



# Voices for International Business and Education

## Minutes

### Board Meeting

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#### Date and Time

Wednesday October 21, 2015 at 6:00 PM

#### Location

INTERNATIONAL HIGH SCHOOL COMMUNITY ROOM 727 CARONDELET ST.,NEW  
ORLEANS ,LA 70130

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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

C. Allen, H. Blumenthal, J. Carter, K. Katner, K. Turner, L. Hughes, M. Garcia, M. Roney  
(remote), R. Keller, S. Retzlaff

#### Directors Absent

F. McField, S. Thomas

#### Guests Present

Allison Anderson, David Powell, Denise Deno, Holly Bunn, Logan Crowe, Rufus McGee, Sean  
Wilson, Shannon Fazande, Timothy McGregor

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### 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 Oct 21, 2015 at 6:05 PM.

### **C. READ MISSION AND VISION STATEMENTS**

Chair, Harry Blumenthal read the Mission and Vision Statements.

### **D. Approval of Minutes of SEPTEMBER 16, 2015 Board Meeting**

S. Retzlaff made a motion to approve minutes from the Board Meeting on 09-16-15 Board Meeting on 09-16-15.

C. Allen seconded the motion.

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

## **II. Chair Report**

### **A. ANNOUNCEMENTS AND INFORMATION**

Harry urged the directors to RSVP on Board on Track invitations to Committee Meetings and Board Meetings. He also reminded the Board of the need to have 100 percent participation and to make a donation to the school.

### **B. UPDATE ON BOARD RETREAT, GRIEVANCE COMMITTEE, WHISTLEBLOWER POLICY,**

Harry gave an update from the Board Retreat. 1) Expansion of the School will be discussed at the Executive Committee Meeting. Everyone is welcome to come and bring their thoughts and ideas. 2) Carol Allen will be working with Sean by reaching out to members of the City Council and Jefferson Parish Council in hopes of Marketing the School. 3) We have to do a better job with Development and will be discussing this at the next Finance Committee meeting. 4) Carol will pick up where former Board Member, Ed Graf, left off by sending out reading material prior to board meetings. 5) We will now have Exit Interviews with outgoing Board Members.

### **C. TULANE STUDENT REQUEST TO DO A SURVEY OF CHARTER SCHOOL BOARDS**

Board Members may have received an email from a Tulane student requesting participation in a survey. Harry said he wrote the student and asked to see the survey before we committed to participate. The student said the survey had not yet been approved by Tulane.

### **D. DR. VERA TRIPLETT'S RESIGNATION FROM THE VIBE BOARD**

S. Retzlaff made a motion to accept Dr. Vera Triplett's resignation from the VIBE Board. M. Garcia seconded the motion.

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

Dr. Vera Triplett gave a letter of resignation stating her job was taking more time than what allotted her to participate as a Board Member.

**E. CHANGE DATE OF ELECTION OF BOARD COMMITTEE CHAIRS AND MEMBERS**

K. Katner made a motion to change section 2.4.1 of the Board Policy Manual to the date of the election of Board Committee Chairs and Members to the June Board Meeting.

C. Allen seconded the motion.

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

**F. CHANGE THE POSITION OF WHO RECOMMENDS COMMITTEE CHAIRS AND MEMBERS TO CHAIR ELECT FROM CHAIR**

K. Katner made a motion to change section 2.4.1 of the Board Policy Manual to the position of who recommends committee chairs and members to Chair Elect from Chair.

M. Garcia seconded the motion.

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

**G. CHANGE VARIOUS DATES WHEN REPORTS TO BOARD ARE DUE IN HEAD OF SCHOOL CONTRACT**

C. Allen made a motion to change various dates when reports to Board are due in Head of School contract.

S. Retzlaff seconded the motion.

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

Harry and Sean reviewed Sean's contract and agreed on some reporting due date changes. They recommend the following changes for approval. Sec.2.1.4 Annual Report on Vacation/ Sick Leave earned / taken : From June 30th to August 31 Sec. 2.1.7 Monthly approval of expenses : From by Board designated authority to Chair or Treasurer Sec. 5.5 Report on efforts to strengthen ties to State Officials : from ANNUALLY to August 31 Sec. 5.7 Report on efforts to enhance relations with the Faculty : from ANNUALLY to August 31 Sec 5.8 Report on efforts to advance administrative leadership/faculty departments interaction in budgeting and planning: from ANNUALLY to August 31 Sec 5.9 Report on efforts to recruit students: from March 31 to March Head of School Report Sec 5.10 Report on increasing Parental involvement: from March 31 to March Head of School Report

