



## Voices for International Business and Education

### Minutes

#### Academic Committee Meeting

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##### **Date and Time**

Tuesday September 12, 2017 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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##### **Committee Members Present**

A. Berger, C. Allen, J. Carter, L. Lopez, R. McGee, S. Retzlaff, S. Thomas, S. Wilson

##### **Committee Members Absent**

*None*

##### **Guests Present**

Charles Young, Jenny Carreno, Michael Tillman, Nadia Brual

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

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

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

J. Carter called a meeting of the Academic Committee of Voices for International Business and Education to order on Tuesday Sep 12, 2017 at 6:08 PM.

##### **C. Approve Minutes**

S. Thomas made a motion to approve minutes from the Academic Committee Meeting on 06-19-17 Academic Committee Meeting on 06-19-17.

S. Retzlaff seconded the motion.

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

## II. Academic

### A. Set meeting dates for the year

- Fr. Carter suggests the academic committee meeting to take place on the second Tuesday of every month before the Board Meeting at 6:00 pm.
- Fr. Carter expressed that the First order for next meeting agenda should be
  - Goal 1 - objectives - timeline - Language teaching students/teachers. Student/Teacher proficiency. What is the proficiency that we are looking into and are we there, if not, when will we be there? - Fr. Carter
    - Language proficiency issues - what are they?
    - Creating action plan to solve language proficiency
  - By the end of that meeting, we should have at least timeline/timeframe for each item.
- The academic dashboard will be a very important tool for this committee for the remainder of the year.
- Based on the conversations and outcomes of the next meeting we will determine when will the culture be addressed.
- October 10 is the next meeting

### B. Discuss Strategic Plan Pillars and Insignia's report post-retreat.

- The committee will work on establishing timelines for the committee goals to be able to track where are we (the school) in the achievement of the strategic plan goals.

### C. SP Pillars and Progress monitoring

- This would be an item for next committee meeting.

S. Thomas made a motion to include in the agenda for next meeting Goal 1. Timeframes to the objectives, outcomes, and outputs.

S. Retzlaff seconded the motion.

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

### D. Reporting of SP progress

It has been agreed that the minutes of each committee meeting will act as a report for the rest of the board members.

## **E. Board Development**

CA is asking all committee chairs to ask their members to step up on taking more responsibilities.

For the purpose of updating present staff, CA explained that the first meetings of the committees is to address the progress and monitoring of the strategic planning.

## **III. Other Business**

### **A. Other**

- Governance and Academics will take place on the second Tuesday of every month right before the monthly board meeting.
- ST suggested having Academics at 6:00 pm and Governance at 7:00 pm
- MT - Giving a quick round down for what is going on in the IB area.
  - Enrollment in the 11th grade has been high. Students have asked to join voluntarily
  - 118 - 11th graders are taking at least one IB course. They are excited.
  - This creates a larger pool for next year.
  - 13 DP students
  - 53 students will be testing this year
  - Students are being assessed where they are now and have a baseline of how much more growth they need to achieve to reach that IB level we are looking for.
  - Teachers have been leading and participating in remote/cyber training
  - Science was the subject that kept our students from achieving their diplomas. This year we have new teachers doing a great job. We believe this year that will move us closer to our goal.
- Goal 2 for the SP is the IB program. When the committee is ready to tackle that, Mr. Tillman will have more information available.
- During the summer we worked on the School Improvement Plan by departments in alignment with the strategic plan.
- World Languages - We have recently on-boarded our new Spanish Teacher.
- After assessing our students at the beginning of the year, we found that 52 students are ready for honor classes and 50 more need remediation.
- Formal observations have started already. There are three layers of observation frequency depending on the needs and experience of each of the faculty members. We are focusing on a robust system of feedback from the Principal, Assistant Principals, and IB coordinator.

- Ms. Brual is responsible for science, math and the humanities. We have a good number of new teachers in these areas. All teachers have shown to flourish beautifully.
- The science department is currently working on organizing a science fair at IHSNO to count for the IB students' who need to complete their project for the diploma
- Math has evaluated students as well and two sections for math honors came out of it.
- Parents with students in danger of failing are being contacted to keep track of progress and work together moving our students forward.
- We have a new film teacher and she is doing an amazing job, students are really excited.
- Visual arts' students are very engaged in their classes.

CA asked what is the attendance rate for the parent conferences. NB explained that parent conferences of this nature will take place every 6 weeks (progress report).

NB explained that we want to create the time and space for the parents to be able to confer with the teachers. Teachers are actively engaged in contacting parents of students at-risk of failing. When parents are not able to come into the building physically, teachers have arranged for phone conferences with parents.

Another way that parents have gotten involved since the beginning of the school year was through Schedule day.

- RM shared that students are now asking for IB more than in the past and have been very intentional about asking to take IB courses.
- Fr. Carter asked how is it that if we are open enrollment more students are asking for the IB program.
- RM explained that through the recruitment process we have been more intentional about communicating the IB program and rigor.

C. Young - The dean of culture shared that the beginning of the school year has been focused on the compliance of uniforms and routines. We have received really good feedback from the people within the building and that is motivating for the team as well. Culture is also looking into classroom management and restorative practices for our students.

Mr. Young has been recognized as the Employee of the month for the team of Academics.

#### **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 7:00 PM.

Respectfully Submitted,

L. Lopez

S. Retzlaff made a motion to adjourn the meeting.

S. Thomas seconded the motion.

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