

APPROVED



## Voices for International Business and Education

### Minutes

#### VIBE Board Meeting

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**Date and Time**

Wednesday March 21, 2018 at 6:00 PM

**Location**

727 Carondelet Street, New Orleans, LA

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

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**Directors Present**

A. Kock, C. Allen, D. Batiste, G. Lazard, J. Carter, K. Katner, M. Roney, S. Cunningham, S. Retzlaff, S. Thomas

**Directors Absent**

A. Tufail, B. Schilling, E. Simmons, R. Keller

**Guests Present**

D. Deno, Ellenor Simmons, Jenny Carreno, L. Lopez, N. Reyes-Arias, Nadia Brual, R. McGee, S. Wilson, T. McGregor

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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 board of directors of Voices for International Business and Education to order on Wednesday Mar 21, 2018 at 6:08 PM.

### C. Approve Minutes

S. Retzlaff made a motion to approve minutes from the VIBE Board Meeting on 02-21-18 with the edits presented to change the wording of "information" to "template". VIBE Board Meeting on 02-21-18.

J. Carter seconded the motion.

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

### D. Chair Report

- Students present at the meeting tonight:
  - Marlene Garcia (11th)
    - Is interested in pursuing a career in law and criminology, forensics Loyola. Will be attending a Neuro camp over the summer. Her favorite teacher is Mr. Troll.
  - Daniela Ruiz (12th)
    - Her favorite classes include English and Math. Has already been accepted to a couple of universities but not sure yet which way to go.
    - Taking the TOK - IB class has opened her eyes to new horizons.
  - Jose Rosales (11th) and Andrea Velasquez (12th) Have already been with us in the past. They both like K-pop, K-shows, art, to read. Andrea has been accepted to Millsaps in Jackson. Jose hasn't decided yet what he will do after high school.
  - If there is something that Andrea could change is the organization and communication. Jose would like to see more expression from students and their voices being taken in consideration.
- The board will host a luncheon for faculty and staff on May 2nd.
- A will be sending out the information regarding date, food and the total cost for board members to pitch in. MR will call Copelands for this event.
- There will be an End of the Year Party at Carol's
- CA is asking that any board member who plans to step down from the board for the next year, please contact her letting her know ASAP. She hopes no one is planning on leaving.

CA has been meeting 1:1 with board members for lunch. If anyone has not been scheduled, please reach out to Carol.

Lunch w/IB evaluation team went very well. CA thanks to the board members attending.

The Beta ceremony was great.

Coming up:

- May meeting - Reviewing planning for budget
- May meeting - Adoption of the board meeting for following year
- June meeting - approval of the budget
- June meeting - Election of board members and officials
- June meeting - Approve the evaluation of the HOS results
- June meeting - Governance committee is charged with evaluating the board annually.

## **E. Head of School Report**

- SW gave a brief review of the HOS report
  - The IB evaluation went well. We will have the official results within approximately 12 weeks from the visit
  - The official review will have commendations, recommendations, and matters to be addressed.
  - This year's graduation will take place in May 24th at 10:00 am at Xavier
  - All faculty and Staff received an intent to hire and everyone submitted it back noting they intend to return.
  - We will extend the employment offers on the day prior to Spring Break
  - We will start offering transportation for all of our students beginning next year. We are currently working on a plan to serve our Orleans parish residents who do not live within a 1mile radius. This is an item that we have to make provision for within our own budget. Focus groups will be conducted with parents and students
  - Students continue to receive the support for their EOC tests. The state has changed the assessment and increased the rigor of these standard testing. We are currently in conversations with New Schools of New Orleans to get the support and materials.
  - The development department has been pretty busy in preparing this year's iStudio + Taste of NOLA. This is a great opportunity to showcase our students' work and taste food from five different chefs.
  - iStudio + Taste of NOLA
    - We have five different chefs Will Avelar, David Slater, Adolfo Garcia, Joaquin Rodas, and Edgar Caro.
    - Two of our students will be supporting two of the guest chefs
    - Tulane University has been very supportive of this event. We will have access to the Newcomb Art Museum.
    - NA is requesting the board to support with selling tickets and spreading the word for sponsorships and the event.
    - This event will set the stage for the giveNOLA event in May 1st.

