A. Opening Comments

- Karen Dwyer shared the agenda and how executive session will work.
- The board will vote to go into executive session. Once the board has voted, public comment will be allowed for 1 minute only related to the vote.
- Bert Holloway interjected that being the subject of the vote he is allowed to speak openly in public without going into executive session according to the state law.
- Karen Dwyer explained that the law pertains to personnel and Bert is not an employee of the school.
- As such the board will continue to vote to move to executive session.

### B. Executive Session

K. Dwyer made a motion to to go into executive session.

P. Manson seconded the motion.

Jeremy Hellman from AFT- would like to see what Mr. Holloway has to said. The executive session is about him and he is open to sharing in public.

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

#### Roll Call

S. Olivier	Aye
T. Winfield	Aye
L. Arellano-Rivera	Aye
G. Espinoza	Aye
C. Peterson	Absent
C. Jones	Aye
K. Dwyer	Aye
B. Holloway	No
C. Robinson	Aye
C. Lacoste, Jr.	Aye
P. Manson	Aye

### C. Return to regular meeting

Back in regular meeting

P. Manson made a motion to move back to regular session.

C. Jones seconded the motion.

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

### III. Termination of Board Member

#### A. Vote on Termination of Board Member

P. Manson made a motion to Terminate the board membership of Bert Halloway.

T. Winfield seconded the motion.

Jerry Helman - Teacher's union

Strongly opposed to the removal of Bert Hallway

Bencaz - Teacher: Mr. Halloway has shown support for students and teachers at the school. Offered financial support with time and energy to give to chess club.

Antoine Johnson- opposes. He's committed and wants to help the students and the school to thrive. People need to voice their opinions. If they don't things don't get done.

Morgan Rea- Bert has been a great supporter of educators. Been instrumental in organizing parent involvement which are important in improving the school. Committed in making headway in strategic development.

Bert Halloway requested to add to the motion - the purpose of the termination of membership solely because his son was removed from the school.

Amend the motion that removal is contingent on the fact that he is no longer a parent liaison here at International High School of New Orleans.

Bert Halloway - understands that there is no second to the motion. He believes that the board has already decided. Feels that he is viewed as a liability and not an asset. Having to bring support to the school community is seen as a liability. Believes it's wrong for him to be removed because his son is no longer here. Other board members do not have

Says IHSNO will be sorry. Has two appointments scheduled tomorrow with the media.

Bert says he will make sure everything is public. Says he will make sure all concerns are made public. Says he is on a mission. Will officially form friends of IHSNO. He has already started it. Says he already has members - previous students, teachers, etc. Get ready. He has a lot of good things to share and is looking forward to doing it.

Calls Charles out for not being here. Is only here for one board meeting.

Says he's obligated to the mission and it's disappointing. Will take Tonya's advice and will take it from there.

Hopes IHSNO will listen to teachers and students.

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

### IV. Closing Items

**A. Public Comment**

No comments

**B. Adjourn Meeting**

T. Winfield made a motion to adjourn the meeting.

C. Jones seconded the motion.

The board **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 6:05 PM.

Respectfully Submitted,

A. Berger



# Voices for International Business and Education

## Minutes

### VIBE Board meeting

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#### **Date and Time**

Wednesday February 28, 2024 at 6:00 PM

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

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#### **Directors Present**

C. Jones, C. Lacoste, Jr., C. Peterson, G. Espinoza, K. Dwyer, L. Arellano-Rivera, P. Manson, T. Winfield

#### **Directors Absent**

B. Holloway, C. Robinson, S. Olivier

#### **Ex Officio Members Present**

A. Berger, P. Stewart

#### **Non Voting Members Present**

A. Berger, P. Stewart

#### **Guests Present**

C. Bourque, CJ walker, D. Lewis, E. Thomas, Evette Spinner, F. McKenna, J. Carreno, R. Smith, Ramero Stewart, Rowan Stewart, r

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#### **I. Opening Items**

**A. Call the Meeting to Order**

K. Dwyer called a meeting of the board of directors of Voices for International Business and Education to order on Wednesday Feb 28, 2024 at 6:04 PM.

**B. Record Attendance and Guests**

**C. Approve Minutes - December 13, 2023 VIBE Board Meeting**

The board will Invite community people- members please email Karen's names and emails

Ceremony ribbon cutting on April 10

Grace will host the spring fundraiser event- on April 20, but the Board will finalize the date.

Cayce will not be in attendance for both of those dates

Partnership AWA

T. Winfield made a motion to approve the minutes from VIBE Board meeting on 12-13-23.

C. Lacoste, Jr. seconded the motion.

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

**D. Chair Report**

**E. Head of School Report**

Reviewing the HOS

Crosswalk More Safety and Neighborhood association-donated many items to keep our kids safe.

training our staff and parent volunteers on crosswalk safety

Empower school -MYP -doing the next steps to do the MYP implementation

Working with Empower School- strategic plan 5 yr plan

Have Garret to meet the meeting and talk about the goals for the school

Also, have parents involved

Working on Budgeting for next school year 2024

Intent to Return

Vacancy

We are attending the Teacher school fair this weekend.

Events:

March 27, State visit

Ceramic show

Black History Show- March 8

TET- student lead event-

Broad Cast Studio

Athletic

Basketball finished strong

Soccer went to the playoff

We are in the building- and making it a home for our students.

## II. Committee Reports - Finance/Development

### A. Report-Finance/Development

The financial FY 23 audit was completed- an unmodified audit with no findings. IHSNO 303K in available cash and is forecasted to close the year with 52 days of cash.

990-tax filing is underway. I will inform the Board of the submission once confirmed by Edops.

The next meeting will be on March 13, 2024, at 6:30.

Development:

They have been busy with the efforts of recruitment. marketing including yard signs, radio, and open houses.

The ribbon-cutting ceremony April 10. Everyone is invited.

Board inaugural spring Fundraiser. April 20. an outdoor event with either a boil or a barbeque, with games. entertainment.

### B. Recommendation to adopt December 2023 Financial Statements

C. Jones made a motion to Motion to move the December 2023 Financial.

T. Winfield seconded the motion.



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

### **III. Committee Reports - Facility**

#### **A. Report of the Facilities Committee**

We are in the building

Working with different sets and working with our commercial vendor

New Kitchen- available fresh food for the students.

HVAC system

Beautification of the building

Build new spaces for a few people

Working on an alarm system, this building has 3 zone

We operating and working with our vendors.

### **IV. Committee Reports -Governance**

#### **A. Report of the Governance Committee**

- Went of over our goals, and reviewed the Bylaws once we got them form
- Recruited new board members and please introduce the invited new potential candidates.
- Short and long-term succession plan
- A meeting evaluation with a questionnaire - please respond to this meeting.
- Advocate for the school- a contact list for persons you like to invite to the ribbon-cutting ceremony.
- BESE board member, City Councils
- 
- Step for Recruiting new members.
- Resume
- Letter of Intent
- Invite for Governance
- Tour the school
- Attend one Board meeting
- Before the June meeting.

Next meeting March 6 at 6:30

### **V. Closing Items**

#### **A. Request for Public Comment**

No public comments

#### **B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:54 PM.

Respectfully Submitted,  
C. Jones

**C. Nextg Meeting Date**

April 24 at 6pm

# Coversheet

## Report-Finance/Development

**Section:** II. Committee Reports - Finance/Development  
**Item:** A. Report-Finance/Development  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** 2024\_03\_13\_finance\_\_development\_committee\_meeting\_minutes.pdf  
2024\_04\_17\_finance\_committee\_meeting\_minutes.pdf  
IHSNO\_-\_Monthly\_Presentation\_-\_January\_2024.pdf  
316292 - Income Stmt - Forecast.pdf



# Voices for International Business and Education

## Minutes

### Finance / Development Committee Meeting

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#### Date and Time

Wednesday March 13, 2024 at 6:45 PM

#### Location

International High School of New Orleans  
2733 Esplanade Ave  
New Orleans, LA 70119

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

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#### Committee Members Present

A. Berger, C. Jones, C. Robinson (remote), F. McKenna, G. Espinoza, K. Dwyer, L. Arellano-Rivera, P. Stewart

#### Committee Members Absent

*None*

#### Guests Present

E. Thomas

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### I. Opening Items

#### A. Call the Meeting to Order

C. Jones called a meeting of the Finance Committee of Voices for International Business and Education to order on Wednesday Mar 13, 2024 at 6:46 PM.

**B. Record Attendance and Guests**

**C. Approve Minutes - February Finance / Development Committee Meeting**

K. Dwyer made a motion to approve the minutes from Finance / Development Committee Meeting on 02-05-24.

L. Arellano-Rivera seconded the motion.

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

**II. IV. Financial update**

**A. Review Financial Report**

Reviewing January 2024 Financials

At the close of January 2024, IHSNO's available cash balance was \$ is forecasted to increase to 1M at year-end and yield 52 days of cash. we are working with the school to accelerate the timeline for grant reimbursement to increase the cash balance.

We are forecasting the year-end-net income to be -(94K, which is - than budgeted Forecasted Revenues were reduced by 60k as school food services were lower than anticipated. Additionally, IDEA's high-cost allocation is coming in much lower as compared to previous years.

How many moving expenses do we have? We don't have any wanting on invoices Only get the necessities done for the rest of the year.

We did have a meeting with NOLAPS- for the issues we are having in the building.

We are close to 100K of moving expenses.

You will see the move expensive in February statements.

The additional students will be a plus to add more funds.

The next meeting is April 17 at 5:30- Budget 2024-25- not development

May 8th- at 5:30 pm Final draft of the Budget and recommend to Board.

June 10 Review-copy of budget available front office for public

June 26 public hearing 5-6 pm- Darius, Berger, Thomas

June 26 board meeting 6 pm

**B. Updates on Finance committee related matters**

The next meeting is April 17 at 5:30- Budget 2024-25- not development

May 8th- at 5:30 pm Final draft of the Budget and recommend to Board.

June 10 Review-copy of budget available front office for public

June 26 public hearing 5-6 pm- Darius, Berger, Thomas  
June 26 board meeting 6 pm

3rd quarter budget due to the state April 30  
K. Dwyer made a motion to Financial to the Board.  
L. Arellano-Rivera seconded the motion.  
The committee **VOTED** unanimously to approve the motion.

### III. Development

#### A. Development Update

##### **Development & Communications Report to the Board As of 02.29.24**

**The Community Newsletter** open rate increased from 35% in February 2023 to 51% in February 2024. This is attributable to more engaging content, an increase in the use of graphics, and more accessible layout of information.

**Open House** participation by prospective families increased from a total of 9 in Fall 2022 to 19 in Fall 2023 - an increase of 111%. This increase is due (in part) to our change in location as we have a wider audience to attract to Esplanade. We also leveraged PR services provided with our GNOCCS membership to utilize new avenues of outreach, inclusive of yard signs and direct mail.

**Grants awarded** increased from 3 in all of 2022-23 to 3 in the first semester of 2023-24, achieving 86% of the \$94,000 fundraising goal within the first 67% of the fiscal year; a result of bringing grant writing services in-house to provide a more accurate picture of IHSNO.

#### **LOOKING FORWARD**

**Ribbon Cutting** planning meetings have started with the academic team. The focus of the event is to showcase IHSNO's future with displays of student work and presentations from the student body. The event ticket will be distributed on Friday, **Mar 15, 2024**. The invitation will also be available by that date. Please continue to send guest lists with addresses to **Karen Dwyer** for inclusion in mailing.

**Newsletter communications** are being transitioned to a platform that syncs with PowerSchool which will eliminate the need for manual updates to the audience list. This ensures all students and families receive the newsletter as soon as they've enrolled. New scripts were written to sync data and we'll start testing the system later this month. Transition is planned to be completed by the **Apr 7, 2024** newsletter

**Website revisions** are underway to give the site a new look focused on our future. Updates are planned to be launched on **Apr 10, 2024**.

**Outdoor Signage** will be installed by **Mar 30, 2024** . Includes permanent sign over doorway, updated marquee with new light kit, and wraps for columns. Current estimate is \$7,190.50. We're working with the vendor to reduce cost as much as possible.

**Spring Open House** is scheduled for **Apr 17, 2024**. New advertising will be released on **Apr 3, 2024** .

**Spring Fundraiser** is scheduled for **Apr 20, 2024**. Have met with a student team interested in participating with a donation drive for Unity as their CAS project. Have met with **Grace Espinoza** re: alumni engagement at the event. We're looking forward to details from the Board Committee so as to braid the plans.

