

DRAFT



Voices for International Business and Education

Minutes

Board Meeting

Date and Time

Saturday August 26, 2023 at 9:00 AM

Location

Canal Street Inn
3620 Canal Street
New Orleans, LA 70119

Breakfast will be served at 8:30 AM

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

Directors Present

B. Holloway, C. Jones, C. Robinson, G. Espinoza, K. Dwyer, P. Manson, S. Olivier, T. Winfield

Directors Absent

C. Lacoste, Jr., C. Peterson, L. Arellano-Rivera

Ex Officio Members Present

A. Berger

Non Voting Members Present

A. Berger

Guests Present

F. McKenna, Melissa Corolla

I. Opening Items

A. Call the Meeting to Order

K. Dwyer called a meeting of the board of directors of Voices for International Business and Education to order on Saturday Aug 26, 2023 at 9:00 AM.

B. Record Attendance and Guests

II. Presentations

A. Board Binders

Went through board binder. Highlighted important information members need to know.

B. Board Training -LAPCS

- Reviewed board bylaws.
 - Outlined new legislation stating Type 2 charters can have 1/3 of total meeting virtually. The board chair must be at the location for anyone who wants to attend in person.
 - Be consistent with the CEO/Head of School title. In most areas, HOS is mentioned. One section CEO is mentioned (page 9).
 - Look at the board description and make sure you understand.

- Board diagnostics
 - make board goals (setting and monitoring) transparent for all board members to understand
- Board policy manual:
 - meant to be a living document; revised in 2017.
 - Need to be revised currently.
 - Mission, vision, and values are now on the website, but LAPCS couldn't find them.
 - The schedule is listed as a board meeting on the 3rd Wednesday of the month. Shouldn't be so specific. Maybe say how often instead.
 - Board/HOS relationship
 - The board may change policy, thereby shifting domain. Pg 9: Section 3.1.3 Does not need to be there
 - 3.1.4 - sounds like they cannot request info from the school. Goes against public records law. Need to be removed.

- This will allow the Governance Committee to dive into it and make changes.
 - pg. 14 #3 - Gift that is adequately personally meaningful. Lots of ways for board members to give. Just make sure its what we want.
 - disposal and fixed asset policy should not be part of the board but part of the finance policy.
 - The whistleblower policy should be for the entire school. Not just board. The school currently has a whistleblower policy.
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- Governance 101
 - Reviewed board responsibilities
 - Board effectiveness (high performing boards raise and discuss crucial questions that require critical thinking)
 - Roles: student achievement, recruiting and retaining exceptional leaders, investing in governance, strategy and accountability, fundraising, and compliance.
 - Duties: care, loyalty, and obedience
 - avoid conflict of interest and abide by conflict of interest policies
 - Annually sign conflict of interest form. LAPCS will send a copy.
 - Do not use the board for personal gain
 - Promoting and advocating for school
 - Comply with state laws
 - alignment with goals, vision, and mission of school
 - Governance
 - Pie
 - Shaping mission
 - Monitoring leadership
 - Monitor performance
 - Dashboards are good to use. Use green, yellow, and red and focus on yellow and red.
 - Do hard work in committees and give overviews at board meetings
 - Pieces of pie should be discussed at all meetings.
 - The board is accountable for CEO/HOS performance.
 - Reviewed framework to guide board decisions. Members will review on their own.
 - Focus on outputs, not inputs-define what success is, HOS defines how to achieve success,
 - Be explicit about roles and responsibilities with HOS
 - well-defined job description of HOS
 - Formalize decisions about governance vs management in writing.
-
- School Leader Goals, Evaluation, Succession
 - Recognition and rewards

- Support and training
- Weak leaders need to be replaced
- The board's main point is hiring, developing, and retaining the school leader
- Group Exercise: What are the key competencies of the school leader?
- How to evaluate: goals, competencies, professional development plan. Periodic reviews of progress, the strength of critical competencies, KPIs, Annual Self-Review, and Stakeholder reviews (students, parents, teachers, administrators, government officials, local nonprofits, local businesses, elected officials, community, vendors, board of directors, local school district, funders, authorizers).
- Evaluation is a cycle. an ongoing annual process
 - Updated job description
 - Mutually agreed upon goals
 - Ongoing dialogue
 - Progress reports to board
 - Well-rounded evaluation process
 - Formal delivery of evaluation
- Succession plan:
 - Planned: aware, has time to plan, successor identified and transition process includes 12-18 months
 - Emergency: abrupt separation without time to plan (Termination, voluntary separation, illness). The acting successor is identified and then a permanent search is completed.
- Board Goals
 - The board is responsible for overseeing the school's mission and sustainability.
 - Aspirational and Operational
 - goal for meeting attendance
 - Annual self-assessment
 - Succession planning for board members (ex: accountant for finance committee)
 - try to invite non-board members to be part of committees. Because committees are non-voting, teachers and parents can sit in on committee meetings.
- Strategic plan
 - Longterm goals turn vision into reality, including goal-setting and accountability.
 - budget is the strategic plan. Have a line for cost under the strategic plan
 - Should identify 3-5 organizational priorities to guide decision making and be 6 pages or less.
 - Share with teachers and parents. Get buy-in from them
 - There are some benefits to using a consultant.
 - Review strategic planning roles
- Board Compliance