- NA has sent three letters to be used for sponsorships, silent auction items, and inviting other friends and colleagues.
- Some of the artwork will be for sale.
- As we get closer to the date, we will address the space capacity.
- IHSNO Fee is for:
  - Parents, students, alumni, board members
  - Former Board members pay full fee
  - Facebook, LinkedIn and constant contact went out to be shared with contacts
- Reminder
  - TIER 3 - Personal Financial Disclosure Statement

## II. Recommendation of Committee Appointments

### A. Recommendation to approve Gail Lazard to join the Academic Committee immediately

S. Retzlaff made a motion to Appoint Gail Lazard to the academic committee.

J. Carter seconded the motion.

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

### B. Recommendation to approve Stacey Cunningham to join the Development Committee effective May meeting.

M. Roney made a motion to Appoint Stacie Cunningham to the Development committee starting May.

S. Retzlaff seconded the motion.

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

## III. Academic Committee

### A. Report

- The committee met this month and discussed aligning the dashboard to the strategic plan objectives.
- Fr. Carter shared with the committee information taken from BOT regarding the roles and responsibilities of the committee and the CEO to be on the same page of academic excellence.

## IV. Development Committee

### A. Report and recommendations of Strategic Plan revisions

- BS was not present, but she sent her edits to Stacey Retzlaff and Nuria informed us about the iStudio event

## V. Facility Committee

### A. Report

- Have met with at least three board OPSB members regarding the lease plans
- AT has shared information about a contact to help us with the Small Center's application
- TM and NRA attended a meeting yesterday addressing the application process. The Small Center has offered to provide feedback on our application and that has been scheduled as well. It was a great meeting to make connections and start building that relationship.
- It was agreed upon administration taking the lead in the application to the Small project. The committee will support as needed.
- KK brought up a suggestion to rent our facilities to watch movies, the issue is that our bathroom facilities are on the other side of the building.

## VI. Finance Committee

### A. Report

- We are on track with our budget and have not reached our need for the line of credit
- There were some expenses that were expected to be incurred and the good news is that they didn't happen so we have a healthy financial outlook.
- The committee decided that a month and a quarter is sufficient for the school to keep as the cash reserve. The Month and a quarter is just the base.
- Professional Development - The committee needs to make sure that those funds are being spent on professional development. The financials don't reflect all of the PD toward the end of the year.

### B. Recommendation to approve February Financials

D. Batiste made a motion to recommend accepting the financials as presented.

S. Thomas seconded the motion.

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

## VII. Governance Committee

### A. Report and recommendations of Strategic Plan Revisions

- RK is out of town but the committee met to talk about strategic plan revisions
- The committee discussed a tool to evaluate board meetings. The committee will work on it this month to distribute next month.
- ST asked if anyone has any board candidates.

- KK brought up the fact that the school pays for board members to attend the annual national conference, therefore board members should be mindful when RSVP for the event so those funds are not spent in vain.

## **VIII. Strategic Plan revisions**

### **A. Strategic Plan Revisions**

- The updated draft was sent out today to the board with the meeting package.
- SR will add the governance edits and re-send to everyone.

SC shared information regarding Outputs and outcomes

- **OUTPUTS:** immediate results of activities. The direct measurable product.
- **OUTCOMES:** as a result of the outputs. Impacts a specific beneficiary. These are the results of multiple outputs. As a result of the output, what happened, what was the benefit?
- The impact as presented in the information sheet refers to the goal in terms of our strategic plan.
- The activities are the breakdown of what course of action will be taken. In our strategic plan, this is equivalent to the Objectives.
- Objectives are the results of the activities.

### **B. Approval of Strategic Plan Revisions**

S. Retzlaff made a motion to To defer this item to April Board meeting.

M. Roney seconded the motion.

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

## **IX. Public Comment**

### **A. Public Comment**

JC expressed appreciation for the work being done by SR

## **X. Adjournment into Executive Session**

### **A. Adjournment into executive session**

D. Batiste made a motion to Adjourn and go into executive session.

M. Roney seconded the motion.

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

### **B. Motion to Reconvene**

D. Batiste made a motion to To reconvene to the regular session.

M. Roney seconded the motion.

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

**C. Head of School Contract**

D. Batiste made a motion to Extend the Head of School contract for the 2018-2019 school year.

M. Roney seconded the motion.

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

**XI. 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,  
L. Lopez