**Alumni engagement** is also planned for the **2024 Graduation Ceremony** on **May 23, 2024**. Have met with Senior leads to plan a special seating section. alumni-specific t-shirt, and recognition from the podium, including a possible keynote speaker. This will acknowledge the 10-year anniversary of IHSNO's Graduating class of 2014.

SUBMITTED AS OF 2/29/2024 Amount Submitted AWARDED Amount Awarded  
DECLINED Amount Date

LA DOE 8g (\$ 3,259) 8/23/23 Booth Bricker Foundation (\$ 17,000) 6/1/23  
ProBono Publico (\$ 25,000) 7/17/23 USDA Farm to School (\$ 15,510) 7/19/23  
NO Tourism & Cultural Fund (\$ 15,000) 9/29/23 NO Tourism & Cultural Fund (\$ 15,000)  
10/31/23  
New Orleans Recreation and Culture Fund (\$ 94,014) 11/17/23 LA DOE 8g (\$ 3,259)  
11/13/2023

Pro Bono Publico (\$ 10,000) 12/4/2023  
Selley Famly Foundation (\$ 20,000) 01/29/24

## B. Development Updates

SUBMITTED AS OF 2/29/2024 Amount Submitted AWARDED Amount Awarded  
DECLINED Amount Date

LA DOE 8g (\$ 3,259) 8/23/23 Booth Bricker Foundation (\$ 17,000) 6/1/23  
ProBono Publico (\$ 25,000) 7/17/23 USDA Farm to School (\$ 15,510) 7/19/23  
NO Tourism & Cultural Fund (\$ 15,000) 9/29/23 NO Tourism & Cultural Fund (\$ 15,000)  
10/31/23  
New Orleans Recreation and Culture Fund (\$ 94,014) 11/17/23 LA DOE 8g (\$ 3,259)  
11/13/2023

Pro Bono Publico (\$ 10,000) 12/4/2023  
Selley Famly Foundation (\$ 20,000) 01/

## C. Discuss details of March Fundraiser

Need to budget for the fundraiser

What we can handle and what do we need to outsource  
Need to showcase our school with artists, and student engagement.  
Ask for donations from the Board members.  
Food Truck- slip the funds.  
community Fair

Get donations to raffle off something.

Possible an Alumni event-

Alumni gathering in October.

Berger will email Grace the 2023-24 Alumni list.

Graduation will be on May 23 at 10 am Mahalia Jackson.

Get with the Resouces Center we can invite

Finalize this event at the next meeting on Wednesday- timeline and Final planning. 5:45  
pm

#### **IV. 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 7:30 PM.

Respectfully Submitted,  
C. Jones





# Voices for International Business and Education

## Minutes

### Finance Committee Meeting

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#### **Date and Time**

Wednesday April 17, 2024 at 5:30 PM

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

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#### **Committee Members Present**

A. Berger, C. Jones, C. Robinson, D. Munchak, K. Dwyer, L. Arellano-Rivera, P. Stewart

#### **Committee Members Absent**

*None*

#### **Committee Members who arrived after the meeting opened**

C. Robinson, K. Dwyer

#### **Guests Present**

E. Thomas, F. McKenna

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### **I. Opening Items**

#### **A. Record Attendance and Guests**

#### **B. Call the Meeting to Order**

C. Jones called a meeting of the Finance Committee of Voices for International Business and Education to order on Wednesday Apr 17, 2024 at 5:41 PM.

## II. Finance

### A. 2024-2025 Proposed Budget Presentation

D. Munchak (EdOps) presented the 2024-25 first draft proposed budget.

- The greatest driver is p/pupil enrollment and staffing, budgeting for 427 students & 52 FTE.
- with ESSER and SCTG sunseting, there is a \$1.2M revenue gap that needs to be filled.
- review & discussion of revenues & expenses

K. Dwyer arrived.

C. Robinson arrived.

## III. Review Budget timeline

### A. Review timeline

- May 8 - finance and development committee meeting @5:30. Will review final draft of the budget and recommend to board
- Need to change the May meeting to Tuesday May 7th as some members will not be able to come. Will ask S. Olivier to move the Facilities meeting to Tuesday as well. (Facilities @ 5:30 & Finance/Dev @ 6:30). Will review final draft and have recommendation to board.
- June 10- Display copy of budget in front office for public inspection
- June 26 - public hearing from 5pm to 6pm (D. Munchak, A. Berger, E. Thomas)
- June 26 - board meeting at 6pm. Will present the budget to the board for vote.

## IV. Closing Items

### A. Adjourn Meeting

K. Dwyer made a motion to adjourn the meeting.

L. Arellano-Rivera 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 6:32 PM.

Respectfully Submitted,

A. Berger



# January 2024 Financials

PREPARED **MAR'24** BY



- **Executive Summary**
- **Key Performance Indicators**
- **Forecast Overview**
- **Key Forecast Changes This Month**
- **Appendix**

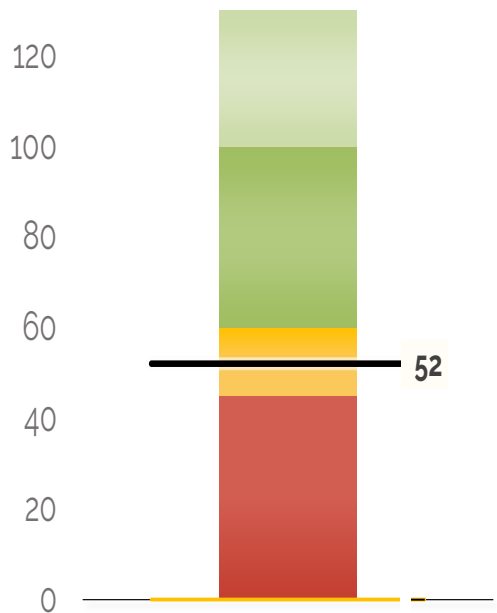
# Executive Summary

- **At the close of January 2024, IHSNO's available cash balances were \$451,715. This is forecasted to increase to \$1M at year-end and yields 52 Days of Cash. We are working with the school to accelerate the timeline for grant reimbursements to increase cash balances.**
- **We are forecasting the year-end Net Income to be –(\$94k), which is –(\$96k) worse than budgeted.**
- **Forecasted Revenues were reduced by \$60k as School Food Service Revenues are lower than anticipated. Additionally, IDEA High Cost allocations (2 student applications) are coming in much lower as compared to previous years.**

# Key Performance Indicators

## Days of Cash

Cash balance at year-end divided by average daily expenses

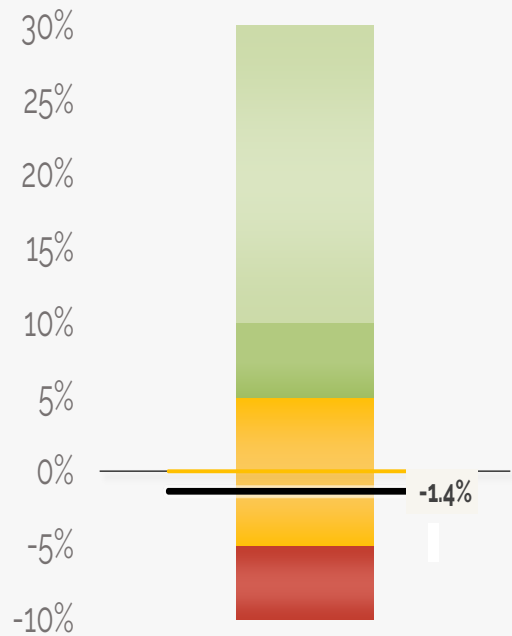


### 52 DAYS OF CASH AT YEAR'S END

The school will end the year with 52 days of cash. This is below the recommended 60 days

## Gross Margin

Revenue less expenses, divided by revenue

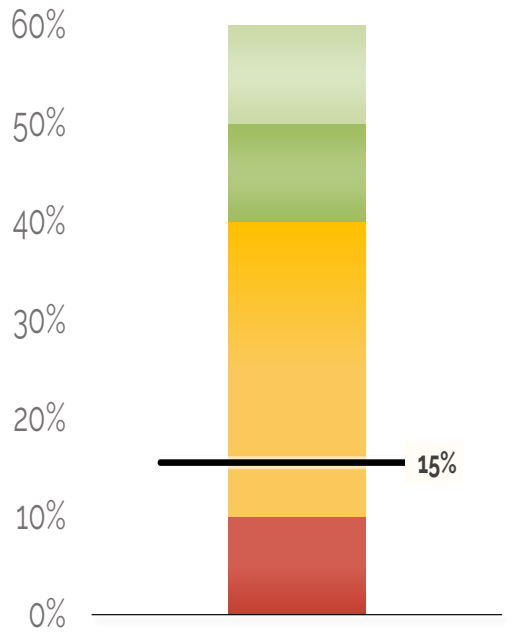


### -1.4% GROSS MARGIN

The forecasted net income is -\$95k, which is \$96k below the budget. It yields a -1.4% gross margin.

## Fund Balance %

Forecasted Ending Fund Balance / Total Expenses



### 15.48% AT YEAR'S END

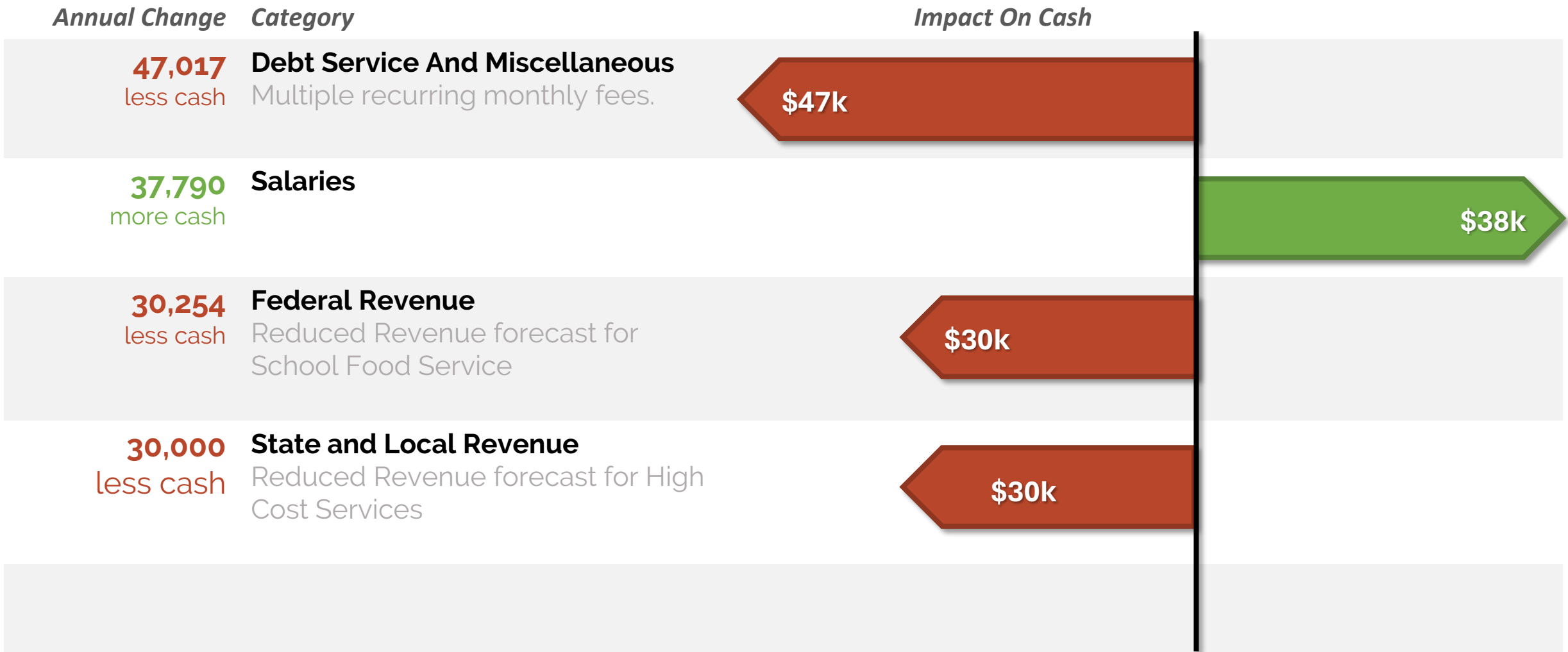
The school is projected to end the year with a fund balance of \$1,092,436. Last year's fund balance was \$1,186,994.

