



# Voices for International Business and Education

## Minutes

### Head of School Evaluation & Support Meeting

---

#### Date and Time

Friday December 29, 2023 at 5:30 PM

#### Location

608 Clearview Parkway, Metairie, LA 70001

---

Voices for International Business and Education [http://public.boardontrack.com/VIBE\\_1](http://public.boardontrack.com/VIBE_1)

---

#### Committee Members Present

B. Holloway, C. Jones (remote), K. Dwyer, T. Winfield

#### Committee Members Absent

P. Manson

---

### I. Opening Items

#### A. Call the Meeting to Order

K. Dwyer called a meeting of the Head of School Evaluation and Support Committee of Voices for International Business and Education to order on Friday Dec 29, 2023 at 5:34 PM.

#### B. Record Attendance

### II. Head of School Evaluation

#### A.

## **B. Draft Document to be used for end of year 23-24 HOS Evaluation**

We will draft the document over the following weeks to review with Dr. Berger on or about Jan 15, 2024.

The documents used in preparing our draft will include:

1. Last years evaluation form
2. Last year's incentive pay calculation worksheet
3. items from page 62 of our original charter
4. Board on Track Resource: CEO Evaluation
5. Notes from Board Retreat Aug 2023
6. Any surveys generated.

Discussion was had regarding checking into doing a school wide survey.

1. B. H. will check into Survey company and Cost
2. K D. will check into if funds are available  
and if school has an existing app to do surveys
3. Committee will develop timeline and content for survey

## **B. Schedule subsequent meetings for HOS Committee**

K.D. will contact P.M> to see when his next availability is and we will schedule meeting at that time.

## **III. Other Business**

### **A. Public Comment**

There was no public comment

## **IV. 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 6:19 PM.

Respectfully Submitted,

K. Dwyer