



# Voices for International Business and Education

## Minutes

### Head of School Evaluation & Support Meeting

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#### Date and Time

Thursday January 4, 2024 at 6:00 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

K. Dwyer, P. Manson, T. Winfield

#### Committee Members Absent

B. Holloway, C. Jones

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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 Thursday Jan 4, 2024 at 6:06 PM.

#### B. Record Attendance

### II. Head of School Evaluation

#### A.

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

Reviewed prepared draft and made suggestions for additions and deletions.

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

Revised draft will be sent out via email for committee members to review, we will meet one more time to be determined to review with Dr.Berger

**III. Closing Items**

**A. Adjourn Meeting**

T. Winfield made a motion to Adjourn.

P. Manson seconded the motion.

The committee **VOTED** 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 6:53 PM.

Respectfully Submitted,  
K. Dwyer

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Memo for next meeting : minutes from this meeting and December 29, 2023 need to be approved.