# Forecast Overview

	Forecast	Budget	Variance	Variance Graphic	Comments
Revenue	\$7m	\$7m	-\$11k	-11k	Reduced forecast for Food Service revenue and High Cost Services. HCS allocations are lower across all schools this year.
Expenses	\$7.1m	\$7m	-\$85k	-85k	Increase forecasts for Purchased Ed. Services, and Admin Dues/Fees
<b>Net Income</b>	<b>-\$95k</b>	<b>\$2k</b>	<b>-\$96k</b>	<b>-96k</b>	
Cash Flow Adjustments	\$413k	-\$43k	\$456k	+456k	Cash balance will increase as drawdowns for all ESSER programs are accelerated.
<b>Change in Cash</b>	<b>\$319k</b>	<b>-\$41k</b>	<b>\$359k</b>	<b>359k</b>	

# Key Forecast Changes This Month

The January forecast **decreased** the year-end cash expectation by \$15k. *Key changes:*







# QUESTIONS?

Please contact your EdOps Finance Team:

Darius Munchak

[darius@ed-ops.com](mailto:darius@ed-ops.com)

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	<i>Actual</i>	<i>Budget</i>	<i>Variance</i>	<i>Forecast</i>	<i>Budget</i>	<i>Variance</i>	<i>Remaining</i>
<b>Revenue</b>							
State and Local Revenue	2,722,081	2,777,131	(55,050)	4,810,796	4,830,796	(20,000)	2,088,715
Federal Revenue	514,154	968,222	(454,068)	1,917,227	1,909,576	7,652	1,403,073
Private Grants and Donations	850	-	850	850	-	850	-
Earned Fees	107,762	134,487	(26,725)	235,012	234,603	409	127,250
<b>Total Revenue</b>	<b>3,344,847</b>	<b>3,879,840</b>	<b>(534,993)</b>	<b>6,963,885</b>	<b>6,974,975</b>	<b>(11,090) ①</b>	<b>3,619,038</b>
<b>Expenses</b>							
Salaries	1,522,009	1,609,393	87,384	3,108,577	3,120,015	11,437	1,586,569
Employee Benefits	345,904	427,455	81,552	703,681	732,781	29,100	357,777
Purchased Professional And Technical Services	509,071	574,085	65,014	1,078,127	1,004,648	(73,479)	569,056
Purchased Property Services	126,655	176,595	49,940	309,701	302,734	(6,968)	183,047
Other Purchased Services	627,686	640,234	12,548	1,124,048	1,136,415	12,367	496,362
Supplies	204,719	229,290	24,571	426,290	393,069	(33,220)	221,571
Debt Service And Miscellaneous	103,443	186,300	82,857	308,019	283,483	(24,536)	204,576
<b>Total Expenses</b>	<b>3,439,487</b>	<b>3,843,353</b>	<b>403,866</b>	<b>7,058,444</b>	<b>6,973,144</b>	<b>(85,300) ②</b>	<b>3,618,957</b>
<b>Net Income</b>	<b>(94,640)</b>	<b>36,487</b>	<b>(131,127)</b>	<b>(94,559)</b>	<b>1,831</b>	<b>(96,390) ③</b>	<b>81</b>
<b>Cash Flow Adjustments</b>	<b>(141,812)</b>	<b>(48,436)</b>	<b>(93,376)</b>	<b>413,124</b>	<b>(42,763)</b>	<b>455,887 ④</b>	<b>554,937</b>
<b>Change in Cash</b>	<b>(236,452)</b>	<b>(11,949)</b>	<b>(224,504)</b>	<b>318,566</b>	<b>(40,932)</b>	<b>359,498 ⑤</b>	<b>555,018</b>

① REVENUE: \$11K BEHIND

② EXPENSES: \$85K BEHIND

③ NET INCOME: \$96K behind

④ CASH ADJ: \$456K AHEAD

⑤ NET CHANGE IN CASH: \$359K AHEAD

	Actual							Forecast					
Income Statement	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL
<b>Revenue</b>													
State and Local Revenue	368,036	504,572	369,894	369,894	369,894	369,894	369,894	417,743	417,743	417,743	417,743	417,743	4,810,796
Federal Revenue	0	21,462	248,258	16,017	67,413	144,618	16,387	280,615	280,615	280,615	280,615	280,615	1,917,227
Private Grants and Donations	0	0	850	0	0	0	0	0	0	0	0	0	850
Earned Fees	452	28,416	5,497	9,676	27,320	4,704	31,698	25,450	25,450	25,450	25,450	25,450	235,012
<b>Total Revenue</b>	<b>368,488</b>	<b>554,450</b>	<b>624,499</b>	<b>395,588</b>	<b>464,627</b>	<b>519,216</b>	<b>417,979</b>	<b>723,808</b>	<b>723,808</b>	<b>723,808</b>	<b>723,808</b>	<b>723,808</b>	<b>6,963,885</b>
<b>Expenses</b>													
Salaries	45,779	180,677	238,574	250,330	289,753	266,601	250,296	317,314	317,314	317,314	317,314	317,314	3,108,577
Employee Benefits	30,333	45,345	36,375	29,940	28,900	26,780	148,230	71,555	71,555	71,555	71,555	71,555	703,681
Purchased Professional And Technical Services	36,313	110,870	60,084	38,310	118,967	82,376	62,151	113,811	113,811	113,811	113,811	113,811	1,078,127
Purchased Property Services	27,341	23,280	18,601	18,959	22,341	12,805	3,327	36,609	36,609	36,609	36,609	36,609	309,701
Other Purchased Services	105,644	121,066	57,895	62,955	98,496	84,827	96,803	99,272	99,272	99,272	99,272	99,272	1,124,048
Supplies	16,206	69,502	6,925	28,787	63,844	18,622	833	44,314	44,314	44,314	44,314	44,314	426,290
Debt Service And Miscellaneous	9,172	46,964	4,627	8,823	12,852	12,409	8,596	40,915	40,915	40,915	40,915	40,915	308,019
Total Ordinary Expenses	270,787	597,705	423,082	438,103	635,152	504,421	570,237	723,791	723,791	723,791	723,791	723,791	7,058,444
<b>Total Expenses</b>	<b>270,787</b>	<b>597,705</b>	<b>423,082</b>	<b>438,103</b>	<b>635,152</b>	<b>504,421</b>	<b>570,237</b>	<b>723,791</b>	<b>723,791</b>	<b>723,791</b>	<b>723,791</b>	<b>723,791</b>	<b>7,058,444</b>
<b>Net Income</b>	<b>97,701</b>	<b>-43,254</b>	<b>201,417</b>	<b>-42,515</b>	<b>-170,525</b>	<b>14,795</b>	<b>-152,258</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>-94,559</b>
Cash Flow Statement	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL
<b>Net Income</b>	<b>97,701</b>	<b>-43,254</b>	<b>201,417</b>	<b>-42,515</b>	<b>-170,525</b>	<b>14,795</b>	<b>-152,258</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>-94,559</b>
Accounts Receivable	207,848	19,217	-248,258	262,308	105,356	-6,157	17,533	0	0	0	0	0	357,848
Cash Flow Adjustments	-78,530	-95,952	-347,383	150,007	89,073	-79,348	220,319	110,987	110,987	110,987	110,987	110,987	413,124
<b>Change in Cash</b>	<b>19,172</b>	<b>-139,206</b>	<b>-145,965</b>	<b>107,492</b>	<b>-81,452</b>	<b>-64,553</b>	<b>68,061</b>	<b>111,004</b>	<b>111,004</b>	<b>111,004</b>	<b>111,004</b>	<b>111,004</b>	<b>318,566</b>
Ending Cash	707,339	568,133	422,168	530,660	448,207	383,654	451,715	562,719	673,722	784,726	895,729	1,006,733	

	<i>Previous Year End</i>	<i>Current</i>	<i>Year End</i>
<b>Assets</b>			
Current Assets			
Cash	688,167	451,715	1,006,733
Accounts Receivable	544,299	161,783	161,783
<b>Total Current Assets</b>	<b>1,232,467</b>	<b>613,498</b>	<b>1,168,516</b>
<b>Noncurrent Assets</b>			
Facilities, Net	669,143	669,143	669,143
<b>Total Noncurrent Assets</b>	<b>669,143</b>	<b>669,143</b>	<b>669,143</b>
<b>Total Assets</b>	<b>1,901,610</b>	<b>1,282,642</b>	<b>1,837,659</b>
<b>Liabilities and Equity</b>			
<b>Liabilities</b>			
Current Liabilities			
Other Current Liabilities	536,774	235,446	567,382
Accounts Payable	305,712	82,712	305,712
<b>Total Current Liabilities</b>	<b>842,486</b>	<b>318,157</b>	<b>873,094</b>
Total Long-Term Liabilities	0	0	
<b>Total Liabilities</b>	<b>842,486</b>	<b>318,157</b>	<b>873,094</b>
<b>Equity</b>			
Unrestricted Net Assets	1,212,066	1,059,124	1,059,124
Net Income	-152,942	-94,640	-94,559
<b>Total Equity</b>	<b>1,059,124</b>	<b>964,484</b>	<b>964,565</b>
<b>Total Liabilities and Equity</b>	<b>1,901,610</b>	<b>1,282,642</b>	<b>1,837,659</b>

## Income Statement

### International High School of New Orleans

July 2023 through January 2024

Income Statement	Year-To-Date			Annual			Previous Forecast	
	Actual	Budget	Variance	Forecast	Budget	Variance	Prv TOTAL	Diff
Revenue								
State and Local Revenue								
1994000 · Local MFP	1,522,620	1,622,101	(99,481)	2,780,744	2,780,744	(0)	2,780,744	0
3110000 · State MFP	1,189,461	1,150,364	39,097	1,972,052	1,972,052	(0)	1,972,052	0
3110002 · CDF	10,000	0	10,000	10,000	0	10,000	10,000	0
3200001 · Restricted Grants-In-Aid	0	0	0	10,000	10,000	0	10,000	0
3220000 · Education Support Fund	0	4,667	(4,667)	8,000	8,000	0	8,000	0
3291000 · High Cost Services Fund	0	0	0	30,000	60,000	(30,000)	60,000	-30,000
<b>Total State and Local Revenue</b>	<b>2,722,081</b>	<b>2,777,131</b>	<b>(55,050)</b>	<b>4,810,796</b>	<b>4,830,796</b>	<b>(20,000)</b>	<b>4,840,796</b>	<b>-30,000</b>
Federal Revenue								
4515000 · School Food Service	113,772	141,061	(27,289)	225,000	255,254	(30,254)	255,254	-30,254
4531000 · IDEA, Part B	85,765	44,180	41,585	97,651	88,360	9,291	97,651	0
4541000 · Title I Revenue	83,047	77,020	6,027	181,057	154,040	27,017	181,057	0
4544000 · Title IV, Part A	9,158	6,176	2,983	13,245	12,351	894	13,245	0
4545000 · Title II, Part A	21,604	11,038	10,567	21,605	22,075	(470)	21,605	0
4547000 · Title III, Part A	11,816	5,321	6,495	11,816	10,643	1,173	11,816	0
4550000 · Redesign 1003a	0	29,245	(29,245)	58,490	58,490	0	58,490	0
4551000 · Restricted Grants-In-Aid Fro	0	377,880	(377,880)	755,760	755,760	0	755,760	0
4559000 · Other NCLB Programs	30,945	40,000	(9,055)	80,000	80,000	0	80,000	0
4590000 · Other Federal Funds	158,047	236,302	(78,255)	472,603	472,603	0	472,603	0
<b>Total Federal Revenue</b>	<b>514,154</b>	<b>968,222</b>	<b>(454,068)</b>	<b>1,917,227</b>	<b>1,909,576</b>	<b>7,652</b>	<b>1,947,481</b>	<b>-30,254</b>
Private Grants and Donations								
1922000 · Restricted Contributions and Donation	850	0	850	850	0	850	850	0
<b>Total Private Grants and Donations</b>	<b>850</b>	<b>0</b>	<b>850</b>	<b>850</b>	<b>0</b>	<b>850</b>	<b>850</b>	<b>0</b>
Earned Fees								
1510000 · Interest	605	372	233	977	639	339	1,090	-112
1740000 · Student Fees	48,568	44,344	4,224	79,820	79,820	(0)	79,820	0
1790000 · Other Activity Income	7,374	2,173	5,201	7,374	3,725	3,649	3,725	3,649
1921000 · Unrestricted Contributions and Donations	49,473	54,841	(5,369)	94,014	94,014	(0)	94,014	0
1993000 · Refund Of PY Expense	0	29,799	(29,799)	51,085	51,085	(0)	51,085	0
1994100 · Prior Year Adjustments	0	0	0	0	0	0	0	0
1999000 · Other Miscellaneous Revenues	1,743	2,956	(1,214)	1,743	5,321	(3,579)	5,321	-3,579
<b>Total Earned Fees</b>	<b>107,762</b>	<b>134,487</b>	<b>(26,725)</b>	<b>235,012</b>	<b>234,603</b>	<b>409</b>	<b>235,055</b>	<b>-42</b>
<b>Total Revenue</b>	<b>3,344,847</b>	<b>3,879,840</b>	<b>(534,993)</b>	<b>6,963,885</b>	<b>6,974,975</b>	<b>(11,090)</b>	<b>7,024,182</b>	<b>-60,296</b>
Expenses								
Salaries								
1110000 · School Administrators	346,481	375,382	28,901	643,512	643,512	(0)	643,512	0
1120000 · Teachers	648,228	629,904	(18,324)	1,374,337	1,374,336	(0)	1,374,337	0
1121210 · Special Education Teachers	0	53,770	53,770	117,317	117,317	(0)	117,317	0