- Public Law
 - Ethics training
 - LAPCS can do it. One-hour training. Need 1-2 weeks notice.
 - Open meetings law
 - Applies to Charter Board meetings, committee meetings, board retreats.
 - If you don't comply, you can be subject to personal penalty.
 - Law states that if you do not discuss school business, you do not have to post.
 - Must be a quorum - half + 1.
 - Executive session
 - discussion of character or professional competence (24 hour notice)
 - strategy or negotiation discussion with respect to litigation. Must be notified of litigation
 - security,
 - investigative proceedings
 - discussions between board and individual students
 - case of extraordinary emergency - insurrection, invasions
 - Local Government Budget Act
 - budget must be made available for public view for up to 15 days.
 - 10 days before the first meeting - must be posted in the newspaper
 - Can not be approved during first discussion.
 - Certify budget post approval - in local newspaper
 - Public records act
 - any documentation used or retained for use in management of public business entity.
 - records that actually exist.
 - Never use personal email for board business
 - receptions: name, address and telephone of students
 - Should have a form for staff to complete opting out of sharing personal address, and phone number
 - public bid law
 - only required public bid law for two, +150,000 public works projects and food service.
 - Have all initial contracts reviewed by attorneys before signing.

- Q&A

- LAPCS not only works for school, they also work for Board. Please use them.
- Conference Dec 14.
 - Buy one get one before Aug 31, only \$150 to attend ,

- School pays
- Sessions so far: Fiscal cliff, BESE members, AI, Governor, School Safety, Governance,
- Nominate IHSNO for award.

III. "State of IHSNO" Presentation

A. "State of IHSNO" Presentation

Executive Team Presentation for each department

- HOS presentation
- CEO- Dr. Berger
- We have 380 students 56% Black and 34 % Hispanic populations
- The largest grade is 9th grade
- 26% English language learners

Good things

- Chantelle will begin her Doctor program
- Karen is doing a trip with her son.
- Sarah- 25 year anniversary
- Berger-Jared Thomas- student- graduated IHSNO-he doesn't have parents- checked in this week with Jared. He made the BB team at Xavier and they will give him houses.

Percy-What do we need to improve in the coming year and how the Board can help?

- Focus- teacher professional development- leads to teacher retention.
- Funding- for teachers and extra-curriculum
- Build financial resources to have more incentives.
- Volunteers- for our programs

Holloway-What is the allocation/budget for the extra curriculum?

We want our budget to go into- transportation, practice places, and increasing our coaches' stipends.

What have we done well as a Board?

- Support our Kids and safety
- Five-year IB renewal
- Operation oversight-

- audits-improve outstanding, bills not being paid timely,
- process in procedures.
- switch into the program with technology with continuity
- Tier 1 curriculum
- Dr. Berger, you created this team- kudos to you for putting this team together.

B. Introduction of Leadership Team

Academics- Principal Carreno and Asst. principal James Davis.
Committed to excellent academics for all students

Goals:

- Create an effective teaching and learning
- Increase SPS- 7-10 points
- Data
- improve staff, students, and community with connectedness.
- HOUSES- Connect with each other and support
- Dept. Achievements
- Attendance recovery
- culture celebration
- check-in
- progress learning

Challenges:

- Staff retention
- transportation
- attendance
- Change the professional development structure
- Readjust to normality

Assessments- Redo

- Data-driven structure
- Have an action plan to provide teachers with support
- professional development
- MYP implementation
- Daily trackers
- Professional growth- plan and feedback

- Leadership responsibilities clearly
- communication with families more often
- adhere to attendance
- early identification of T 9LEAP

Board support in academic- support, attending events, and volunteer opportunities.

Percy asked a few questions.

1. how often are students practicing LEAP test?
2. They are designed to build the capacity to do well.

Holloway asked a few questions.

1. Students, we doing great in the classroom with grades but -in the mid-session assessment the score of 65% didn't reflect the letter grade, How can that be?
2. Academic has a plan in place

September 5 will start with synchronized days.

Do we have a plan for increasing in Covid?-

- Yes, the operation provide mask, wipes, disinfect
- 5 days out with a positive test
- 5 days of Wearing a mask for another 5 days in the building.
- flyers all over the school of protocol
- Learning management system called Schoology.
- Social workers and teachers are in constant communication with students and parents to continue their school work.

Culture- Mr. Wes Watts

- Kids are safe and feel welcomed
- We put structure and policy in place to have
- Things are done with consistency and fidelity

PBIS-
store

- merit field trip- bowling, skating
- dress down
- School swag-need shirts for all grades-
- We need items for our stores

- earned points and rewarded them.

