

APPROVED



Voices for International Business and Education

Minutes

Board Meeting

Date and Time

Wednesday August 19, 2015 at 6:00 PM

Location

IHS Community Room

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

Directors Present

C. Allen, H. Blumenthal, K. Katner, K. Turner, L. Hughes, M. Garcia, S. Retzlaff, V. Triplett (remote)

Directors Absent

F. McField

Ex Officio Members Present

S. Wilson

Non Voting Members Present

S. Wilson

Guests Present

Betty Wolfers, D. Deno, Father James Carter, Holly Bunn, K. Collins, Mariska Roney, Rob Keller, Shontell Thomas

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

H. Blumenthal called a meeting of the board of directors of Voices for International Business and Education to order on Wednesday Aug 19, 2015 at 6:06 PM.

C. Approve Minutes of 6/17/2015

S. Retzlaff made a motion to approve minutes from the Board Meeting on 06-17-15 Board Meeting on 06-17-15.

C. Allen seconded the motion.

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

II. Chair Report

A. ANNOUNCEMENTS AND INFORMATION

Board Chair, H. Blumenthal said he'd like to continue with the tradition of submitting an educational piece the same as Ed Graf had done in the past. He reminded everyone that the Board Retreat will be on 8/29/15 at the school. He went over items that would be on the agenda for the retreat such as each committee chair will talk about what they wish their committees to accomplish this school year, the discussion of expansion of the school and tracking board attendance.

B. RESOLUTION OF CONGRATULATIONS TO MARKUS RENEAU

Salutatorian, Markus Reneau, will be attending Yale University and has won 2 substantial scholarships over the summer. He won a \$10,000 Scholarship, plaque and certificate as the top winner of the contest presented by the ELKS Department of Education. The contest was held during the Grand Lodge and 112 Grand Temple's annual convention in Las Vegas. He was the first place winner of the local, state and regional contests and represented Region 5, which included Louisiana, Mississippi, Alabama, Arkansas and Tennessee. Former recipients of the ELKS Oratorical Contest include Thurgood Marshall, Dr. Martin Luther King, Jr. and Oprah Winfrey. It was suggested that the Board recognize his accomplishments and send congratulations.

M. Garcia made a motion to have the Board send their congratulations to Marcus Reneau.

K. Katner seconded the motion.

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

C. ELECTION OF SHONTELL THOMAS TO THE VIBE BOARD

K. Katner made a motion to elect Shontell Thomas to the VIBE Board.

C. Allen seconded the motion.

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

D. ELECTION OF MARISKA RONEY TO THE VIBE BOARD

K. Katner made a motion to elect Mariska Roney to the Vibe Board.

L. Hughes seconded the motion.

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

E. ELECTION OF STACIE RETZLAFF TO THE VIBE BOARD

K. Katner made a motion to elect Stacie Retzlaff to the VIBE Board.

C. Allen seconded the motion.

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

F. VOTE ON RENEWAL OF VIBE CHARTER CONTRACT

Harry read the new Mission Statement.

C. Allen made a motion to have the Board accept the renewal of the VIBE Charter Contract.

S. Retzlaff seconded the motion.

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

III. Head Report

A. HEAD REPORT

Sean Wilson reviewed performance data and announced our students are going in the right direction. Scores exceed the state average but there is still room for improvement on the ACT. We need to revisit our science courses. The IB diploma program is stable and the # for the course option has increased. IHS is increasing the quality of opportunities with extra curricular activities. Carol Allen asked how leaders were selected and Mr. Wilson said they were either self selected, faculty directed or student influenced. He discussed the technology improvements and communication upgrades. He explained how staff was incorporating the SP. Mr. Hughes asked about immersion and Ms. Wolfers asked if dual enrollment, ELL and ESL students fell into the same category as other students. Sean said some students may take a different path but IHS would help all of its students achieve their best education. He said going forward IHS will strive to live out the mission and vision of the school.

IV. Committee Meeting

A. FINANCE COMMITTEE - REVIEW FINANCIALS,

Mr. Blumenthal discussed the financials. He explained that we are required by state to have 5% of our general fund held in reserve and that we are exceeding this at 19.7%. He gave a shout out to the finance department for a good job. He said the Finance

Committee will be looking at expenditures as they apply to the building. He said going forward the committee will also be looking at the Strategic Plan.