1130000 · Therapists/Specialists/Counselors	122,271	154,124	31,853	272,510	272,510	(0)	272,510	0
1142400 · Secretarial	69,414	73,976	4,562	126,816	126,816	0	126,816	0
1151210 · Aides Special Education	17,034	17,026	(8)	37,148	37,148	0	37,148	0
1160000 · Service Workers	42,989	46,716	3,727	80,084	80,084	0	80,084	0
1180000 · Degreed Professional	43,813	52,500	8,687	90,000	90,000	(0)	90,000	0
1190000 · Other Salaries	92,758	87,196	(5,562)	146,171	157,609	11,438	183,961	37,790
1231130 · Substitute Teachers	20,567	17,925	(2,642)	39,110	39,110	(0)	39,110	0
1300000 · Salaries for Extra Work	0	10,023	10,023	18,042	18,042	0	18,042	0
1500000 · Stipend Pay	118,453	90,850	(27,603)	163,530	163,530	0	163,530	0
<b>Total Salaries</b>	<b>1,522,009</b>	<b>1,609,393</b>	<b>87,384</b>	<b>3,108,577</b>	<b>3,120,015</b>	<b>11,437</b>	<b>3,146,367</b>	<b>37,790</b>
<b>Employee Benefits</b>								
210 · Health Insurance	175,141	179,134	3,993	307,088	307,088	(0)	307,088	0
220 · Social Security	93,730	112,841	19,110	193,441	193,441	0	193,441	0
225 · Medicare	21,971	26,390	4,419	45,240	45,240	0	45,240	0
2300000 · Retirement	20,666	34,949	14,283	59,913	59,913	(0)	59,913	0
2500000 · Unemployment Compensation	4,558	8,909	4,351	15,273	15,273	0	15,273	0
2600000 · Workers Compensation	2,503	18,200	15,697	31,200	31,200	0	31,200	0
2602510 · Workers Comp, Fiscal Svcs	9,204	0	(9,204)	15,594	0	(15,594)	23,022	7,428
2900000 · Other Benefits	18,130	47,032	28,902	35,932	80,626	44,694	21,686	-14,247
<b>Total Employee Benefits</b>	<b>345,904</b>	<b>427,455</b>	<b>81,552</b>	<b>703,681</b>	<b>732,781</b>	<b>29,100</b>	<b>696,862</b>	<b>-6,819</b>
<b>Purchased Professional And Technical Services</b>								
3001210 · Other Purch Tech SvcsSPED	2,495	17,738	15,243	4,690	31,928	27,238	5,489	799
3002130 · Health Services	33,250	31,667	(1,583)	57,000	57,000	0	57,000	0
3002150 · Speech Svcs	13,005	13,333	329	24,000	24,000	0	24,000	0
3002160 · Occupational Therapy	1,403	1,667	264	3,000	3,000	0	3,000	0
3002232 · Professional Dev SPED	0	11,530	11,530	0	20,753	20,753	0	0
3002510 · Fiscal Svcs	86,205	75,833	(10,372)	147,780	130,000	(17,780)	147,780	0
3002830 · Human Resource Svcs	0	26,833	26,833	0	46,000	46,000	0	0
3100000 · Purchased OfficialAdministrative Serv	0	1,627	1,627	2,788	2,788	0	2,788	0
3200000 · Purchased Educational Services	83,103	116,639	33,536	209,949	209,949	(0)	0	-209,949
3201000 · Purchased Educational Services Instr	0	0	0	0	0	0	231,466	231,466
3202100 · Purchased Educational Services Pupi	40,464	11,825	(28,639)	69,367	21,285	(48,081)	50,714	-18,653
3202122 · Counseling Services	0	21,285	21,285	0	38,314	38,314	0	0
3202200 · Purchased Educational Services Instr	44,999	13,510	(31,489)	75,000	24,318	(50,682)	75,000	0
3322310 · Legal Svcs	69,240	48,820	(20,420)	126,939	83,691	(43,248)	129,962	3,023
3332310 · Audit Svcs	0	25,056	25,056	42,953	42,953	0	42,953	0
3390000 · Other Professional Services	72,507	61,325	(11,182)	151,128	105,128	(46,000)	151,128	0
3392662 · Other Professional Services - Security	5,908	35,000	29,092	60,000	60,000	0	60,000	0
3392830 · Background Checks	1,743	1,148	(596)	3,145	1,967	(1,178)	3,487	342
3402510 · Fiscal Purch Prof and Tech Svcs	7,434	11,455	4,021	19,638	19,638	(0)	19,638	0
3402840 · Admin Tech Svcs	47,315	47,795	480	80,750	81,935	1,184	94,630	13,880
<b>Total Purchased Professional And Technical Serv</b>	<b>509,071</b>	<b>574,085</b>	<b>65,014</b>	<b>1,078,127</b>	<b>1,004,648</b>	<b>(73,479)</b>	<b>1,099,034</b>	<b>20,907</b>
<b>Purchased Property Services</b>								
4212620 · Disposal Svcs	766	5,251	4,485	9,002	9,002	0	9,002	0
4232620 · Custodial Svcs	74,487	118,788	44,301	203,637	203,637	(0)	203,637	0
4302620 · Repairs and Maint Svcs	22,057	33,518	11,461	52,057	57,460	5,403	57,890	5,833
4422400 · Rental of Equip-School Admin	2,082	933	(1,149)	2,082	1,600	(483)	1,750	-332

4422620 · Rental of EquipBldg	23,239	15,496	(7,743)	38,452	26,564	(11,888)	36,002	-2,450
4900000 · Other Property Services	4,024	2,608	(1,416)	4,471	4,471	(0)	4,471	0
<b>Total Purchased Property Services</b>	<b>126,655</b>	<b>176,595</b>	<b>49,940</b>	<b>309,701</b>	<b>302,734</b>	<b>(6,968)</b>	<b>312,752</b>	<b>3,051</b>
<b>Other Purchased Services</b>								
5192720 · Student Transportation	245,425	260,566	15,141	450,853	471,500	20,647	488,848	37,995
5212310 · Liability Insurance	74,058	50,028	(24,031)	99,058	85,761	(13,297)	85,761	-13,297
5222620 · Prop Ins	5,585	0	(5,585)	5,585	0	(5,585)	5,585	0
5302400 · Communications	100,013	79,517	(20,496)	120,000	136,315	16,315	120,000	0
5402310 · Advertising	6,912	8,346	1,434	14,308	14,308	0	14,308	0
550 · Printing and Binding	375	0	(375)	375	0	(375)	375	0
5500000 · Printing and Binding	0	5,277	5,277	2,500	9,046	6,546	3,000	500
5641100 · Tuition to Educational Service Agencie	(3,729)	16,260	19,989	29,267	29,267	0	29,267	0
5703100 · Food Svcs Operations	90,918	132,940	42,022	240,558	240,558	0	240,558	0
5800000 · Travel	36,608	19,014	(17,594)	36,608	32,596	(4,013)	36,608	0
5900000 · Miscellaneous Purchased Service	71,520	68,287	(3,233)	124,935	117,063	(7,872)	117,063	-7,872
5902400 · Miscellaneous Purchased Services	0	0	0	0	0	0	12,709	12,709
<b>Total Other Purchased Services</b>	<b>627,686</b>	<b>640,234</b>	<b>12,548</b>	<b>1,124,048</b>	<b>1,136,415</b>	<b>12,367</b>	<b>1,154,083</b>	<b>30,035</b>
<b>Supplies</b>								
6101100 · Regular Programs	119,082	74,485	(44,597)	194,185	127,689	(66,495)	207,744	13,559
6101210 · Special Education	28	0	(28)	28	0	(28)	28	0
6102400 · School Admin Suplies	19,488	6,208	(13,279)	24,488	10,643	(13,845)	20,672	-3,816
6102620 · Supplies-Bldg	4,057	11,460	7,403	14,057	19,646	5,589	15,368	1,311
6151100 · TechRegular Programs	14,539	51,634	37,094	88,515	88,515	0	88,515	0
6152400 · TechSchool Admin	0	6,064	6,064	10,395	10,395	0	10,395	0
6222620 · Electricity	40,214	50,349	10,135	86,313	86,313	(0)	86,313	0
6400000 · Textbooks & Workbooks	7,310	29,090	21,781	8,310	49,869	41,559	8,510	200
<b>Total Supplies</b>	<b>204,719</b>	<b>229,290</b>	<b>24,571</b>	<b>426,290</b>	<b>393,069</b>	<b>(33,220)</b>	<b>437,544</b>	<b>11,254</b>
<b>Debt Service And Miscellaneous</b>								
8102400 · Dues and FeesSchool Admin	88,859	56,746	(32,113)	152,329	102,143	(50,186)	102,143	-50,186
8950000 · Miscellaneous non-public Expens	14,553	33,446	18,893	34,553	60,203	25,650	37,722	3,169
8970000 · Insurance per child	0	68,000	68,000	68,000	68,000	0	68,000	0
8990000 · Student Scholarships	0	3,079	3,079	3,079	3,079	(0)	3,079	0
9330000 · Indirect Costs	32	25,029	24,997	50,059	50,059	0	50,059	0
<b>Total Debt Service And Miscellaneous</b>	<b>103,443</b>	<b>186,300</b>	<b>82,857</b>	<b>308,019</b>	<b>283,483</b>	<b>(24,536)</b>	<b>261,002</b>	<b>-47,017</b>
<b>Total Expenses</b>	<b>3,439,487</b>	<b>3,843,353</b>	<b>403,866</b>	<b>7,058,444</b>	<b>6,973,144</b>	<b>(85,300)</b>	<b>7,107,645</b>	<b>49,201</b>
<b>Net Income</b>	<b>(94,640)</b>	<b>36,487</b>	<b>(131,127)</b>	<b>(94,559)</b>	<b>1,831</b>	<b>(96,390)</b>	<b>-83,463</b>	<b>-11,095</b>

Cash Flow Statement	Actual	Budget	Variance	Forecast	Budget	Variance	Prv TOTAL	Diff
Net Income	(94,640)	36,487	(131,127)	(94,559)	1,831	(96,390)	-83,463	-11,095
<b>Cash Flow Adjustments</b>								
<b>Accounts Receivable</b>								
1530000 · Accounts Receivable	357,848	(1,064)	358,913	357,848	(1,064)	358,913	370,470	-12,621
<b>Total Accounts Receivable</b>	<b>357,848</b>	<b>(1,064)</b>	<b>358,913</b>	<b>357,848</b>	<b>(1,064)</b>	<b>358,913</b>	<b>370,470</b>	<b>-12,621</b>
<b>Depreciation Expense</b>								
2050000 · Property and Equipment	0	0	0	0	0	0	0	0
2102620 · Leasehold improvements	0	0	0	0	0	0	0	0
2200000 · Accumulated Depreciation	0	0	0	0	0	0	0	0

