

APPROVED



Voices for International Business and Education

Minutes

VIBE Board Meeting

Date and Time

Wednesday November 20, 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

Directors Present

K. Katner, M. Roney, P. Manson, S. Cunningham, S. Retzlaff, S. Thomas

Directors Absent

A. Tufail, D. Batiste, G. Lazard, J. Lampton

Ex Officio Members Present

S. Wilson

Non Voting Members Present

S. Wilson

Guests Present

A. Berger, A. Williams, C. Young, D. Deno, 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 Nov 20, 2019 at 6:39 PM.

C. Motion to strike September portion of agenda

S. Retzlaff made a motion to strike September from section D of the agenda.

S. Cunningham seconded the motion.

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

D. Approve Minutes - September 2019 VIBE Board Meeting

S. Retzlaff made a motion to approve minutes from the VIBE Board Meeting on 10-16-19 VIBE Board Meeting on 10-16-19.

K. Katner seconded the motion.

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

E. Chair Report

Executive Committee meeting will be called for January to discuss expansion.

F. Head of School Report

S. Wilson noted Legacy Park opening Friday, November 22 at 11am.

SPS score raised 8 points since previous year.

Looking forward to annual Gala.

Staff seeking additional professional development and graduate/professional degrees.

Tier 3 Financial Disclosure document due by May 31, 2020. Annual Ethics Training due December 31, 2019.

II. Academic

A. Academic Report

No meeting in November. Kudos on SPS increase. Next meeting Tuesday, December 10th 6pm. Agenda item to explore correlation between approval of increased spending and SPS score change.

B.

Pupil Progression Plan

A. Berger confirmed that language was clarified in Pupil Progression Plan, no major changes.

S. Retzlaff made a motion to approve 2019-2020 Pupil Progression Plan.

P. Manson seconded the motion.

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

III. Finance

A. Report of Finance Committee

Welcomed new committee member, P. Manson.

B. Vote to adopt October 2019 Financial Statements

Working capital down slightly due to accounts payable falling at end of month. Student count down from projected 520 to actual 458.

S. Retzlaff made a motion to approve October Financial Statements.

P. Manson seconded the motion.

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

C. Vote to Adopt 2019-2020 Budget Revisions

Budget for 2019-2020 school year based on 470 students.

S. Retzlaff made a motion to adopt revised budget for 2019-2020 school year.

S. Cunningham seconded the motion.

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

SCTG grant is included in revised budget at a prorated amount assuming all positions filled by Dec. 1. Draw down of funds is completed as expenses are incurred. Some funding for staff positions, other funds for professional services (training).

D. Vote to renew Line of Credit

\$400,000 line of credit from Whitney Bank is usually renewed annually. New offer is good for five years.

S. Retzlaff made a motion to approve line of credit from Whitney with a 5-year term.

K. Katner seconded the motion.

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

Variable rate (prime + 1.25%). IHSNO has never used the line of credit, but best business practice to maintain. Initiation fee for line of credit will not be paid annually, but once at beginning of 5-year agreement.

IV. Facility

A. Report of Facilities Committee

No Facilities meeting in November. Ticket system shows improvements in response time and number of tickets. OPSB came for a pre-bid meeting, developing a scope of work for waterproofing basement and installing sump pump. Next meeting at 5:30pm Tuesday, December 3rd.

V. Governance

A. Report of Governance Committee

Add interview of Dr. Medford to December agenda. Additional recruitment efforts taking place. All officer positions nearing term ends, two board members nearing term limit. No meeting in November. Next meeting on Monday, December 3 at 6:30pm.

B. Student Fee Policy

State requires that schools share a list of maximum possible fees to be charged to students, and use of the fees. Explanation of uniform policy and other fee policies must be available on website and in student handbook. A fee waiver process must be in place for students in need. These policies already existed at IHSNO.

IHSNO does not ask individual students for financial information, but receives Community Eligibility Provision (CEP) data directly from the state (direct certification) on the percentage of students that qualify for public assistance.

GNOCCS attorneys questions: Are bullets OR or AND qualifiers? Add "provided by" in last sentence?

S. Retzlaff made a motion to approve student fee policy with amended final statement to include, "provided and approved by" between the words "to and the".

S. Thomas seconded the motion.

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

C. Special Education Advisory Council

Requirement from the State based on Act 274 that requires all school districts create a Special Education Advisory Council to the Superintendent/Head of School made up of 25% SPED teachers and paraprofessionals, 50% parents, and 25% other interested stakeholders; must meet 3 times within an academic school year with end of year reporting to the state.

S. Retzlaff made a motion to pass Special Education Advisory Council policy.

S. Thomas seconded the motion.

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

VI. Development

A. Report of Development Committee

Development committee meeting Monday, November 18th. Updates on school visits and open house results; less money spent on mass media/billboards, more time spent on

direct contacts. All board members, please follow social media and re-share school information.

Gala tickets go on sale November 30th. Sponsorship packet for board members and corporate contacts. Patron party 6-7pm. Discount tickets for staff and alumni. In-kind gifts of auction items welcome.

VII. CEO Support And Eval

A. Report of HOS Evaluation Committee

Upcoming meeting for development of HOS Evaluation Dashboard.

VIII. Public Comment

A. Request for Public Comment

No public comment.

IX. Closing Items

A. Adjourn Meeting

S. Cunningham made a motion to adjourn the meeting.

S. Retzlaff 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 7:24 PM.

Respectfully Submitted,
M. Stramel