**H. APPROVE CHAIR RECOMMENDATIONS ON COMMITTEE ASSIGNMENTS FOR NEW BOARD MEMBERS**

K. Katner made a motion to approve the Chair recommendations on Committee assignments for the new Board Members.

M. Garcia seconded the motion.

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

Chair recommends the following assignments: Mariska Roney-Facilities, Shontell Thomas-Academic and Facilities, Franz McField-Finance and Strategic Planning, Father James Carter-Academic and Governance, Rob Keller-Governance and Strategic Planning.

### III. Head Report

#### A. HEAD REPORT

Sean Wilson welcomed Logan Crowe, Principal; Rufus McGee, Director of Student Services, and Jessica Pineda, Office Assistant to the IHSNO Staff. He said staff took a day for development and fun. He announced that we now have a Flag Pole in front with the American and State Flags. He also said the Open House for Prospective Families seemed to go well.

### IV. Committee Meeting

#### A. FINANCE COMMITTEE - REVIEW LATEST FINANCIAL INFORMATION AND VOTE ON ACCEPTING INFORMATION REVIEWED

H. Blumenthal made a motion to accept the Financials as delivered and reviewed.

S. Retzlaff seconded the motion.

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

Harry reported for Finance because Mariska was in attendance by Remote. He said we should have an adjusted budget in November. Also, the Financial Dashboard would start up again in November and it would contain a Financial Trend report which was suggested by Kendal Turner. He reported that state law demands we maintain insurance. Also, our required 5% reserve was still in good standing. It is currently at 21%.

#### B. ACADEMIC COMMITTEE

Carol announced that Academics had an excellent meeting. She stated the meetings would now start at 6pm instead of 5:30pm which would be better for the committee members. The Academic Dashboard will be reviewed Quarterly. The Committee continues to review and monitor the Academic Pillar of the Strategic Plan. The committee also discussed the Leadership Conference attended by Staff and the course offerings listed on the Website.

#### C. GOVERNANCE: Vote on Committee Recommendations for Board Member Agreement and also Expectations

K. Katner made a motion to accept the Board Member Agreement and Expectations.

S. Retzlaff seconded the motion.

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

#### D. GOVERNANCE:ADOPT PAGE 1 OF FUNDRAISING POLICY

K. Katner made a motion to adopt page 1 of the Fundraising Policy.

S. Retzlaff seconded the motion.

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

#### E.

## **GOVERNANCE:APPOVE RECOMMENDATION TO ADOPT CHARITABLE DONATIONS POLICY**

K. Katner made a motion to adopt the Charitable Donations Policy as distributed.

S. Retzlaff seconded the motion.

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

### **F. FACILITIES COMMITTEE REPORT**

Laval Hughes discussed the Workshop Matrix and said it was about 90% complete. The committee will prioritize at the next meeting. He said the Cafeteria was at the top of the list and would hopefully be completed soon. He said he would soon be getting a Capital Improvement Report from Sean. The committee would also be receiving a Development Plan from the Chair.

### **G. STRATEGIC PLANNING COMMITTEE REPORT**

Stacie Retzlaff said the Committee was doing a decent job monitoring the Strategic Plan. Status updates have been received on 4 of the 5 Pillars in the Plan. She said there are some obvious modifications that needed to be recommended but the committee was waiting for all of the data to be gathered first.

## **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 7:23 PM.

Respectfully Submitted,  
S. Retzlaff

### **B. NEXT BOARD MEETING NOVEMBER 18 , 2015 , 6:00 PM at the International High School**