4210000 · Accounts Payable	(223,001)	135,734	(358,734)	(0)	135,734	(135,734)	0	0
Total Depreciation Expense	(223,001)	135,734	(358,734)	(0)	135,734	(135,734)	0	0
Accrued Expenses								
4200000 · Whitney Pay Cards	(7,929)	0	(7,929)	(7,929)	0	(7,929)	-7,929	0
4610000 · Accrued Salaries and Benefits	(291,360)	(261,247)	(30,113)	0	(261,247)	261,247	0	0
4612000 · Accrued Summer Pay	37,292	71,050	(33,759)	37,292	71,050	(33,759)	60,117	-22,825
4613000 · Accrued Vested PTO Benefits	0	0	0	0	0	0	0	0
471 · Payroll Liabilities	1,245	0	1,245	1,245	0	1,245	-633	1,878
4710000 · Payroll Liabilities	0	0	0	0	0	0	0	0
4711000 · Health Insurance	(30,049)	7,091	(37,141)	0	12,765	(12,765)	0	0
4713000 · EE Retirement Contributions	(6,040)	0	(6,040)	(0)	0	(0)	0	0
Total Accrued Expenses	(296,841)	(183,106)	(113,736)	30,608	(177,432)	208,040	51,556	-20,948
Other Operating Activities								
10160 · Prepaid Salary	0	0	0	0	0	0	0	0
1812800 · Expense	24,668	0	24,668	24,668	0	24,668	-4,809	29,477
1814000 · Insurance	0	0	0	0	0	0	0	0
Total Other Operating Activities	24,668	0	24,668	24,668	0	24,668	-4,808	29,477
Loan Payable								
4510000 · Loan Payable	(4,487)	0	(4,487)	0	0	0	0	0
4510600 · Loan Payable Social Security	0	0	0	0	0	0	0	0
Total Loan Payable	(4,487)	0	(4,487)	0	0	0	0	0
Total Cash Flow Adjustments	(141,812)	(48,436)	(93,376)	413,124	(42,763)	455,887	417,217	-4,092
Change in Cash	(236,452)	(11,949)	(224,504)	318,566	(40,932)	359,498	333,753	-15,188



# Coversheet

## Academic Report

**Section:** III. Committee Reports -Academic  
**Item:** A. Academic Report  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** 2024\_03\_06\_academic\_committee\_meeting\_minutes.pdf  
315038.xlsx  
315079.docx  
315037.pdf



# Voices for International Business and Education

## Minutes

### Academic Committee Meeting

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#### Date and Time

Wednesday March 6, 2024 at 6:30 PM

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

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#### Committee Members Present

C. Robinson, G. Espinoza (remote), K. Dwyer, T. Winfield

#### Committee Members Absent

C. Lacoste, Jr., S. Olivier

#### Guests Present

A. Berger, C. Bourque, Chicora James, D. Lewis, F. McKenna, J. Carreno

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### I. Opening Items

#### A. Call the Meeting to Order

K. Dwyer called a meeting of the Academic Committee of Voices for International Business and Education to order on Wednesday Mar 6, 2024 at 6:34 PM.

#### B. Record Attendance

#### C. Approve Minutes from Jan 24th Meeting

## II. Academic

### A. Academic Dashboard and HOS Report

- 405 Students
- 26 % ESL
- Quarter 3 ending Friday, March 8, 2024
- Prepping for all things in 4th quarter
- ACT boot camp
- State Wide LEAP assessment- in April
- Preparing for Graduation- secure a Graduation Speaker- an Alumni- 10 years of first graduation
- Getting ready for Prom, picnic
- 9th graders participating in Career Expo at UNO
- 
- Moving in the Building- the huge challenge with Technology without internet and phone service. however, we have fixed those
- Camera
- 
- Carreno,
- 
- SPED department is getting ready for State compliance
- On March 20, professionals from different areas will visit us on campus and share their careers with our students.
- Highlights
- Link crew leaders me the freshmen for donuts and chat in Feb.
- TET celebration was 100% student Lead and organized
- IGP meetings are currently in progress with an increase in parent participation
- Closer monitoring of teacher grade books this quarter has kept families informed
- 
- Progress alert: every 6-week progress alert conference Feb. 21. 20 families in attendance.
- Worky assessments: ACT worker
- Observation: formal observations are ongoing. Feedback will help the teacher determine the areas of growth and support needed to improve their planning and preparation
- LEAP preparation: starts April 18. Students are taking mock LEAP testing.
- LEAP remediation for students is available to students. It can be their teacher of records to teach the class.
- Attendance- Students are having excessive absences. We host student assemblies to inform them if they missed more than 10 days,.We host Saturday for attendance recovery for students. We had 75 students attend this Saturday. The

challenge is getting a Teacher to do the Saturday. Do attendance recovery during LEAP days.

- Summer Learning Program
- : end of quarter three will be decisive in identifying students who need to attend the summer learning program. and what subjects and enrichment activities must be provided.
- ACT preparation: only students have signed up. We have been communicating with parents and social media, talking points.

IB MYP consultancy and IB

April 15-16 visit from our MYP consultant

Student Led Forum: IB diploma programme students conducted a forum with the HOS and IB coordinator to discuss the challenges faced. Key discussion points include teacher retention, pre-IBDP preparation as underclassmen, and incentives.

IB Professional Development: The IB coordinator conducted a school-wide professional development session focused on IB unit planning

Regional Collaboration; IB coordinator represented the the school at the initial regional IB association meeting. establishing a foundation for collaboration among LA.

Exploring IB for All efficiency and expansion: participated in a state association informational session regarding the school-wide adoption of the IB diploma.

Culture updates: looking for ways to raise money for the PBIS program.

The UMC will host a vaping prevention assembly for each grade level in March.

The culture team needs to be trained in CPI and level two, capturing kid's hearts.

School suspension: OSS infractions were the result of civil interaction that resulted in an altercation at school. The Culture department does its best to address these issues through mediation, still, it may be beneficial to look into finding programs where licensed therapists come in to provide sessions for students to cope with the problems. they face outside the school.

50% fighting

33% willful disobedience

17% vaping

In-School Suspension: The students had ISS resulting from the students disclosing that they were not coming to Saturday detention due to work obligations and the other student's parent informed the school that they could not make it on Saturday, 13 % of the students are of Hispanic origin, and 87 % are African American.

Saturday detention: Culture has done a great job at identifying the students but has fallen short with consisting of teachers' participation in the enforcement of the rules.

94 % ID infractions

3% Skipping

3% Cell phone Violation

One thing the Board can help

Raffles- big ticket items

Jordan-tennis shoes

Jays for A

Mastery on your LEAP- you would get this.

HEAD BEATS

Partnership with Apple, ATT, donate to the school

Sport- discount tickets to attend the sports game.

Sweatshirt for mastery

having a punch card- filled at the end of the week you have a free dress day.

How do you want to receive funds on the website? Find a partnership -with large to give more.

### **III. Update on Progress for Committee Goals for 23-24 School Year**

#### **A. Goal #1 Monitor and Evaluate the progress of students over the 23-24 school year**

Goal monitor the progress on the students and for the board to work on incentives, partnership, sponsors

#### **B. Goal #2 Encourage 100% Board Participation towards school cultural events - defined by financial support and increase attendance at cultural events**

All Board members are to attend the ribbon cutting April 10 and open house April 17

#### **C. Goal #3 Review our current strategic plan as it relates to Academics- make recommendations to the Strategic Plan committee inclusive with our expansion grant goals and overall sustainability**

next Board meeting we want to have the conversation Strategic plan- Garret wants to have a zoom in meeting to talk about the goals.

#### **IV. Closing Items**

##### **A. Public Comment**

##### **B. Next Meeting**

May 1 at 6:30

##### **C. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:40 PM.

Respectfully Submitted,  
T. Winfield

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#### **Documents used during the meeting**

*None*

## Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. [Adobe Reader](#):

315038.xlsx



## Academics Committee Meeting

March 2024

### *Important Dates*

- March 3: Black History Celebration
- March 22: Statewide ACT
- March 27: LDOE Annual Site Visit
- April 10: Ribbon Cutting Ceremony
- April 12: French Festival
- April 17: Spring Open House
- April 20: Community Fair
- April 13: Ceramics
- May 4: Prom
- May 8: International Day
- Graduation 5/24

### *Highlights*

- Link Crew leaders met with freshmen for donuts and chat in February.
- TET celebration was 100% student-led and organized.
- IGP meetings are currently in process with an increase in parent participation.
- A closer monitoring of teachers' grade books this quarter has kept families abreast of student progress, and teachers consistently update grades weekly.

### *Academics*

- **Progress Alert:** Six-week progress alert conferences occurred on Wednesday, February 21. We had around 20 families coming to speak to teachers regarding students' academic progress and attendance. Danger of Failing forms are being readied for student distribution as soon as the 3rd quarter ends on Friday, March 8th. These forms document students' current standing and give parents options for them to improve, such as tutoring, make-up assignments, or extra credit.
- **WorkKeys Assessment:** The second administration of the ACT WorkKeys assessments was Thursday, February 22, and Friday, February 23. The ACT WorkKeys is a job skills assessment system measuring "real-world" skills that help employers select, hire, train, develop, and retain a high-performance workforce. The results demonstrated that 43% of juniors obtained silver or above certificates, whereas 52% of seniors did. Juniors and





seniors who obtained bronze certificates or no certificates are advised to retake the test during the fourth quarter.

- **Observations:**
  - Formal observations are ongoing. Feedback will help the teacher determine the areas of growth and support needed to improve their professional practice. Current observations demonstrate that teachers improve their planning and preparation, using the tier curriculum with fidelity and maximizing class time. Some growth areas are strategies to engage students, like turn and talk group work and cold calls.
  - Informal observations occur weekly, and the feedback is immediately provided via the Whetstone education platform. Currently, the focus is on student engagement and preparation for LEAP testing.
- **LEAP Preparation:** LEAP-tested subject teachers developed a plan to test, deliver missing leap standards, and reinforce those that need more practice.
  - Students will take LEAP mock exams in the first week of March. The PEAR deck platform provides practice tests that mirror the LDOE assessments and will yield current data to help faculty adjust daily instruction to prepare for the LEAP exams starting on April 18th.
  - Academics is currently recruiting teachers for LEAP remediation. Teachers will tutor students after school and provide support on LEAP-tested content and test-taking strategies.
  - The target group for LEAP remediation are seniors, students who have failed the LEAP, and students currently identified as needing support in the classroom. All students will review for LEAP in each core class, using PEAR deck assessments and review during class.
- **Attendance:** Students and families with excessive absences during the first semester received a letter to inform parents about possible non-promotion and the need to come for attendance recovery. Students also attended assemblies and were again debriefed on the relationship between attendance and promotion. As a result, the attendance numbers went from 15 to 75 students on Saturday recovery days. This increase shows students understand the importance of attendance recovery and the impact on promotion for the next school year. Students have been meeting with social workers and attendance clerk to create a plan to recover attendance. All students participated in attendance assemblies to review attendance expectations. Students with chronic attendance issues will receive summer learning letters this week.
- **Summer Learning:** The end of quarter three will be decisive in identifying students who need to attend the summer learning program and what subjects and enrichment activities must be provided. Teachers offered tutoring during the third quarter and have communicated with families regarding attendance and grades via talking points, email, and progress alert conferences.



- **Statewide ACT Preparation:** ACT Boot Camp plans were finalized, with sessions starting the week of March 4th. Students in 10th, 11th and 12th grades are invited to attend. There will be two afternoon sessions every week and one on Wednesday during enrichment. These sessions will provide content review and test-taking strategies. We expect the number of students to increase this year. Parents have received robocalls with the information, and students were informed via email.
- **Professional Development:** Professional refresher on accommodations and modifications (Student services) was held Wednesday, February 28th. Teachers received training on the different interventions for tiers of support for 504 students, students with exceptional needs, and Response to intervention processes including English Language learners.
  - The instructional coach uses formal observation feedback to guide their support for first- and second-year teachers (related to experience at IHSNO). Feedback helps novice teachers to develop their skills throughout the year and improve their academic practices.

### ***International Baccalaureate***

- **IB MYP Consultancy and IB MYP Mid-Consultancy Visit:** MPY The IB Coordinator continued working with IHSNO's dedicated consultant from the IB on MYP requirements from authorization. The school will host the IB MYP Mid-Consultancy Visit on April 15th and 16th. This is a requirement for authorization and will provide us with a progress indicator for each requirement with a color-coded green, yellow, or red.
- **Student-Led Forum:** IB Diploma Programme students conducted a forum with the Head of School and IB Coordinator to discuss the challenges faced. Key discussion points included teacher retention, pre-IBDP preparation as underclassmen, and incentives.
- **IB Professional Development:**
  - The IB Coordinator conducted a school-wide professional development session focused on IB unit planning.
  - Targeted support was provided specifically to faculty teaching MYP courses.
- **Regional Collaboration:** The IB Coordinator represented the school at the initial regional IB association meeting, establishing a foundation for collaboration among Louisiana, Alabama, Arkansas, and Mississippi IB schools.
- **Exploring IB for All Efficiency and Expansion:** The IB Coordinator participated in a state association informational session regarding the school-wide adoption of IB Diploma Programme courses. Research is underway to evaluate the feasibility of expanding our IB English III course and identifying necessary support and training for teachers.



### **Culture Updates**

**Updates:** Currently, the culture department is looking at ways to raise money for the Positive Behavior and Intervention Support (PBIS) program. The University Medical Center will host vaping prevention assemblies for each grade level in March. Furthermore, culture team members must be trained in CPI and level two, Capturing Kids Hearts.

