

APPROVED



## Voices for International Business and Education

### Minutes

#### VIBE Board Meeting

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**Date and Time**

Wednesday May 20, 2020 at 6:00 PM

**Location**

Zoom Meeting Call

<https://us02web.zoom.us/j/88551167971?pwd=TERnRXE2VUxqNmZEOXJBY04ydzRzdz09>

Meeting ID: 885 5116 7971

Password: 052020

One tap mobile

+19294362866,,88551167971#,,#052020# US (New York)

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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. Tufail (remote), G. Lazard (remote), J. Lampton (remote), K. Dwyer (remote), K. Katner (remote), M. Roney (remote), P. Manson (remote), S. Cunningham (remote), S. Olivier (remote), S. Retzlaff (remote), S. Thomas (remote)

**Directors Absent**

*None*

**Ex Officio Members Present**

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S. Wilson (remote)

### **Non Voting Members Present**

S. Wilson (remote)

### **Guests Present**

A. Berger (remote), A. Williams (remote), C. Young (remote), D. Deno (remote), J. Carreno (remote), K. Vo (remote), Leslie Scott Porter, M. Stewart (remote)

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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 May 20, 2020 at 6:03 PM.

Convening remotely pursuant to Governor's proclamation JBE 2020-30

### **C. Approve Minutes - April 2020 VIBE Board Meeting**

P. Manson made a motion to approve the minutes from VIBE Board Meeting on 04-22-20.

K. Dwyer seconded the motion.

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

### **D. Chair Report**

Leslie Scott Porter and Gail Medford to be voted onto board.

Gail Medford is not in attendance

June 30 - donate

Give NOLA is coming up

Committed to making a video for Senior graduation set to run on Saturday. If you have not sent in video, please send asap. Video for teachers was a great success.

S. Cunningham has resigned effective Friday due to work commitment.

### **E. Head of School Report**

#### **1. Graduation on Friday**

- students are coming in, walking across stage, receiving awards, photographer. Different from previous ceremonies, but they are excited. Link to the video will be shared out.

#### **2. Cares Act -**

- we were awarded and are putting together application for Strong Start 2020
- we are planning how to continue learning no matter the venue of education
- We are hopeful to get additional funds to provide services to students
- Looking into systems we can use to ensure teachers and students are in continuous teaching and learning. A new Learning Management System is necessary to be successful. Training parents, students and teachers is needed.
- Planning to start next year in a virtual environment.
- three possible format - virtual, brick/mortar, platooning
- Will have solid plan moving into the next school year
- following up on PPP
- looking into forgiveness of loan
- ensure all are healthy
- keeping all spirits up

#### Teacher's Appreciation Week

- Bundt Cakes and yard signs
- teachers were happy to see someone from school

#### Overall attitude about graduation

- a variety of emotion
- some students blowing off
- majority of students will be participating on Friday
- overall spirit is good
- slideshow will be created from pictures of the event
- Video will be ready by Wednesday of next week.

## II. Governance

### A. Report of Governance Committee

Recruiting of board members

interviewed two potential members: Porter and Medford

Would like to table the vote for Medford as she is absent

### B. Recommendation to admit Dr. Gail Medford as new Board member

J. Lampton made a motion to Table vote to next board meeting for Dr. Medford to be admitted to board.

S. Thomas seconded the motion.

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

### C. Recommendation to admit Leslie Scott Porter as new Board Member

J. Lampton made a motion to Add Ms. Leslie Scott Porter to Board.  
G. Lazard seconded the motion.  
The board **VOTED** unanimously to approve the motion.

#### **D. Vote on new Board Member committees**

J. Lampton made a motion to Leslie Scott Porter be admitted to Academics and Facilities Committees.  
G. Lazard seconded the motion.  
The board **VOTED** unanimously to approve the motion.

- Void areas of board are on Facilities committee and Governance--if you know anyone who would fill these voids, please reach out. Also need more diversity and attorneys.
- SWilson and SCunningham have both recommended individuals.
- Actively looking for additional members

#### **E. Vote to accept Governance revisions to Charter**

J. Lampton made a motion to Defer the vote to the next meeting so give time to review only relevant pages.  
K. Dwyer seconded the motion.  
Clarification on what is being tabled.  
The board **VOTED** unanimously to approve the motion.  
We are waiting for each section to be reviewed. Then there will be a complete review of Charter.

#### **F. Vote on updated Secretary job description**

J. Lampton made a motion to Accept revisions to secretary job duties.  
S. Thomas seconded the motion.

- It is better for board member to not be distracted by taking minutes during meeting. This change is necessary.
- SCunningham has minutes from previous meetings and will return to board.

