



# Voices for International Business and Education

## Governance Committee Meeting

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### Date and Time

Wednesday February 12, 2025 at 5:30 PM CST

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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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### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>5:30 PM</b>
<b>A.</b> Record Attendance		Charlie Lacoste, Jr.	1 m
<b>B.</b> Call the Meeting to Order		Charlie Lacoste, Jr.	1 m
<b>C.</b> Approve Minutes	Approve Minutes	Charlie Lacoste, Jr.	1 m
From Sept 18, 2024			
<b>II. Governance</b>			<b>5:33 PM</b>
<b>A.</b> Discuss Board Resignations	Discuss	Charlie Lacoste, Jr.	7 m
Review resignations submitted and recommend acceptance to Full Board			
<b>B.</b> Discussion of Contract Renewal for Head of School	Discuss	Charlie Lacoste, Jr.	15 m

	Purpose	Presenter	Time	
	Currently Dr Berger's Contract expires in May.			
	Need to discuss extension of current contract and future contract needed for her to remain employed through the closing process.			
	Vote on a Recommendation to the full Board			
C.	Policy on Interactions with Law Enforcement and Immigration Authorities (ICE)	Vote	Adierah Berger	5 m
III.	Closing Items			6:00 PM
A.	Important Dates	Vote	Charlie Lacoste, Jr.	5 m
	Next Meeting Date March 19, 2025 6:30 pm			
B.	Piblic Comment		Charlie Lacoste, Jr.	5 m
C.	Adjourn Meeting	Vote	Charlie Lacoste, Jr.	1 m

# Coversheet

## Approve Minutes

<b>Section:</b>	I. Opening Items
<b>Item:</b>	C. Approve Minutes
<b>Purpose:</b>	Approve Minutes
<b>Submitted by:</b>	
<b>Related Material:</b>	2024_12_09_governance_committee_meeting_minutes (1).pdf



# Voices for International Business and Education

## Minutes

### Governance Committee Meeting

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#### Date and Time

Monday December 9, 2024 at 6:30 PM

#### Location

Live Stream: <https://www.youtube.com/@IHSNOLA>

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. Lacoste, Jr., C. Peterson (remote), C. Robinson, C. Walker, K. Dwyer (remote), P. Manson, T. Winfield

#### Committee Members Absent

*None*

#### Guests Present

A. Berger, E. Thomas, F. McKenna

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### I. Opening Items

#### A. Record Attendance

#### B. Call the Meeting to Order

C. Lacoste, Jr. called a meeting of the Governance Committee of Voices for International Business and Education to order on Monday Dec 9, 2024 at 6:31 PM.

### C. Approve Minutes

K. Dwyer made a motion to approve minutes.

T. Winfield seconded the motion.

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

## II. Governance

### A. Discuss Goals for 2024-25

The board needs to ensure that the Board goals align with the new decision to withdraw charter application?

24-25 Goals Revision:

- Remove "recruitment of new board members"
- Remove "long-term succession plan". Keep "short-term succession plan" in the event that something happens to Dr. Berger. The short-term succession plan is not written in the Board Policy Manual.
- Keep "board evaluation"- still need that
- Keep "Advocate for IHSNO"
- Add "Successfully Close Our International High School of New Orleans"

Dr. Berger's contract ends on May 30, 2025. Will need an extension to complete the school closure. School closure will require additional time-- CEO, Chief of Operations, and Facility Director will have additional items to complete following June 30, 2025, including the audit, facility closure and academic closure.

As there is a lot to complete for school closure, it is recommended to add additional board meetings to the calendar. To successfully close the school, the full board is needed. Will recommend to the full board to add VIBE Meetings on January 22 and February 5.

Will request legal team to attend next board meeting.

Need to decide if the 501 C3 will remain or will be eliminated with International High School of New Orleans. If it is possible to keep the 501 C3, it would be best as it is difficult to obtain.

### B. Vote on Goals

P. Manson made a motion to Motion to make changes to Goals.

T. Winfield seconded the motion.

Short-term goal and Recruitment of new members

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

C. Walker made a motion to Motion successful closing of IHSNO.

C. Robinson seconded the motion.

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

### III. Other Business

#### A. Discuss Board and Gov Comm Membership

Board member Yvette Spinner to remove her from the Board.

P. Manson made a motion to Remove Yvette Spinner from the Board.

K. Dwyer seconded the motion.

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

C. Walker made a motion to Recommend to full Board to approve Dr. Berger to sign for the renewal of the Line of Credit with Hancock Whitney.

T. Winfield seconded the motion.

IHSNO line of credit with the bank and coming to a close and time for a new application for the line of credit. Need a letter from the Board approving Dr. Berger to sign for the line of credit.

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

T. Winfield made a motion to Recommend to the Board add additional VIBE Board meeting dates to the calendar.

C. Walker seconded the motion.

1/22 Finance 5:30 and VIBE Board 6pm

2/5 - Facilities at 5:30 and VIBE Full Board 6pm

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

### IV. BOT Profile Update and Forms Completion

#### A. Bot Profile Update

BOT complete your board profile

- Name
- Profile
- fill in your information
- Submit

End of calendar year. Give this information to full board so they too can complete this information.