**Out of School Suspension:** OSS infractions were the result of civil interactions that resulted in altercations at school. The culture department does its best to address these issues through mediation. Still, it may be beneficial to look into finding programs where licensed therapists come in to provide sessions for students to cope with the problems they face outside of the school. Furthermore, it would also give students the means to choose alternative ways of handling situations. 100% of the students who were placed on OSS are African American

- 50% (4) - Fighting
- 33% (2) - Willful Disobedience
- 17% -(1) Vaping

**In School Suspension:** The students we had for ISS resulted from the students disclosing that they were not coming to Saturday Detention due to work obligations, and the other student's parents informed the school that they could not make it on Saturdays. 13% of the students are of Hispanic origin, and 87% are African American.

- 100% - Failure to Serve Saturday Detention

**Saturday Detention:** Culture has done a great job at identifying the students but has fallen short with consistent teacher participation in the enforcement of the rules. Teachers and administrators would need to work together to redirect and/or issue consequences for consistent non-compliance. Most of these detentions are when culture conducts walk-throughs during class time.

- 94% (28) - ID Infractions
- 3% (1) - Skipping
- 3% (1) - Cell Phone Violation



# Academics Report

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January 2024



# IHSNO Enrollment

Enrollment	Dec 2022	Jan 2023		Dec 2023	Jan 2024
9 <sup>th</sup>	100	101		126	125
10 <sup>th</sup>	128	123		106	106
11 <sup>th</sup>	78	75		103	106
12 <sup>th</sup>	81	81		74	71
<b>Total</b>	<b>387</b>	<b>380</b>		<b>409</b>	<b>408</b>

This month's data shows the comparison between last year's enrollment and the current year during the same months. Last year's enrollment for the month of December was 387. This year's enrollment for December was 409, a gain of 22 enrollees for the month of December 2023. Last year's enrollment for the month of January 2023 was 380. This year's enrollment for January is 408, a gain of 28 enrollees for the month of January 2024. From August 2023 to January 2024, there is a loss of one (1) student (383 to 408).

# International Baccalaureate

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## January — Risk Takers

I become stronger and more resilient by facing challenges with determination.

- IB enrollments stayed the same with 39 total IB Diploma candidates in 11th and 12th grade
- Total enrollments for IBDP course option and diploma students at 143 students
- IB Coordinator and Reimagine Grant Coordinator participated in learning visits around the New Orleans area implementing their programs with Reimagine funding, providing insight and networking opportunities

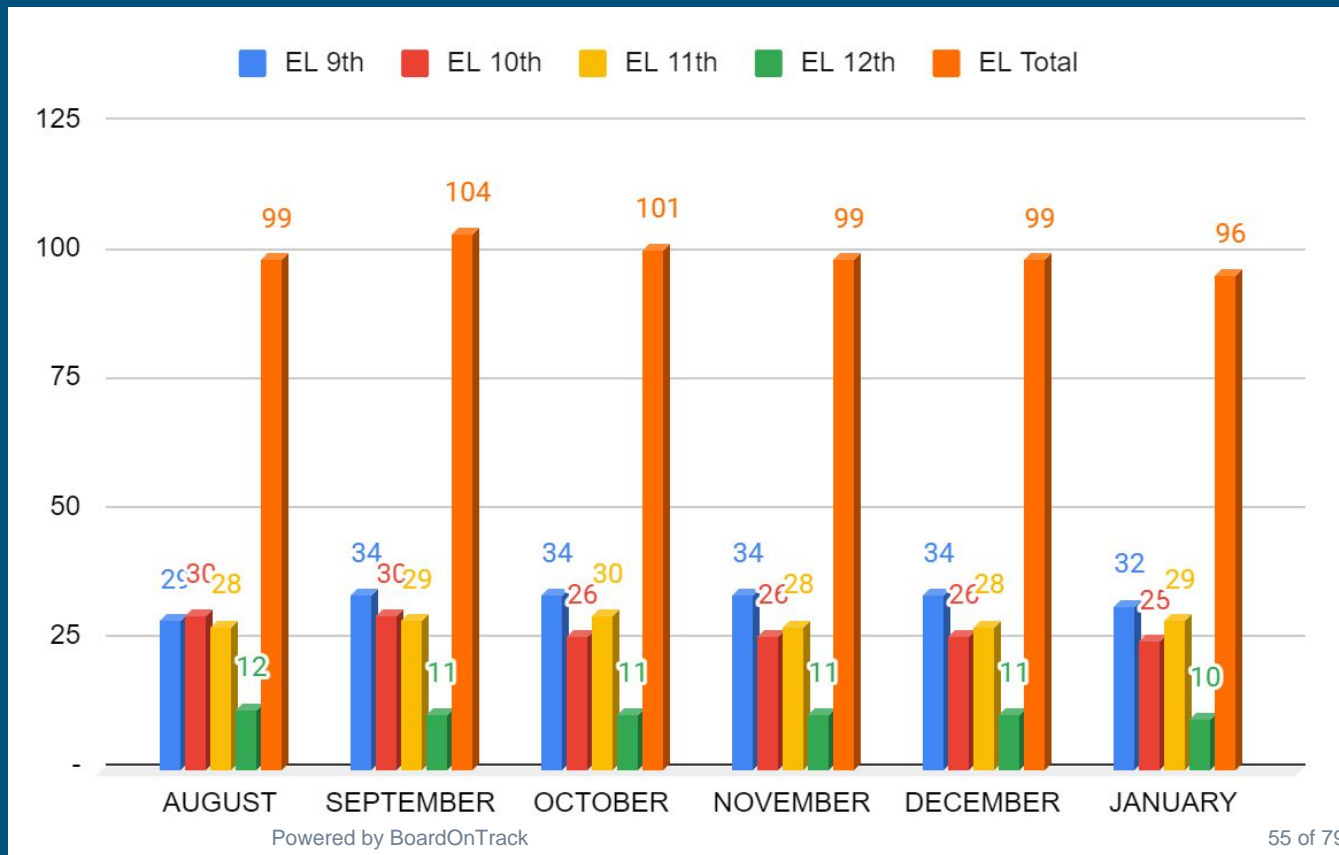
# ESL- Month to Month Comparison

**9th-** two students transferred out, one out of state one to an immigrant support program

**10th-** one new arriver, two students transferred to new school (one with multiple weeks absent)

**11th-** one student demoted from 12th to 11th due to DOF status

**12th-** note 11th, no other changes



# ESL- Year to Year Comparison

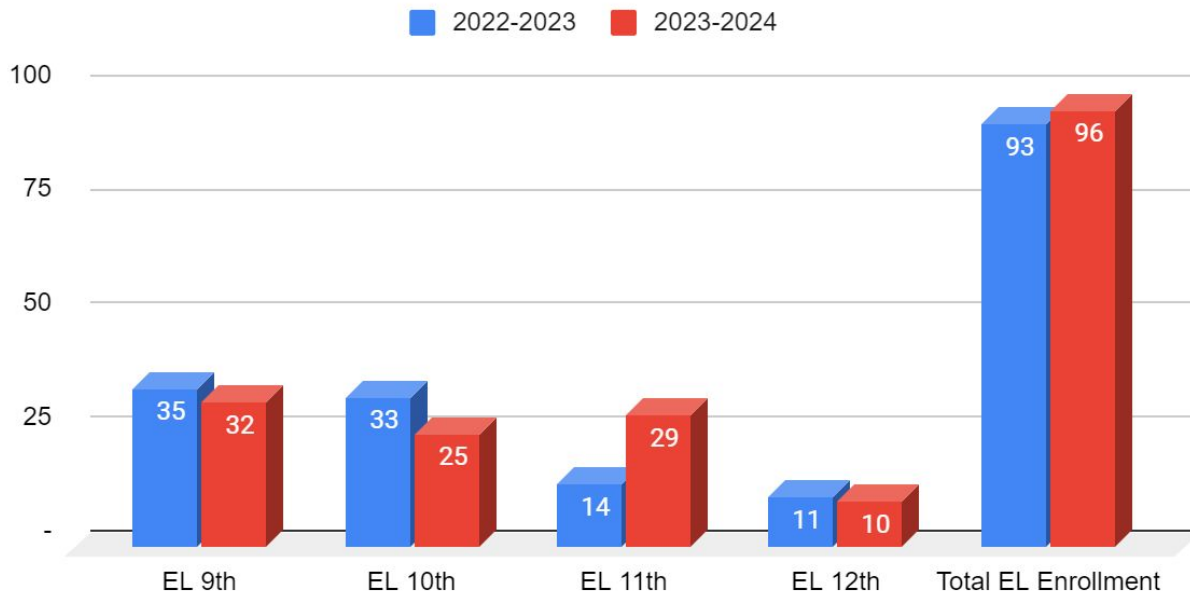
9th grade students have stayed steady around 30.

In 10th grade, we have decreased and need to work on 9th to 10th grade retention.

11th grade retention has been great, we just need to carry them through graduation.

Several 12th graders are in danger of non graduation for grades, attendance and LEAP but we are monitoring it closely.

2022-2023 and 2023-2024

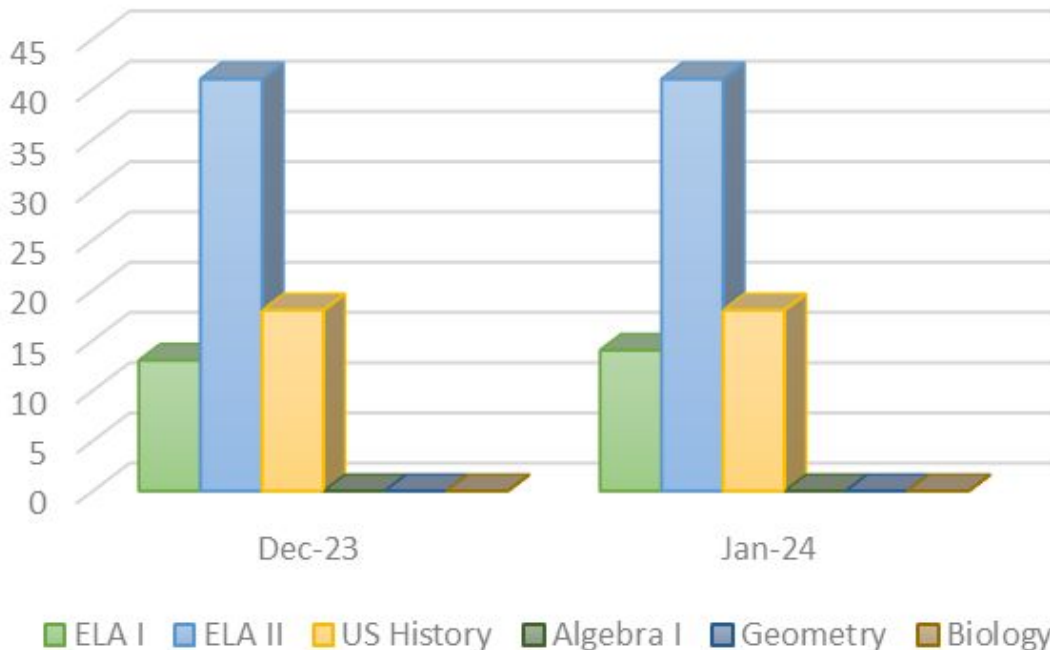


JANUARY



# Remediation - Month to Month

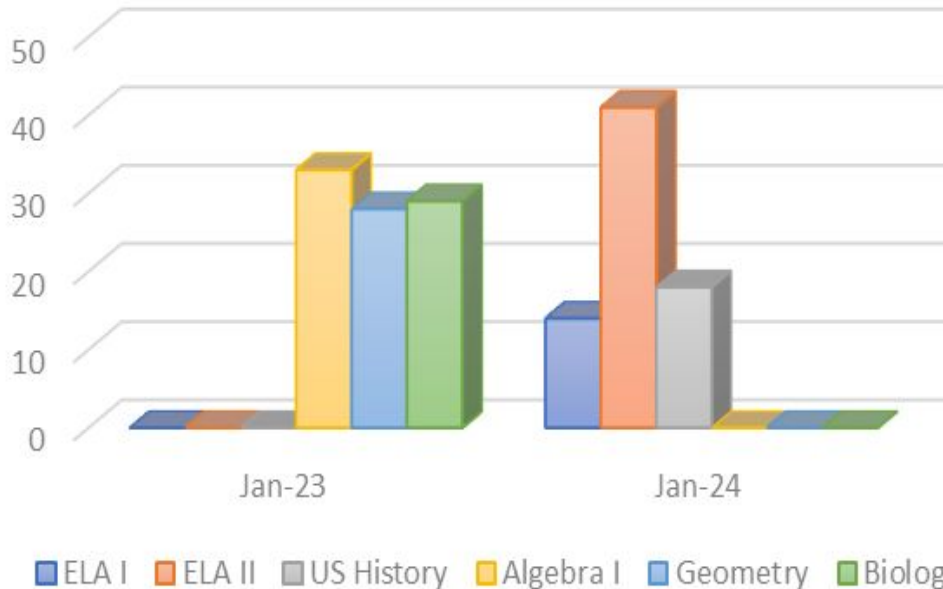
LEAP Remediation Month-to-Month



- The total amount of students receiving intervention support stayed the same.
- Benchmark assessments were given to all students receiving intervention to determine growth after using the interventions.

