

APPROVED



## Voices for International Business and Education

### Minutes

#### VIBE Governance Committee Meeting

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**Date and Time**

Tuesday November 6, 2018 at 6:30 PM

**Location**

727 Carondelet St., New Orleans

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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**

D. Batiste, J. Lampton, K. Katner, R. Keller

**Committee Members Absent**

S. Thomas

**Guests Present**

L. Lopez, S. Wilson

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

R. Keller called a meeting of the Facility Committee of Voices for International Business and Education to order on Tuesday Nov 6, 2018 at 6:36 PM.

**C.**

### **Approve 10/02/2018 Minutes**

J. Lampton made a motion to approve minutes from the VIBE Governance Committee Meeting on 10-02-18 VIBE Governance Committee Meeting on 10-02-18.

K. Katner seconded the motion.

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

## **II. Committee Business**

### **A. Head of School Evaluation Committee Description for Board Policy Manual**

The CEO Support and Evaluation Committee Job Description was presented. The document was originated on Board on Track.

The committee will annually assess the HoS based on approved upon goals.

There will be a review to adjust the language more personalized for our organization.

DB suggested that we stipulate a policy regarding the representation of each committee in the CEO evaluation committee should a member be absent at any point during a meeting or vote.

An alternate representative from each committee should be selected.

R. Keller made a motion to accept the language from the BOT document to create our own CEO Evaluation Committee Job Description.

J. Lampton seconded the motion.

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

### **B. Board Member Expectation Documents**

The board agreement document was circulated at the last board meeting for board members to sign.

### **C. Board Assessment Tools**

RK asked the committee's input on ideas to assess board meetings more efficiently.

RK asked what items should the governance committee monitor?

RK suggested implementing a paper-based meeting assessment for board meetings.

RK presented the tool presented by Board on Track and highlighted the main points that such tool assesses. The idea is that the survey is not as invasive or cumbersome.

- Transparency
- Participation
- Timeliness

DB suggested that the board evaluation also includes board members participation/attendance to school events.

The committee agreed to assess the following items on the survey:

## **Participation**

- School function - List of examples or broad categories to track
- Board Meeting
- Committee Meeting - List the committees for people to check off
- Board contributions - financial, in-kind, time, etc.

## **Transparency**

- This is an item that is evaluated by BOT based on the timeliness and functionality of agendas.

## **Timeliness**

- Are you fulfilling your board duties on time?
  - A) Always      B) Seldom      C) Never
- What is working and like very well?
- Where can we show improvement as a board?

DB suggested to take a pulse first of where board members are right now and review the form as we go.

This will be brought up to the board at large as a recommendation from the committee.

### **D. Document Retention Policy**

We currently don't have a policy in this regard. RK is researching this item to learn more about what are the legal implications to keep operational documents.

The committee will revisit this item once RK has more information.

### **E. Charter Review**

The committee will review the section within charter pertaining the governing functions.

The reviews will be done by March 2019

SW is currently seeking guidance from the LDOE regarding whether or not the governance and management component would need to be updated for approval from the BESE board. Further discussion on this item will continue at the February meeting.

## **III. Closing Items**

### **A. Next Meeting**

We will not have a December meeting until February 5th.

### **B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:31 PM.

Respectfully Submitted,

L. Lopez

R. Keller made a motion to adjourn the meeting.

D. Batiste seconded the motion.

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