B. FINANCE VOTE ON PROCEDURES FOR BOARD MEMBERS TO EXERCISE FINANCIAL FIDUCIARY RESPONSIBILITY

A discussion was held on the IHS Policy on Board Financial Fiduciary Responsibility. Board members must continually monitor and have an understanding of the school's financial statements. Board members are encouraged to come to the Finance Committee meetings. Either the Head of School or the Director of Finance will email each Board Member monthly financial reports as soon as they are available or advise that they are on Board on Track. Further the Board Chair and Treasurer will have direct access to the Director of Finance to ask questions, however, other board members must go through the Chair, Treasurer, Head of School or attend Committee Meetings. This Policy will be up for review 3 months after approval to ensure it is achieving its goal of helping Board Members become more knowledgeable about IHS' financials, minimizing disruptions in the Finance Dept. and increasing Board Fiduciary Responsibility.

H. Blumenthal made a motion to approve the recommendation of the Procedures for Board Members to exercise financial fiduciary responsibility.

K. Katner seconded the motion.

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

Exact wording of the Resolution is attached to the agenda.

C. ACADEMIC COMMITTEE

Carol Allen announced that the AC did not have a quorum at their meeting and encouraged attendance of all committee members in order to be productive. The next AC meeting will be 9/8/15 and she plans to set the AC goals for the 2015-2016 school year. These goals will be monitoring the Dashboard, monitoring and tracking the Academic Programs Pillar of the SP, and continuing its review of the One App process.

D. GOVERNANCE:ADD TO BYLAWS TO MAKE PTO REPRESENTATIVE A NON VOTING EX OFFICIO MEMBER OF THE VIBE BOARD

Governance Committee recommended a By-law Change that would have the PTO Rep to be recognized as a non-voting ex-officio member. The PTO Representative would not be included in Executive Session unless invited by VIBE Board of Directors. Laval Hughes recommended we review this and asked that we have a full understanding of the consequences. We should consider that we may be invalidating actions made in the past. Maria Garcia asked why do they have to be NON Voting since they are vetted and have background checks like other board members. Betty Wolfers commented that she believed past minutes would reveal there is to be a PTO Rep on the Board.

K. Katner made a motion to add to By-Laws to make the PTO Representative a non voting Ex Officio Member of the VIBE Board.

C. Allen seconded the motion.

The motion did not carry.

E. FACILITIES

Laval Hughes said goals for the committee had not been set as of yet. The committee did a walk through of the building and said another walk through was planned during the Board Retreat. Currently we are in the process of installing new locks and doors, digital cameras and other items to insure the safety of the students. Our Science labs now have showers. Electrical issues have been addressed. The air conditioning needs to be upgraded to be more efficient. New drapes will be forth coming because the old ones are fire hazards. Also, the loading dock needs rails. Roof work is in progress and there is talk about installing an elevator. Facilities Committee has plans to look at goal 3 of the Organizational Sustainability Pillar which discusses the expansion of the school. M. Roney mentioned she'd be looking at funding issues in the Finance Committee and K. Turner agreed Finance could make recommendations for funding improvements.

F. STRATEGIC PLANNING COMMITTEE

Stacie Retzlaff reported that the SP Committee's goals for the 2015-2016 School Year will be to track the action items in the SP by using a tracking tool created by Committee Chair. The tool is uploaded onto Board on Track for all to use. Other goals are to review the language in the SP and determine if more realistic due dates are needed for some of the action items and to make recommendations to committees and board members to track parts of the plan that fit with those committees. The SP Committee will meet the first Tuesday of every month at 6pm except in December.

V. Other Business

A. EXECUTIVE SESSION TO DISCUSS BOARD EVALUATION OF HEAD OF SCHOOL

The Board went into Executive Session at 8:01pm.

L. Hughes made a motion to to exit Executive Session at 8:17pm.

M. Garcia seconded the motion.

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

B. SALARY CHANGE IF ANY FOR HEAD OF SCHOOL BASED ON EVALUATION

K. Katner made a motion to approve the maximum 5% raise for the Head of School.

C. Allen seconded the motion.

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

VI. Closing Items

A. Adjourn Meeting

M. Garcia made a motion to adjourn.

L. Hughes 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 8:28 PM.

Respectfully Submitted,
A. Anderson

B. NEXT BOARD MEETING SEPTEMBER 16 , 2015 , 6:00 PM at the International High School

The chair passed out a survey on the meeting's productivity and efficiency to be completed anonymously.