# Remediation - Year to Year

LEAP Remediation Year-to-Year Comparison



- Last year the ELA/SS remediation specialist left at the end of 1st semester and was replaced with a Math/Science remediation specialist
- Benchmark assessments were given to all students receiving intervention to determine growth after using the interventions.

# Staff Development - Month to Month

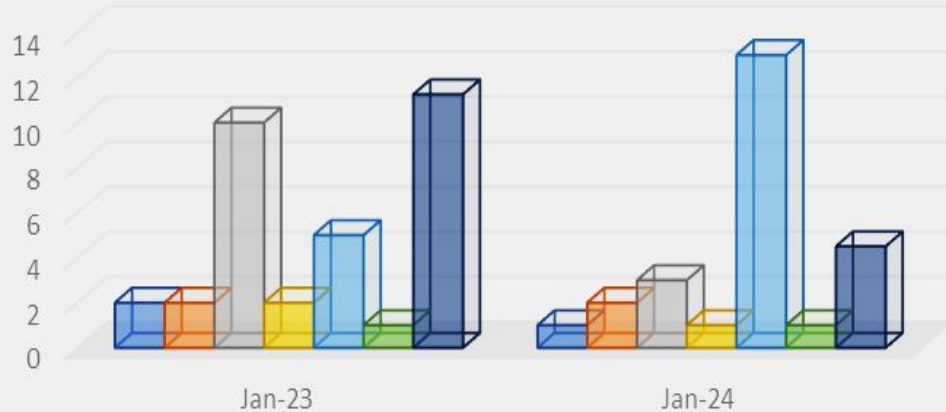
## Staff Development Month-to-Month



- Since last month the amount of instructional coaching sessions have increased as teachers struggled with adjusting to the new building, and its instructional tech, and the instructional coach is making sure to assist all of the new teachers will understanding their formal evaluation cycle

# Staff Development - Year to Year

## Staff Development Year-to-Year

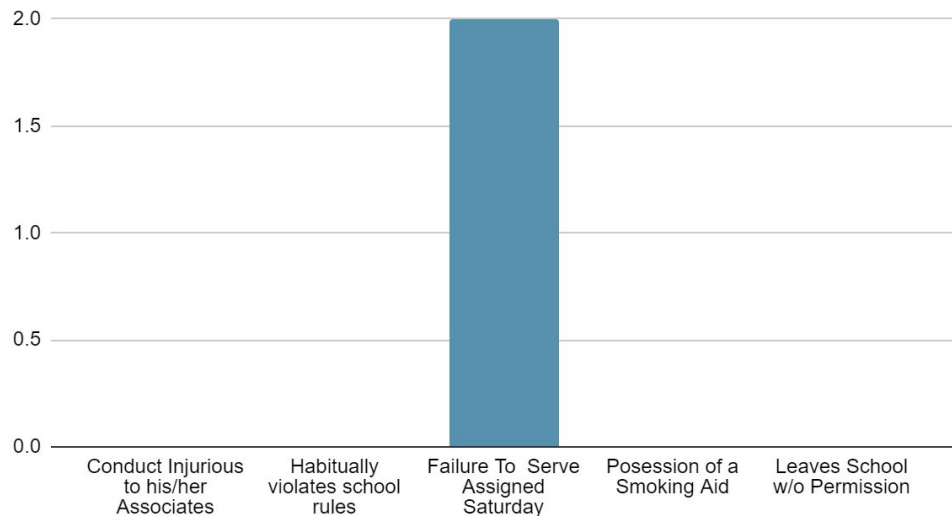


- Coaching
- Observations
- Formal Obs. Completed
- Corrective Action
- Instructional Coaching
- Performance Plan
- Professional Development Hours

- The formal teacher evaluation cycle has progressed slower this last year due to staffing issues and the move to the new building
- This month the entire staff received 4.5 hours of PD
- 8 staff members attended a total of 29.5 additional PD hours

# Culture - ISS

ISS for the month of January



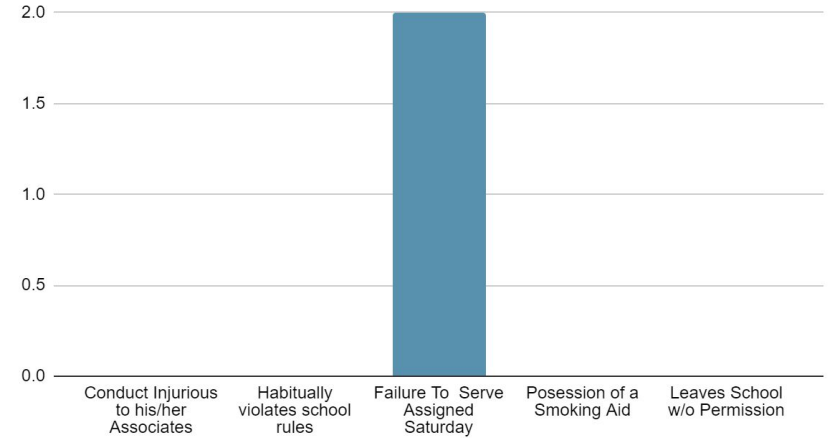
The students we had for ISS were the result of failure to come to Saturday detention. Most of the students work on Saturday or can't get transportation to attend.

# Culture - Month to Month Comparison for ISS

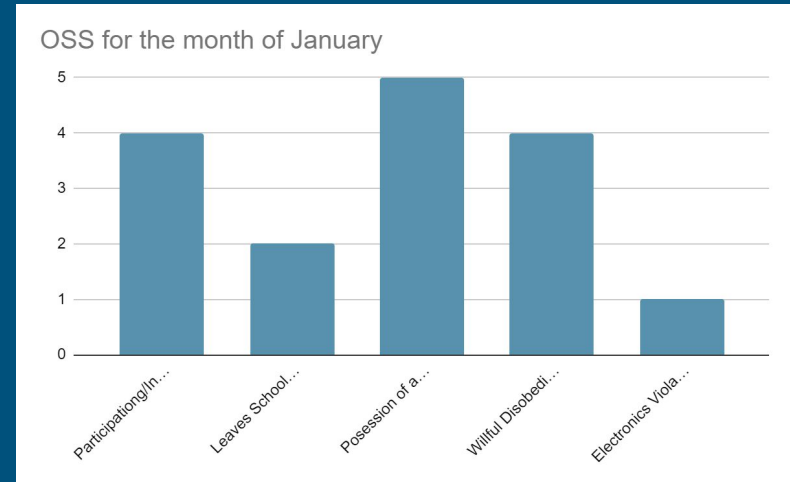
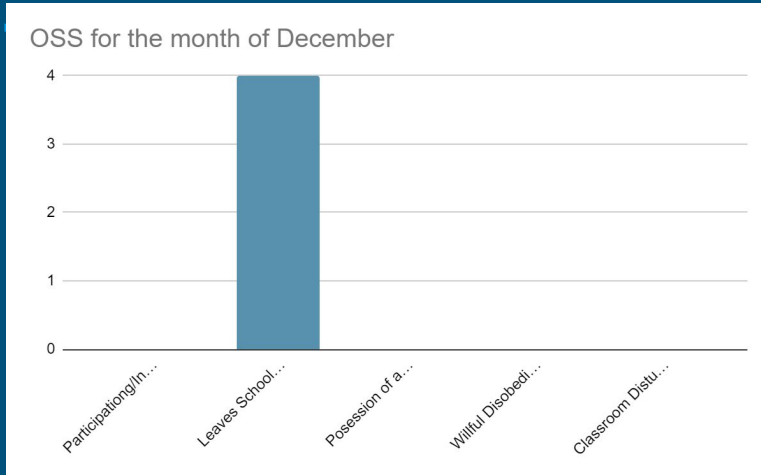
ISS for the month of December



ISS for the month of January



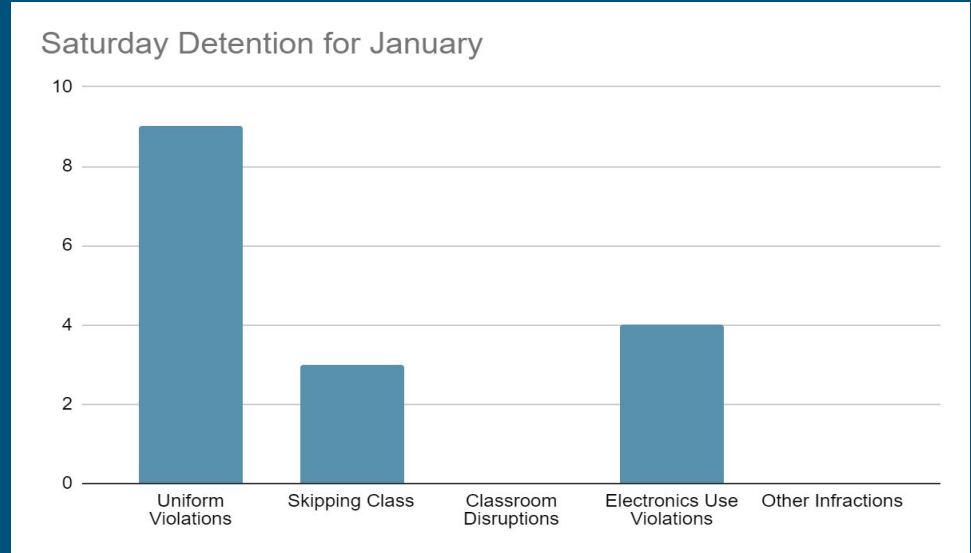
# Culture - Month to Month Comparison for OSS



There were 14 OSS this month, 40 % due to vaping, 14%, for willful disobedience, 28 % for instigating or participating in fights and 18% for leaving school without permission. It has been observed that all the incidents that the altercations were the result of civil interactions between students outside of the school that manifested themselves at the school.

# Culture Saturday Detention

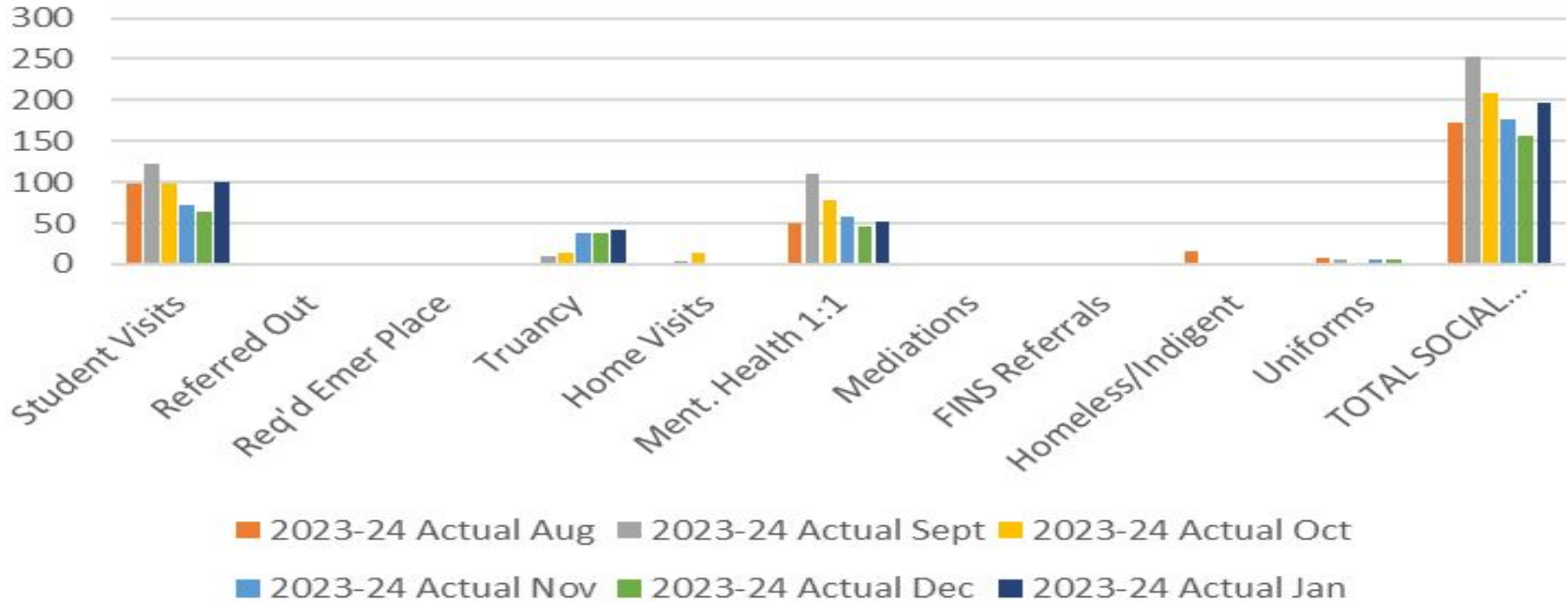
There is an increase in detentions due to uniform violations which align with the increase on uniform checks during bag checked and reinstating the expectations during assemblies. IDs are the main cause of uniform violations.