The board **VOTED** unanimously to approve the motion.  
New Secretary duties will need to be put into the bylaws.  
Confirming that all have done board evaluations. Please take board assessment survey if you have not done so to help improve board procedures.

### **III. Academic**

#### **A. Academic Report**

- Reviewed funds that are allocated to Academics next school year.

- Due to Cares Act and Strong Start, no additional funds are being requested from board.
- There will be a need for more technology and training due to distance learning.
- School continued to use Google Classroom
- Teachers are working together to share best practices
- Committees for Strong Start: Core Academics, Workforce Talent, Diverse Needs, LEA
- Still implementing CKH and will continue to use
- SPS will not be calculated this year due to COVID
- finalized streamlined dashboard and will be voted on in June
- Will see it each board meeting
- Next meeting: voting on dashboard, update on CARES Act funding
- How is CKH being implemented in DL? Professional Development, not much different from normal environment. Techniques needed to communicate same core aspects of program in virtual way. Will take organizing, planning, and tracking. Will be unique but the theory and concept can be monitored on a daily basis. More communication will occur. Planning is in effect. Process Champions, Culture, and PBIS will work together. Working on a handbook. Currently researching other schools to get materials and information on how to make it successful.
- Will they want to know what success will look like in this setting? Relationship building, greeting students, engagement, respectful behaviors should continue regardless of the setting. Tools will be put in place to identify when things are not going as planned. Need more family involvement. Will have to better support families. Students/Families will have some challenges with the online setting so IHSNO will remain nurturing.
- Academic team is Awesome. If you have a chance, go to a committee meeting.
- Are you able to monitor students wellbeing? Access is virtual/telephone. We are able to get a pulse of the community from the communications with them. Mediation sessions were held when students were not engaged. Students are anxious but willing to communicate. Lots of energy has been put into making contact with families.
- At some point, there will be a playbook that will guide us and this will be a chapter.
- Hats off to the Academics team.

## **IV. Finance**

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

- Approved minutes from April meeting
- Reviewed financial statements
- in general, they did not warrant a deeper view.
- Because of proceeds from paycheck protection loan, there is a spike in KPIs.

A. Tufail made a motion to Accept April 2020 financial statements.

S. Thomas seconded the motion.

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

Admin went over financial impact of Covid-19 due to Isolation

If we did nothing, we would have ended with a deficit of \$196K+, however, due to Covid-19, there is only a loss of \$97K--inclusive of \$173 K board approved monies from reserve.

Additional expenses incurred due to isolation:

There are additional costs associated with isolation. There are also reduced cost associated with isolation. The sum of the two is the total effect of COVID isolation.

We are bringing in \$64K and \$103K less than budget. We still have a net deficit of \$97K.

Additional expenses--payroll, additional cleaning of the building, services, food that we did not give to students, utilities, insurance, preparation for next school year.

We are saving funds in the areas in transportation, food, materials and supplies, GALA.

We will end the year in a \$97K deficit if we do not take into consideration PPP and Cares ACT. If we did not have additional cost and loss of revenue, we would have been at a loss of \$196K.

There is no vote associated with COVID 19 expenses.

Examine budgets. Before the meeting on the 15 of June (any revision of budget), please get those in.

Email AT questions regarding budget. He will ensure to involve SW and DD to prepare budget for final adoption.

Do seniors get senior fees back? All senior activities will still take place. Seniors will not receive money back.

## **B. Recommendation to adopt April 2020 Financial Statements**

A. Tufail made a motion to adopt the April 2020 Financial Statements.

S. Retzlaff seconded the motion.

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

## **V. Facility**

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

- Tuesday, Roofing Solutions will mobilize their equipment. Project should be completed August.
- Tickets down 100%
- Trying to maintain the building
- No one is getting sick

- Basement project is out to engineering firm.

## **VI. Development**

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

- No meeting this month.
- Rescheduled for June
- GiveNOLA is at the beginning of June--June 2. Share with your family and friends to give to IHSNO.
- GALA moved to 2021. Will do silent auction in Fall.
- Friday, SW will send email with Link for Give NOLA and what we have been doing with students over last 10 years.

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

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

Dashboard data received.

Committee will meet Wed the 28th at 5:30 on Zoom to discuss SW assessment

All board members welcome to join.

## **VIII. Executive Session**

### **A. Enter Executive Session to discuss NLRB matters**

M. Roney made a motion to Move to executive session.

G. Lazard seconded the motion.

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

### **B. Executive Session**

### **C. Return to Open Meeting**

The Board returned to open meeting following 30 minute Executive Session

## **IX. Public Comment**

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

No public comment

## **X. Closing Items**

### **A. Adjourn Meeting**

S. Retzlaff made a motion to 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 7:30 PM.

Respectfully Submitted,

A. Berger