

APPROVED



Voices for International Business and Education

Minutes

VIBE Governance Committee Meeting

Date and Time

Tuesday February 5, 2019 at 6:30 PM

Location

727 Carondelet St. New Orleans, LA 70130

Voices for International Business and Education http://public.boardontrack.com/VIBE_1

Committee Members Present

D. Batiste, J. Lampton, K. Katner, L. Lopez, R. Keller, S. Thomas, S. Wilson

Committee Members Absent

None

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

R. Keller called a meeting of the Governance Committee of Voices for International Business and Education to order on Tuesday Feb 5, 2019 at 6:39 PM.

C. Approve Minutes

J. Lampton made a motion to approve minutes from the VIBE Governance Committee Meeting on 11-06-18 VIBE Governance Committee Meeting on 11-06-18.

K. Katner seconded the motion.

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

II. Governance

A. Finalize Board Assessment Tool

- The board assessment tool was presented.
- The document presented was voted on last spring and was used once.
- An end of the year assessment was also presented
- An assessment from Board on Track was also included in the packet of assessment versions.

The board meeting assessments are good practice for board governance.

There are multiple opinions about the evaluation process such as not making the process too cumbersome and lengthy, should the evaluation focus on how did the meeting go or focus on the achievements of the goals.

DB suggested going around the room collecting verbal feedback at the end of the meeting

JL mentioned that evaluating a meeting, may not necessarily reflect evaluating board members' performance and fulfillment of their duties.

MR shared her concern to not get enough quality feedback if we collect it verbally after the meeting since a lot of people usually want to leave right away.

ST reminded us that the strategic plan estates the board will semiannually "take feedback protocol assessment to ensure board meetings are being run efficiently and effectively".

RK captured the questions that will be included in the survey to be asked after board meetings every other month.

KK suggested that questions reflect their opinion from the previous meeting. He also suggested that committee members take turns reading the evaluations so it does not fall under just one person.

ST suggested that the responses are reported to the committee meeting and eventually to the whole board.

KK stated that the report from the board assessment should be ready for the Governance committee meeting.

MR suggested that this process will help to come up with options on how to improve what is identified through the assessment as deficiency.

K. Katner made a motion to adopt the survey from Board on Track semiannually in accordance to the strategic plan.

S. Thomas seconded the motion.

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

R. Keller made a motion to A) the committee members of the governance committee will alternate collection and recording of results of the assessment. B) the board member collecting and recording the results will present results at the following committee meeting. C) The committee will identify solutions to improve what reported as lacking. D) The committee chair will then reported to the full board at the following board meeting.

K. Katner seconded the motion.

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

R. Keller made a motion to accept the following questions on the assessment: 1) was the meeting effective? why or why not? 2) how could it been improved? 2) Did you participate in a school activity outside of a board meeting? 3) Do you think your specific skill sets and expertise were effectively used on behalf of the organization since the last board meeting?

J. Lampton seconded the motion.

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

B. Review Governance Component to School Charter

RK reviewed the current charter and noticed that governance is mentioned throughout the charter so he wants to know what is the administration working on and what is the expectation of the committee in this regard.

SW explained that although governance is mentioned in multiple areas, yet there are specific sections that speak to the expectation of board members participation.

SW suggested to "chunk it" in sections and then address them instead of trying to swallow the whole document at once. There is currently not a hard date on when this document should be done by, yet would like it to be done by the end of this school year (2018-2019).

Are the governing documents currently in place updated and make sure they align with the charter.

MR brought up that the staff is already working on red-lining the academic component of the charter, which is a big task already so she suggests assigning different sections to committee members to tackle them in pieces.

Committee members are tasked with getting acquainted with the charter document started in pg. 54 until the end for the next meeting to discuss further at the next meeting.

MR stated that this revision needs to be voted on by the June meeting, therefore suggests having proposed redlines in April, revisions by May and the final document to vote on at the June meeting.

The committee agreed to identify how much work needs to get done by March and then determine a "game plan" then for next steps in this process. The administration will also determine its own timeline in order to let the committee know when will this take place.

C. Vote on proposed charter amendments

None tonight

III. Other Business

A. Next Meeting

The committee will meet again on March 13 at 6:30 PM

- MR suggested reviewing our communications policy both for staff and board members.
- MR asked about the document retention policy
- MR mentioned keeping in mind for this committee that two seats will become available at the board at the next school year.

IV. Closing Items

A. Adjourn Meeting

R. Keller made a motion to adjourn the meeting.

K. Katner seconded the motion.

The committee **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 7:55 PM.

Respectfully Submitted,

L. Lopez