CKH

- Build capacity for respectful relationship
- Volleyball Lyon Center- Septmeber 5 at 4:30pm-
- Donation of concessions-

We offer Sports

- Basketball
- Cheer
- Dance
- Soccer - made it to the playoff

Club and organization

- Theater
- Jass empowerment
- chess
- Art
- Gaming

Celebration

- Black History
- Hispanic heritage
- French fest
- Arabic week
- spirit week
- International day
- Women's day

I have a few parents who want to attend the PTO meetings.

Cody Bourque IHSNO and Garrett- Reimage

- 8 years at IHSNO
- IB program-
- MYP- coordinator
- Ambassador about our IB program
- Sustainability of funding

Garret Reimage

- Grant funding opportunity for LA school systems

- ELA
- Summer school
- New school opening
- Expand the IB program to middle years MYP
- Implementation MYP
- Phase 1- moved to phase 2- with our planned deliveries - thanks to Dr. Berger and Mr. Bourque
- All ESSERS funds need to be spent by Sept 2024 and reported to the state.

C. "Where we've been, where we are , and where we are going."

D. Outline goals/objectives for the year

E. Reimagine Grant Update

F. Academics - SPS Scores, Leap Scores

IV. Strategic Planning Session

A. Strategic Planning Session

Read and incorporate into committees

Volunteers- B. Holloway (chair), KDwyer, P. Mason, G. Espinosa

No regular meetings schedule as needed

1st mtg: Sept 20, 5:30pm

S. Olivier made a motion to Move into executive meeting.

P. Manson seconded the motion.

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

V. Development Session

A. Development Director's Introduction

B. Holloway made a motion to Amend the agenda and add LEAP scores/SPS to Academic Committee Meeting and move the development to the Finance meeting.
P. Manson seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Discussion re Combining Finance and Development Committees

The Finance Committee had a discussion to combine the Finance and Development meetings.
Percy recommends that bring it before the board and vote.
The development will be inclusive of Finance, some meetings might have a finance focus (budget).

B. Holloway made a motion to To combine finance and development committees to one called Finance Meeting and all of the Development activities will be moved to Finance.
P. Manson seconded the motion.
The board **VOTED** unanimously to approve the motion.
P. Manson made a motion to To ask the Governance Committee to amend the board policy manual to reflect the merger of the Finance and Development Committees.
C. Robinson seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Finance Committee Recommendation to the Board

VI. Committee Breakout Session-1

A. Academic and Facilities Committees

Facilities Meeting Dates:

Sept 13 @ 5:30 pm
Nov 8 @ 5:30 pm
Dec 6 @ 5:30 pm
Jan 10 @ 5:30 pm
Mar 13 @ 5:30 pm
May 8 @ 5:30 pm

Academic Meeting Dates:

Sept 6 @ 6:30 pm
Nov 15 @ 6:30 pm
Jan 24 @ 6:30 pm
Mar 6 @ 6:30 pm
May 1 @ 6:30 pm

Facilities Committee Breakout

Establish Goals for 23-24

- Meet prior to move to review logistics
- Review staff reports at each bi-monthly committee meeting to ascertain progress against facility objectives
- Review strategic plan for facilities and ensure progress on goals and update as needed

The meeting schedule is as determined as above.

Academic Committee Meeting Minutes

Saturday, August 26, 2023

Attendance: Tonya Winfield

Chanelle Robinson

Adierah Berger

Percy Manson

I. First order of business was to vote Percy Manson as a member of the Academic Committee

The motion was made by Chanelle Robinson, 2nd by Tonya Winfield

II. Academic Committee meeting dates

The following dates were discussed: 9/6, 11/15, 1/24, 3/6, and 5/1. Academic committee meetings will begin at 6:30 pm following the Governance Committee meeting.

III. Academic Goals discussed.

1. Monitor and evaluate the progress of student success over the 23-24 School Year
2. 100% Board participation towards school cultural events - defined by financial support and an increase in attendance at cultural events
3. Review our current Strategic Plan as it relates to Academics - make recommendations to the Strategic Plan Committee inclusive of our expansion grant goals and overall sustainability

VII. Committee Breakout Session-2 3:45pm to 4:00pm

A. Governance Committee 3:45 PM to 4:00 PM

Will discuss to on September 6 at 5:30pm

VIII. Closing Items

A. How was this retreat? Recommendation? Berger will create a feedback form to Board members.

How is the Retreat going? Recommendation?

Berger will create a feedback form to send to the Board members

Add Recommendations for a Better Board Retreat

Add more time on the first day

Add time for questions on the agenda

Have a reflection on each topic and add to the agenda for notes.

How do our committees work?

Have an onboarding session with new members.

IX. Wrap Up

A. Evaluation of Retreat 23-24

B. Public Comment

C. Adjourn Meeting

C. Jones made a motion to adjourn the meeting.

P. Manson 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 5:00 PM.

Respectfully Submitted,

K. Dwyer

Documents used during the meeting

- IHSNO Strategic Plan 2023-2028.pdf