# Social Work

Chart Title



# Social Work

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- There are currently 44 students with chronic absenteeism. All social services numbers are provided in the 23-24 dashboard.
- Alternative opportunities (e.g., online seat recovery option) are needed to support students with seat recovery.
- The seat recovery monthly numbers are as follows: September '23=14, October '23=24, November '23=0, December '23=3, and January '24=165. The increase in January is a result of the attendance assemblies held mid January.

We are working to provide more options to students for seat recovery. However, a 24-25 plan is highly suggested and follow through is crucial to student success.



# Coversheet

## Report of the Facilities Committee

**Section:** IV. Committee Reports - Facility  
**Item:** A. Report of the Facilities Committee  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** 2024\_03\_13\_facilities\_committee\_meeting\_minutes.pdf  
VIBE-FC-Monthly\_Report\_2024\_-\_March\_2024.pdf



# Voices for International Business and Education

## Minutes

### Facilities Committee Meeting

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#### Date and Time

Wednesday March 13, 2024 at 5:30 PM

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

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#### Committee Members Present

C. Jones, K. Dwyer, L. Arellano-Rivera, S. Olivier

#### Committee Members Absent

*None*

#### Guests Present

A. Berger, F. McKenna, R. Smith

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### I. Opening Items

#### A. Record Attendance and Guests

#### B. Call the Meeting to Order

S. Olivier called a meeting of the Facility Committee of Voices for International Business and Education to order on Wednesday Mar 13, 2024 at 5:41 PM.

#### C. Approve February 2024 Minutes

Postponed the approval of February 2024 minutes in the next meeting.

## II. Committee Business

### A. Facilities Report / Major Projects Update

#### ADT Commercial Update

Agreement was initiated to start the inspection process for all Fire Systems in order to address any deficiencies and certify all systems including fire alarm, fire extinguishers, sprinkler system, backflow system, and kitchen suppression systems. Systems are checked independently to achieve the "Green Tag" Status which certifies the fire systems.

- Tag Operational Status:

- • Green – Operational (Certification Tag)
- • Yellow – Operational with Deficiencies (Partial Impairment)
- • Blue – Service the System (Service Tag)
- • Red – Inoperable (Impairment Tag)
- • White – Installation Tag

- ♦ Green Tag Status – Certified meaning all systems are working and functioning properly:

- • Backflow System – Expires February 2025
- • Vent Hood Suppression System – Expires January 2025
- • Fire Extinguishers – Expires July 2024

- ♦ Yellow Tag Status – Deficiencies must be cleared and work completed before a Green Tag status can be issued; there are components with deficiencies that need to be corrected:

- • Fire Alarm Panel
- • Fire Sprinklers
- ♦ Deficiencies

- Fire Sprinklers

- Replace 15 sprinkler heads
- Install fire hose valve handles
- Secure 2 hose valve handles
- Perform FDC hydrostatic tests and flush

- Perform the required backflow test
- Chain and lock backflow and ball valve
- Provide 2 pendants and 2 uprights in the spare head
- box
- Repair Cost: \$3,575.72
- 
- Fire Alarm Panel
- 2 new errors were found on the fire panel
- 1. Power Supply
- a. Installation of Booster Power Supply
- 2. Smoke Detector
- a. 2nd floor bathroom corridor needs to be
- replaced due to the expiration date
- Replacement Cost: \$2,880

- **HVAC System Update**

- ❖ Deficient Systems
- Rooms 101, 201, 213
- Room 101 – window unit installed until further assessment can be made
- Room 201 – needs a T-pipe installed to separate it from the room above
- Room 213 – The window unit will be installed
- Front Office
- Repair Cost: \$3,344
- Replace motor blower
- Replace air movement wheel
- Replacement Cost: \$21,470
- Replace with a 14.2 seer
- Crane for rooftop system removal and replacement

- **EVACUATION ZONES**

- **Yellow Zone – LePage Stairwell**

- **Yellow Zone** – Exit down the LePage Stairwell, take a left at the sidewalk, and walk down the sidewalk on LePage Street, at the corner cross over N. White Street and continue down the street to the middle of the block. Do not cross over N. Dupre Street.

- **Blue Zone – N. White Stairwell**

- **Blue Zone** – Exit down the N. White Stairwell, walk through the courtyard and out the gate, go directly across LePage Street, go left to the corner, turn right on N. White Street, and continue down the street to the middle of the
- block. Do not cross over Grand Route St. John.

- **Green Zone – Crete Stairwell**

- **Green Zone** – Exit down the Crete Stairwell, walk through the courtyard, and out the gate, at the sidewalk turn right and walk down LePage Street to the
- corner, at the corner turn left at Crete Street, cross over LePage Street and
- walk down Crete to the middle of the block. Do not cross over Grand Route St. John.

- **Upcoming Projects**

- ❖ Buck Moth Caterpillar Treatment
- Spraying must be completed in mid-March to late-March March before they migrate to the ground
- ❖ Landscaping Projects
- Contact SOUL Nola or the NOLA Tree Project to identify programs available to schools to access free trees and landscaping

### III. Closing Items

#### A. Next Meeting

May 8, 2024 at 5:30pm

#### B. Public Comment

#### C. Adjourn Meeting

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### Documents used during the meeting

*None*



## VIBE FACILITY COMMITTEE REPORT

**March 13, 2024**

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- Fire Alarm Panel
- Fire Sprinklers

❖ Deficiencies

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  - Install fire hose valve handles
  - Secure 2 hose valve handles
  - Perform FDC hydrostatic tes and flush
  - Perform required backflow test
  - Chain and lock backflow and ball valve
  - Provide 2 pendants and 2 uprights in spare head box
  - Repair Cost: \$3,575.72
- Fire Alarm Panel
  - 2 new errors were found on the fire panel
    1. Power Supply
      - a. Installation of Booster Power Supply
    2. Smoke Detector
      - a. 2<sup>nd</sup> floor bathroom cooridor needs to be replaced due to expiration date
  - Replacement Cost: \$2,880

## HVAC System Update

❖ Deficient Systems

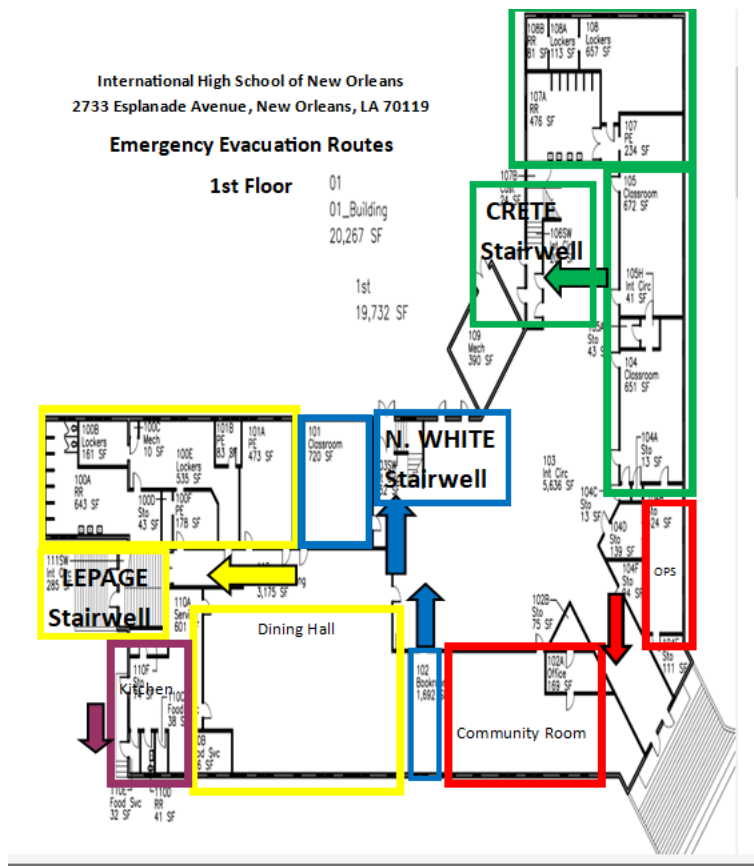
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    - Replace motor blower
    - Replace air movement wheel
  - Replacement Cost: \$21,470
    - Replace with a 14.2 seer
    - Crane for rooftop system removal and replacement

## Emergency Evacuation Procedures

### ❖ **EVACUATION ZONES**

- **Yellow Zone – LePage Stairwell**
  - **Yellow Zone** – Exit down the LePage Stairwell, take a left at the sidewalk, walk down the sidewalk on LePage Street, at the corner cross over N. White Street and continue down the street to the middle of the block. Do not cross over N. Dupre Street.
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## Upcoming Projects

- ❖ Buck Moth Caterpillar Treatment
  - Spraying must be completed in mid-March to late-March
  - Before they migrate to the ground
  
- ❖ Landscaping Projects
  - Contact SOUL Nola or the NOLA Tree Project to identify programs available to schools to access free trees and landscaping

# Coversheet

## Report of the Governance Committee

**Section:** V. Committee Reports -Governance  
**Item:** A. Report of the Governance Committee  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** 2024\_03\_06\_governance\_committee\_meeting\_minutes.pdf



# Voices for International Business and Education

## Minutes

### Governance Committee Meeting

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#### Date and Time

Wednesday March 6, 2024 at 5:30 PM

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

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#### Committee Members Present

K. Dwyer, T. Winfield

#### Committee Members Absent

C. Lacoste, Jr., C. Peterson

#### Guests Present

A. Berger, F. McKenna

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#### I. Opening Items

**A. Call the Meeting to Order**

**B. Record Attendance**

**C. Approve Governance Committee Meeting Minutes**

No quorum

#### II. Governance Committee Meeting Items

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

#1 Review Board Policy Manual, By-Laws and Articles of Incorporation and Update where necessary.

First created the articles of incorporation, then the bylaws, then the board policy manual. BPM says if there are any discrepancies, the board chair can decide, and then vote after. Dwyer will see what Peterson recommends.

Open Meeting Laws for Louisiana states that a quorum is a simple majority. R.S. 42:13(A)(4) A. 7. The default definition of a quorum is **a simple majority of the total membership of a public body.**

Open Meeting Laws for Louisiana states: All public bodies, except the legislature and its committees and subcommittees, shall give written public notice of any regular, special, or rescheduled meeting no later than twenty-four hours, exclusive of Saturdays, Sundays, and legal holidays, before the meeting.

Board members will read through all of the minutes from previous board meetings in 2022-23 school year to find any items that were voted on. Then they will be put into the board policy manual.

Head of School evaluation should be done within the Governance Committee

Board Meeting Evaluation - Berger sent the evaluation for review. The committee will review the evaluation and determine changes before adopting.

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

Recruit New Board Members

Had 3 potential board members. Will host the 2nd Annual Spring Board Meet and Greet.

Date: April 17, 2024

Time: 5:30 pm

Plan: presentation at 5:30 pm; Tour at 6pm; Santa Fe at 6:15

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

Short Term and Long Term Succession Plan

Need to assess previous documents and will add to the plans to the Policy Manual

**D.**

**Update on Progress for Goal #4**

Board Meeting Evaluation

Will need to edit and send it out.

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

Want to invite Berger to a church meeting to a high school extravaganza.

**III. Other Business**

**A. Website**

Still have board members not on website.

Peterson and Robinson submitted their bios/pics.

Arellano-Rivera, Lacoste, Halloway did not submit.

**IV. Closing Items**

**A. Public Comment**

**B. Important Dates**

Next meeting May 1st.

**C. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:15 PM.

Respectfully Submitted,

A. Berger