



# Voices for International Business and Education

## Minutes

### Head of School Evaluation & Support Meeting

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#### Date and Time

Friday December 29, 2023 at 5:30 PM

#### Location

608 Clearview Parkway, Metairie, LA 70001

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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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#### Committee Members Present

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

#### Committee Members Absent

P. Manson

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### 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