



# Voices for International Business and Education

## Minutes

### VIBE Board Meeting

---

**Date and Time**

Wednesday August 21, 2019 at 6:00 PM

**Location**

727 Carondelet St., Community Room, New Orleans, LA 70130

---

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

---

**Directors Present**

A. Tufail, J. Lampton, M. Roney, S. Cunningham, S. Retzlaff, S. Thomas

**Directors Absent**

D. Batiste, G. Lazard, K. Katner

**Directors who arrived after the meeting opened**

S. Thomas

**Ex Officio Members Present**

S. Wilson

**Non Voting Members Present**

S. Wilson

**Guests Present**

---

A. Berger, A. Williams, C. Young, D. Deno, J. Carreno, K. Vo, M. Stewart, M. Stramel

---

## 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 21, 2019 at 6:01 PM.

### C. Approve Minutes

S. Retzlaff made a motion to approve minutes from the VIBE Board Meeting on 06-19-19 VIBE Board Meeting on 06-19-19.

J. Lampton seconded the motion.

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

### D. Chair Report

Board met several times this week - annual retreat, Finance and Development Committee meetings, HOS Evaluation Committee

### E. Vote to move April meeting from April 15 to April 22, 2020

S. Retzlaff made a motion to to move the April meeting to April 22, 2019.

J. Lampton seconded the motion.

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

### F. Head of School Report

#### SY18-19 vs. SY17-18

Improved Transportation communications

Revised uniform policy, updated uniforms, Yondr pouches, uniforms available in house

Legacy Park construction initiated

Capturing Kids' Hearts program

MR: Parents also communicating that the year is off to a positive start

AT: Uniform fee?

SW: \$200 Covers three shirts, sweatshirt, shoes and ID; Khakis purchased separately

SC: What do visitors know about CKH? One page explanation to orient substitutes, etc.?

## II. Academic

### A.

## **Academic Report**

No quorum at AC meeting 8/13

Summary of College Track presentation by Leslie Scott, handouts shared

Updates:

75 college hours earned through IB assessments SY18-19

No IB Diplomas in 18-19

ACT scores down 18-19 (25% of SPS)

Large freshman class SY19-20, 163 students

PTO meeting September, agenda item to solicit parent representative for VIBE Board

CKH should contribute to reduction in student infractions SY19-20

Academic Committee Meetings 2nd Tuesday of each month SY 19-20

## **III. Finance**

### **A. Report of Finance Committee**

Finance Committee Review of June and July Financials

### **B. Vote to adopt June & July 2019 financial statements**

A. Tufail made a motion to adopt 2019 June and July Financial Statements from Finance Committee Meeting.

S. Retzlaff seconded the motion.

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

Board excited about aggressive plan to address academic issues, acknowledging the costs

## **IV. Facility**

### **A. Report of Facilities Committee**

Saturday school tour during Board Retreat

SY19-20 emphasis on IHSNO brand and school pride

Update forthcoming in September on roof repairs

## **V. Governance**

### **A. Report of Governance Committee**

8/6/19 Governance Committee Meeting:

- Discussion to make sure by-laws align with the charter in regards to Governance
- Board meeting monthly assessment after each Board meeting to evaluate

Other Items:

- Board on Track year end assessment will be discussed at September committee meeting
  - Recruitment of new potential member, Percy Manson, coming to September Governance meeting
  - Recruitment of additional board members that fit specific needs, encourage to attend an initial meeting and begin process
- S. Thomas arrived.

## **VI. Development**

### **A. Report of Development Committee**

Development Meeting 8/19/19:

- Only two members currently on committee
- Discussion of complementing roles of Board and Administration for development
- Meeting dates aligned with key development activities (Oct., Nov., Jan., Feb., April, June)

Distribution of Board Pledge Packets by Andrea Williams, IHSNO Development Coordinator

- Pledge cards
- Gala participation (March 28, 2020, UNO Ballroom)
- In-kind contributions and volunteer hours
- Amazon Smile for IHSNO

Development Committee establishing plan for SY19-20 to outline major strategies

## **VII. CEO Support And Eval**

### **A. Report of HOS Evaluation Committee**

8/20 meeting with Consultant, finalized:

- 5 Pillars within Strategic Plan
- Goals with outcomes and outputs

Next step are measures and rubric

Board gaining clarity on line between governance and management

## **VIII. Executive Session**

### **A. Executive Session**

S. Thomas made a motion to move to executive session.

S. Retzlaff seconded the motion.

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

## **B. Executive Session**

## **C. Return to open meeting**

## **IX. Vote**

### **A. Vote to approve Mr. Wilson's bonus for 2018-2019 Academic Year**

M. Roney made a motion to vote to approve a \$12,000 bonus to Mr. Wilson pursuant to section 2.1.3 of the Employment Agreement.

A. Tufail seconded the motion.

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

#### **Roll Call**

A. Tufail	Aye
S. Thomas	Aye
G. Lazard	Absent
K. Katner	Absent
J. Lampton	Aye
S. Cunningham	Aye
S. Retzlaff	Aye
D. Batiste	Absent
M. Roney	Aye

A. Tufail explained that the contract provides a formulaic methodology for determining the bonus amount, and the Board considered each item set forth in the contract and its given weight, awarding the bonus based on the satisfaction (or partial satisfaction) of the fiscal health, survey performance, and public recognition criteria.

## **X. Closing Items**

### **A. Adjourn Meeting**

S. Cunningham made a motion to adjourn the meeting.

S. Thomas seconded the motion.

The board **VOTED** 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 7:30 PM.

Respectfully Submitted,  
M. Stramel

## **XI. Public Comment**

### **A. Request for Public Comment**

No public comment.