Demographics help us determine what skills we need on our board.

## B. Forms Completion

VIBE Board members need to complete the required board forms annually.

- Tier 3 Disclosure Form (Due May 15)
- Board Member Volunteer Hours (Keep an accurate log and submit at the end of the school year)
- Candidate application (Past Due)
- Board of Directors Pledge (Past Due)
- all forms in the Binder need to be completed.

All paperwork needs to show we are on the operation Board.

Fanny sent an email on November 14 with these requests.

## V. Closing Items

### A. Important Dates

### B. Public Comment

Berger will not be at the meeting on 1/15. No need to change the meeting.

### C. Adjourn Meeting

P. Manson made a motion to Adjourn this meetingg.

T. Winfield seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:17 PM.

Respectfully Submitted,

F. McKenna

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## Documents used during the meeting

- 2024\_09\_18\_governance\_committee\_meeting\_minutes (2).pdf

# Coversheet

## Policy on Interactions with Law Enforcement and Immigration Authorities (ICE)

**Section:** II. Governance  
**Item:** C. Policy on Interactions with Law Enforcement and Immigration Authorities (ICE)  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** IHSNO Policy on Interactions with Law Enforcement and Immigration Authorities.docx



## **International High School of New Orleans**

### **Policy on Interactions with Law Enforcement and Immigration Authorities (ICE)**

#### **I. Purpose**

This policy establishes clear guidelines for interactions between school personnel and law enforcement agencies, including Immigration and Customs Enforcement (ICE). The purpose is to protect the rights, privacy, and well-being of all students while ensuring compliance with federal and state laws.

#### **II. Scope**

This policy applies to all school personnel, including administrators, teachers, staff, and any individuals acting on behalf of the school, in all interactions with law enforcement agencies, including local police, state authorities, federal agencies (such as the FBI and ICE), and school resource officers.

#### **III. General Principles**

- Under *Plyler v. Doe* (1982), all children, regardless of immigration status, have the right to a free K-12 public education.<sup>1</sup>
- Schools should ensure that no student is deterred from accessing education due to concerns about law enforcement actions.
- School personnel shall not take any action that could expose students to immigration enforcement, except when required by law.
- All interactions with law enforcement agencies must comply with federal and state laws, including the Family Educational Rights and Privacy Act (FERPA) and applicable student privacy laws.

#### **IV. Definitions**

- Law Enforcement Agents: Officers from local police departments, state law enforcement agencies, federal agencies (such as ICE, FBI, or DHS), and school resource officers.
- Personally Identifiable Information (PII): Information that can be used to identify an individual, including name, address, Social Security number, and other sensitive data.
- Education Records: Student records maintained by the school or a third party acting on behalf of the school, protected under FERPA.
- Disclosure: The release, transfer, or access to information outside the entity holding it.
- Protected Areas: School grounds, school facilities, bus depots, pick-up/drop-off areas, and school-related events where immigration enforcement should not occur.

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<sup>1</sup> *Plyler v. Doe*, 457 U.S. 202, 102 S. Ct. 2382, 72 L. Ed. 2d 786 (1982) (holding that states may not deny free public education to undocumented children under the Equal Protection Clause, and that policies discouraging enrollment—such as requiring or sharing immigration status—may undermine this constitutional right).

## **V. Law Enforcement Access to Student Information**

### *1. Requests for Student Records*

- Schools shall not disclose student education records or personally identifiable information (PII) unless:
  - A valid subpoena, warrant, or court order is presented.<sup>2</sup>
  - The request falls under FERPA's emergency disclosure exception.
- If law enforcement requests student records:
  - The principal/designee must verify the agent's identity and retain a copy of their credentials.
  - If presented with a valid judicial warrant, records must be provided immediately, and parents must be notified as soon as possible.
  - If presented with a subpoena or court order, reasonable efforts must be made to notify parents before disclosure.
  - If no legal order is presented, legal counsel must be consulted before any information is provided.<sup>3</sup>

### *2. Emergency Disclosures*

- School administrators may disclose limited PII without consent if there is an imminent health or safety emergency.
- Any such disclosures must be documented, including:
  - The specific threat that justified the disclosure.
  - The information shared and the recipient.

## **VI. Interrogations and Arrests on School Grounds**

Absent exigent circumstances (e.g., preventing harm to a student, preventing destruction of evidence of a serious crime, or preventing flight from the area by a student suspected of serious criminal activity), interviews of students by law enforcement authorities about matters unrelated to school shall be conducted away from school and after school hours. If a law enforcement agent requests to interview a student at school about a non-school related matter, the procedures outlined below shall nonetheless be followed.

### *1. Interrogations by Law Enforcement*

- If law enforcement requests to interview a student regarding a school-related incident:
  - The principal/designee must be notified.
  - A valid subpoena, warrant, or court order must be presented.

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<sup>2</sup> See 34 C.F.R. § 99.31(a)(9)(FERPA exception for compliance with subpoena or court order).

