

APPROVED



Voices for International Business and Education

Minutes

VIBE Governance Committee Meeting

Governance Committee

Date and Time

Monday November 2, 2020 at 6:30 PM

Location

International High School of New Orleans
Community Room
727 Carondelet Street
New Orleans, LA 70130

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

Join Zoom Meeting

<https://us02web.zoom.us/j/83917030049?pwd=T0JjMW0rQUN4YnZHeHN4U3U4RnRRQT09>

Meeting ID: 839 1703 0049

Password: 5B!44q

One tap mobile

+13126266799,,83917030049#,,,0#,,372153# US (Chicago)

+19294362866,,83917030049#,,,0#,,372153# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 436 2866 US (New York)

+1 301 715 8592 US (Germantown)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 839 1703 0049

Password: 372153

Find your local number: <https://us02web.zoom.us/j/kdWs4rWRUT>

Committee Members Present

G. Medford (remote), J. Lampton (remote), M. Roney (remote), S. Thomas (remote), S. Wilson (remote), T. Huynh (remote)

Committee Members Absent

None

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

J. Lampton called a meeting of the Governance Committee of Voices for International Business and Education to order on Monday Nov 2, 2020 at 6:33 PM.

C. Approve Minutes from the October 2020 Governance Committee Meeting

G. Medford made a motion to approve the minutes from VIBE Governance Committee Meeting on 10-06-20.

M. Roney seconded the motion.

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

II. Governance

A. Charter School Performance Compact

- Sean Wilson spoke about the School Performance Compact.
- S. Wilson discussed the details of this report.
- In the Compact, there are many components. The components are explained within the Compact document that is attached.
- IHSNO met all of the requirements concerning the Charter Renewal.
- Questions about the Compact were answered.
- S. Wilson explained how the Compact as it pertains to the Charter Renewal.
- Questions that were asked were addressed.

B. Review of IHSNO Leadership Manual

- Sean Wilson spoke about the IHSNO Leadership Manual.

- S. Wilson gave a brief overview of the manual and details.
- The manual gives leadership guidance on how to handle challenges.
- Processes and roles are listed in the manual. This helps leadership with understanding organization expectations.
- The manual is ideally distributed when they step into their leadership roles. It is a living document.
- There was a discussion about adding a description of different leadership arms and structure into the Leadership Manual.
- There are sections of the manual that are evolving therefore is still being worked on.
- VIBE, PTO, and Student Leadership description may tentatively be added to the Leadership Manual.
- Questions that were asked by Board Committee Members were answered.

C. Student Privacy Policy -DRAFT-2020-1015

- Sean Wilson gave details about the Privacy Policy in the Leadership Manual.
- Student information will never be shared with anyone.
- IHSNO will never provide student information to anyone who requests it without parental permission.
- This has been reviewed and proposed by IHSNO attorneys. Adam and Reese drafted the document, and it has been advised to use it.
- FERPA was put in place to protect student information. It is optional.
- To protect privacy information, families can opt-out of FERPA. Families would have to request it themselves. Once families sign to opt-out, IHSNO has an obligation to opt-out.
- There were public requests made, and they were suggested that they fall within FERPA guidelines.
- Terminology changes within the DRAFT were discussed.
- Questions probed by the Committee Members were answered.

D. Charter Renewal Approval Notification

- Sean Wilson spoke about the Charter Renewal Approval Notification document.
- S. Wilson gave a brief description of the letter.
- IHSNO received a 4 year Charter Renewal.
- Governor Edwards signed the letter of approval for Charter Renewal.

III. Mid-Year VIBE Board Assessment

A. Discuss Mid-Year Assessment Questions

- Jennifer Lampton spoke about the Mid-Year Assessment Questions that were sent.
- There were 7 questions on the assessment.

- The questions can be rewritten if necessary.
- Dr. Gail Medford was the author of the Mid-Year Assessment Questions.
- Suggestions for the rewording of questions were given to ensure the effectiveness of the Board. Condensing the questions may be better for Board Members.
- Committee members gave their input on the modification of the questions to be asked on the assessment.
- Committee members spoke about the improvement of assessments while using Board on Track.
- There was a discussion about questions that should be asked mid-year and then at the end of the year assessments.
- Google Docs can be used as it pertains to polling while trying to stay anonymous. This will help Board Members improve their effectiveness if it is done this way.
- Discussion about perhaps implementing a mid-year assessments on a committee basis.

B. Vote on Final Questions for Mid-Year Assessment

G. Medford made a motion to adopt the Board on Track Evaluation Question to be submitted as a mid-year assessment and to issue out being submitted anonymously.

J. Lampton seconded the motion.

There are 3 questions:

1. To recruit new Board Members, what do you deem as a stronger VIBE Board question?
2. In what ways would we hold ourselves accountable as a board and as individual committee members?
3. Do you think your specific skill set and expertise have been effectively used on the Board since the August Retreat?

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

IV. Other Business

A. Next Meeting - Tuesday, December 1, 2020

- December 1, 2020 will be the next meeting at 6:30 p.m.

B. Next Meeting - Agenda Items

- Board Recruitment
- The document that was sent by Mariska. This is tentative.
- Final FERPA document discussion if it is available before the November meeting. This document will need to be voted on by the Board in December.

V. Closing Items

A.

Adjourn Meeting

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,

J. Lampton

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,

J. Lampton

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,

J. Lampton

Documents used during the meeting

- Charter Performance Compact-TEMPLATE.pdf
- IHSNO Leadership Manual-DRAFT-2020-1015.docx
- FERPA-Student Privacy Policy A&R proposed-2020-1015.docx
- International Renewal.pdf
- VIBE Board Evaluation Open Questions Oct 2020.docx