

APPROVED



## Voices for International Business and Education

### Minutes

#### VIBE Board Meeting

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**Date and Time**

Wednesday August 15, 2018 at 6:00 PM

**Location**

727 Carondelet Street, Community Room, New Orleans, LA 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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**Directors Present**

A. Brown, A. Tufail, E. Simmons, G. Lazard, J. Lampton, K. Katner, M. Roney, R. Keller, S. Bernard, S. Retzlaff, S. Thomas

**Directors Absent**

A. Kock, B. Schilling, D. Batiste, S. Cunningham

**Ex Officio Members Present**

L. Lopez, S. Wilson

**Non Voting Members Present**

L. Lopez, S. Wilson

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**I. Opening Items****A. Record Attendance and Guests**

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

M. Roney called a meeting of the board of directors of Voices for International Business and Education to order on Wednesday Aug 15, 2018 at 6:01 PM.

## **C. Approve Minutes**

S. Retzlaff made a motion to approve minutes from the VIBE Board Meeting on 06-27-18 with the suggested amendments. VIBE Board Meeting on 06-27-18.

A. Brown seconded the motion.

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

## **II. Chair Report**

### **A. Chair Report**

Welcome Back!

We have a good VIBE in the building!!

- We don't have a student or faculty tonight for the meeting.
- We are going green and each board member is expected to print their own agenda packet or have it available electronically.
- The finance committee meeting packet will be shared with all board members on the Monday prior to Wednesday board meeting.
- Moving forward, committee chairs need to communicate with Lynette to let her know what information to attach to the agenda.
- Moving forward, committee chairs will share the agenda packet with all board members in order for Lynette to share minutes with all as well.
- There were some observations on the latest strategic plan MR will get with LL to finalize.
- During the board retreat, each committee established their main strategic priorities for the year. The information is found in the agenda packet.
- Committees need to agree on the dates that they will meet for the rest of the year. LL will schedule the meetings on BOT once those dates are communicated to her.
- Governance will schedule their meetings back to back with facilities.
- There was a template circulated at the retreat to set some milestone dates to work on the strategic plan. Should any committee determine that any timeline may need revision, please let MR know.
- Board member Bios for the website and grant writing. Please submit by the end of the month.

BOT - governance grade. BOT has implemented a tool to grade board engagement. It is important for board members to log in to BOT. The RSVP rate is being graded as well. The attendance rate is being tracked as well as downloading the meeting packet. Collective engagement is assessed by board member profiles. The board assessment is very comprehensive, it gathers data and provides a report. MR is asking governance to take a look at the assessment to see how that can help us do our job better. The report shows who has completed it or not. There is also a HOS/CEO evaluation, 3) Capabilities levels, 4) Transparency - LA open meetings law.

August 21 - PTO meeting at 5:30

September 7 at Rock n' Bowl at 4:30 - Back to school celebration for staff

## **B. Vote to change members of Finance committee**

M. Roney made a motion to Remove Amber Brown from the finance committee due to some scheduling conflicts.

S. Retzlaff seconded the motion.

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

## **III. Head of School Report**

### **A. Head of School Report**

- Started the school year with 590 students understanding that there will be fluctuations within the next two weeks leading up to October 1st.
- Dec. 13-14 is the LAPCS conference here in New Orleans. Board members please let us know by the end of August for the administration to sign up interested board members. The administration will register interested board members interested in attending. SW will share a link on his next HOS report to collect board information.
- HOS Goals will be shared with the board by next week 8/24
- Our students are back in the building!
- We are having some challenges and working through them. We are working through ensuring all of our students have what they need to graduate on time through proper scheduling. Changing the transportation system has brought some challenges for some families that used to ride our bus and now are receiving RTA passes due to their geographic location. All of our students are provided with service as a form of RTA or yellow bus. Students who live within a mile radius of the school are not receiving services.
- This change co-exists with the new policy for employees benefits contributing to their 401K up to 10%.
- Board members are asked to provide their updated contact information for our annual state report.

- ES asked about the new textbook plan for our students. SW explained that to ensure that our students have access to information in alignment with state requirements. JC explained that we have adopted standard aligned electronic textbooks for students to access online.
- SW thanked T. McGregor for his service over the past three years. He is moving on to serve to the Veterans Affairs office by the end of this week.
- ES asked about the led levels in our water as when she was last in attendance to the board meeting this was a topic of discussion. TM explained that our water was tested and it was found to be free of any led danger.

ES asked who is our vendor for food services. DD explained that we have different vendors for different items.

#### **IV. Academics**

##### **A. Report of Academic Committee**

AC committee met this month. They will meet on the 2nd Tuesday of August, October, November, February, April, and June.

Had a quorum, the full committee was in attendance. The committee agreed on reviewing the charter in the academic area to accurately represent what we are currently offering. The committee will monitor the dashboard as well on specific dates. The committee had a long conversation about the IB program and the results for this school year. Staff is attentive to these results working on improving results.

Next meeting will be in October reviewing the charter and setting definite dates of action items. The expectation is to vote on November.

The committee is interested in getting better acquainted with our academic community partners.

ES asked if we are tracking the number of students participating in concurrent enrollment to compare with our overall achievements.

Once the dashboard is updated, it will be shared with all board members on BOT documents.

#### **V. Facility Committee**

##### **A. Facility Committee Chair comments**

The committee has not met this month. There will be a meeting tomorrow with the small center.

The committee will meet on September 4 and determine meeting dates for the rest of the school year.

#### **VI. Finance Committee**

##### **A.**

## **Report of Finance Committee**

- The committee met this month and the meetings have been scheduled.
- There was not a quorum, but notes were taken and shared with all board members.
- There are new accounts this year.
- With the changes, this year the administration implemented a benefits packet proposed by Faculty and Staff.

### **B. Vote to approve June 30, 2018 financial statements**

A. Tufail made a motion to accept the June 30 financial statements.

J. Lampton seconded the motion.

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

## **VII. Development Committee**

### **A. Development Committee Chair comments**

Blair was not in attendance

## **VIII. Governance Committee**

### **A. Governance Committee Chair comments**

- The committee will meet on September 4 at 6:30 pm and will schedule the meetings for the rest of the year.
- The committee presented a document with recommendations to review the policy regarding voting board members every year to renew their membership. The document is attached to the agenda packet.

### **B. Vote to approve revisions to Board Governing documents**

R. Keller made a motion to adopt the changes to the bylaws proposed by the governance committee.

S. Thomas seconded the motion.

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

## **IX. Other Business**

### **A. Public Comment**

- MR is asking board members to provide notice ahead of time should anyone not be able to attend and text may be the best and quickest way to go.

## **X. Closing Items**

### **A.**

### **Adjourn Meeting**

G. Lazard made a motion to adjourn the meeting.

S. Thomas 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 7:11 PM.

Respectfully Submitted,

L. Lopez