<sup>3</sup> US Constitution, Amend. IV; US Constitution, Amend. XIV, Sec. 1; 20 USC 1232 (g-i) (Family Educational Rights and Privacy Act); 34 CFR 99.1-99.67 (Family Educational Rights and Privacy - Federal Regulations); La. Rev. Stat. Ann. §§17:416, 17:416.3, 17:3913, 17:3914; *New Jersey v. T.L.O.*, 469 U.S. 325, 105 S. Ct. 733.

- Every effort must be made to notify the student's parent or guardian before the interview, unless extenuating circumstances exist (e.g., risk of harm, destruction of evidence).
- If a parent/guardian wishes to be present, the interview should be delayed if feasible.
- A school official must be present during the interview if a parent is not available.
- Students have the right to refuse to speak with law enforcement.
- If law enforcement seeks to interview a student about a non-school-related incident, the interview should occur off school premises and after school hours, unless exigent circumstances exist.

## 2. *Arrests on School Grounds*

- Schools must cooperate with law enforcement but should minimize disruption to students.
- A student may only be released to law enforcement officers upon presentation of a valid judicial warrant, attachment, or subpoena.
- If a student is arrested:
  - Staff must attempt to notify the parent/legal guardian immediately.
  - The incident should be documented in school records.

## **VII. Interactions with Immigration and Customs Enforcement (ICE)**

### 1. *Protected School Spaces*

The school considers school property, facilities, and related areas including parking lots, bus depots and pick-up and drop-off areas as protected areas for the purposes of immigration law enforcement. Therefore, it is the school's policy that the school premises, including adjacent areas used for school-related activities, and school-related events are considered protected spaces at which immigration enforcement actions should not occur.

The school defines protected areas as the school, all of the property owned by the school, including facilities owned, controlled, or leased by the school, official activities of the school, including those occurring in public places and adjacent areas.

This designation shall apply regardless of whether federal agency policy is modified or rescinded.

Accordingly, ICE agents are not permitted on school grounds without a valid judicial warrant. Administrative ICE warrants (not signed by a judge) do not grant ICE access to students, school facilities, or school records.

### 3. *ICE Requests for Information*

- School personnel shall not voluntarily share any information about students' immigration status.
- If ICE agents request student records:
  - The principal/designee must contact legal counsel immediately before providing any information.
  - Parents/guardians must be notified, unless legally prohibited.
  - Only a judicial warrant (not an administrative ICE warrant) may authorize the release of student records.

#### 4. *ICE Presence on School Grounds*

Immigration and Customs Enforcement officers, or state and local law enforcement acting on behalf of Immigration and Customs Enforcement or any other federal agency under the purview of the Department of Homeland Security or the Department of State, must adhere to the following protocols before entering school grounds:

- Law enforcement must present a valid, judicially authorized warrant or subpoena.
- The principal/designee must deny access until legal counsel is consulted.
- A school administrator must accompany ICE agents at all times if access is granted.
- Parents/guardians must be notified as soon as possible.

#### 5. *ICE Requests for Persons*

Should immigration law enforcement agents attempt to detain, apprehend, interview, search, arrest a student or any person or to otherwise enforce immigration laws on school grounds, (e.g., detention or apprehension, arrest, interview, or searches of individuals), the school principal/designee shall:

- Comply with the procedures set forth in "Interrogations by Law Enforcement" above.
- Immediately contact network legal counsel for guidance prior to allowing any access to the school site or to any student or student information.
  - If ICE agents present a warrant, it's crucial to verify that it is a judicial warrant signed by a judge (*see [example](#)*), not an administrative warrant issued by ICE (*see [example](#)*).
  - An ICE warrant does not grant an immigration officer access to non-public areas of school grounds, nor does it allow ICE agents to search school records.
  - Schools are not required to assist with or consent to U.S. Immigration and Customs Enforcement (ICE) agents' access to students or facilities if the agents present only an administrative warrant.
  - Administrative warrants, issued by ICE officials, do not carry the same authority as judicial warrants signed by a judge or magistrate.
- Provide the agents with a copy of this policy and advise them that you are required to comply with this policy prior to allowing them access to the school site or to any student or student information.
- Make every reasonable effort to notify the parent/legal guardian or parental designee.

## **VIII. Training and Compliance**

All school staff will receive annual training on this policy and their legal responsibilities regarding interactions with law enforcement and ICE. Training will include:

- How to respond to law enforcement requests.
- Identifying the difference between a judicial warrant and an administrative ICE warrant.
- The importance of student privacy.

School leaders will ensure that all policies are consistently followed and report any violations to legal counsel.

## **IX. Reporting and Documentation**

Any interactions with law enforcement or ICE agents must be documented. Documentation shall include:

1. The date, time, and location of the incident.
2. The name, agency, and badge number of the officer(s) involved.
3. The nature of the request (e.g., request for records, student interview, or arrest).
4. Persons present.
5. Actions taken by school personnel.
6. Any notifications made to parents/guardians.

## **X. Conclusion**

This policy ensures that interactions with law enforcement, including ICE, are handled with transparency, legal oversight, and respect for student privacy. Schools remain committed to protecting all students and ensuring a safe and inclusive learning environment.