



## Voices for International Business and Education

### Minutes

#### Executive Committee Meeting

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**Date and Time**

Thursday August 25, 2016 at 6:00 PM

**Location**

727 Carondelet St. New Orleans, 70130

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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. Allen, M. Roney, S. Retzlaff

**Committee Members Absent**

L. Lopez, S. Thomas, S. Wilson

**Guests Present**

R. Keller, Robert Keller

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**I. Opening Items****A. Record Attendance and Guests****B. Call the Meeting to Order**

C. Allen called a meeting of the Executive Committee of Voices for International Business and Education to order on Thursday Aug 25, 2016 at 6:05 PM.

**C.**

## Approve Minutes

There were no minutes on the agenda to approve.

## II. Executive

### A. Head of School Evaluation

- Rob Keller shared with the Executive Committee and with the HOS the results of his evaluation.
- A discussion was had as to how the Evaluation Process could be improved.
- Ms. Roney supported the idea that the evaluation has to be able to quantify results.
- The goals addressed on the performance evaluation were taken out of the employment agreement.
- HOS will come back to the board with goals for the board to set up the strategies to meet those goals on 9/9. They will be shared with the Executive Committee.
- Dr. Thomas and Ms. Allen will meet with HOS to discuss goals and strategies to meet those goals. Ms. Allen suggested that Mr. Keller participate on 9/15 at 2 pm for about two hours. If anyone else in the executive committee has comments, they will share it with Dr. Thomas, Ms. Allen and Mr. Keller.
- Once established, the goals and strategies will be shared with the executive committee on 9/20 and then shared with the rest of the board on 9/21.

R. Keller left.

### B. Strategic Plan and Implementation

- It is part of the progress review to look at the Strategic Plan once a quarter.
- **Academic Programs and School Culture** will be overseen by the Academics Committee.
- **Exceptional staff** will be overseen by the Executive Committee.
- **Organizational Sustainability** will be overseen by the Finance Committee with some goals and objectives being shared with the Facilities Committee.
- **Governance and Strategy** will be overseen by the Governance Committee.
- HOS suggested to go over the tracker tool and update items that need to be updated. Some of those dates are off. The committees should review the tracker and update their items.
- Ms. Allen requested clarity as to whether some of the components of the Strategic Plan can still be implemented under the current unionization movement in the school and it was agreed that those items in question should be discussed with our attorney.
- A discussion was held as to who often and when the committees should report back to the Board on their parts of the Plan. Stacie Retzlaff suggested quarterly

after report cards went out to parents because there would be dashboard data to refer to.

- Each committee will determine when will they update and report on their plan.
- Ms. Allen will report on what was agreed tonight to the rest of the board at the next board meeting.
- Dr. Thomas suggested to send documents as attachment in the emails instead of just uploading documents on Board on Track.

### III. 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 7:36 PM.

Respectfully Submitted,

C. Allen

M. Roney made a motion to adjourn the meeting.

S. Retzlaff seconded the motion.

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