

APPROVED



Voices for International Business and Education

Minutes

Board Meeting

Date and Time

Wednesday August 17, 2016 at 6:00 PM

Location

IHSNO Community Room

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

Directors Present

C. Allen, C. Webb, J. Carter, K. Katner, M. Roney, R. Keller, S. Retzlaff, S. Thomas

Directors Absent

H. Blumenthal

Ex Officio Members Present

L. Lopez, S. Wilson

Non Voting Members Present

L. Lopez, S. Wilson

Guests Present

D. Deno, L. Crowe, R. McGee

I. Opening Items

A. Record Attendance and Guests

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B. Call the Meeting to Order

C. Allen called a meeting of the board of directors of Voices for International Business and Education to order on Wednesday Aug 17, 2016 at 6:05 PM.

Carol introduced Mr. Clifton Webb as the newest Board member. She also introduced the officers, Dr. Shontell Thomas, Vice Chair; Mariska Roney, Treasurer; and Stacie Retzlaff, Secretary. Carol announced that Lynette. Lopez is now the Chief of Staff.

C. Approve Minutes

S. Retzlaff made a motion to approve minutes from the Board Meeting on 06-15-16 Board Meeting on 06-15-16.

M. Roney seconded the motion.

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

D. Approve Minutes

S. Retzlaff made a motion to approve minutes from the Other on 08-06-16 Board Retreat on 08-06-16.

M. Roney seconded the motion.

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

E. Report of the Chair

- Ms. Allen thanked everyone for attending the Board retreat on August 6.
- The use of IHSNOLA email was emphasized for all VIBE business and board members were asked to check it at least once a day.
- The Head of School report will be shared today.
- Committee meetings are planned back to back for this year and will be shared with the board shortly.

F. Head of School Report

- The HoS reports from July 8th and 12th were given to the attendees.
- A brief overview of the HoS report for August 12th was presented.
- Professional development took place starting August 1st for all faculty and staff in preparation for students coming to the building on August 15.
- Everyone in the organization received training using the Arbinger Institute method called Developing and Implementing an Outward Mindset. This method emphasizes building relationships and understanding others' objectives, needs and challenges in the achievement of our own objectives. We believe that this is a

successful way to move the organization forward in strengthening collaboration in the organization and minimize conflict.

- Staff and faculty are also organized in professional learning communities in order to accomplish the different departments' goals and objectives.
- This year we are emphasizing achieving our area's goals and objectives taking in consideration other departments' goals and objectives.
- Last year we used the method published by Vital Smarts. We trained in the courses titled Crucial Conversations. This method promotes and equips participants to have those uncomfortable/crucial conversations that need to be had in order to move the organization forward.
- We did receive a lot of positive feedback from our staff and faculty.
- We will conduct departmental survey at the end of the month to evaluate how these tools have impacted the way we conduct business in the schoolhouse.
- Refreshers are scheduled for follow-ups through the year.
- The implementation of the tool (Outward Mindset) is constantly encouraged and referred to by leadership members when conducting conversations, training and planning.
- Academics - We are ensuring that all students coming through the door have an individualized academic plan accordingly to their needs. We strive to get students to graduate in the traditional 4-year High School Career. Some students may have special academic needs and we have systems in place to make sure we are preparing them to the best of their abilities to continue their journey successfully after High School.
- The 2016-2017 budget is based on 580 seats to be offered for students following the One App process. The target seat has been set higher than what our building can accommodate to allow for attrition and stragglers coming in mid-year.
- We have two positions to be filled. One being the World Language - Spanish and the other is English. An offer will be made to a World Language - Spanish applicant position.
- A calendar At-a-glance school calendar was shared.
- An all-employee list was shared.
- Professional Days are scheduled a day before students come back to the building to get acclimated right after holidays.

II. Committee Reports

A. Finance

- The first finance committee meeting was had earlier this week and a discussion was held as to how to stay in alignment with the strategic plan for the school year.
- Development is something the finance committee will provide support for.
- Ways of presenting information, such as dashboards or reports are being explored in order to provide clear and digestible information for all readers.

- We were over-budget due to surplus spending. Most of the surplus money was spent in technology for the students (computers).
- Professional development and legal fees were over budget.
- Salaries and facilities were under budget.
- We ended the year with \$1.1 million.
- We have cash available for about two-three months in case an emergency surfaces.
- The school has been kept in good financial standing and is continuously learning how to improve practices.

M. Roney made a motion to accept the Finance Committee approval of the June 2016 and July 2016 Financial Statements.

S. Retzlaff seconded the motion.

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

B. Governance

- The evaluation of the HOS is to be discussed.
- More members will be recruited to fill Board seats and ensure greater participation in the committee.
- September 6 will include the interview of a potential board member. This interview will be conducted to follow the board membership process.
- Policies will be discussed.
- The committee will process the HOS evaluations and meet with Mr. Wilson for recommendations and observations. The contract of the HOS was shared and some language on it needs to be revised. Mr. Wilson will receive a formal written evaluation no later than 10 days of the verbal evaluation. By October there will be more details on the tool and processed used to evaluate the HOS moving forward.
- A vote was taken to recommend an amendment to the HOS contract. The board approved the motion.

R. Keller made a motion to to amend the HOS Contract to state "On a one-time basis, because of a late evaluation in the past academic year (2015-2016), Mr. Wilson shall receive a formal written and verbal evaluation of his work performance for the 2015-2016 school year, in August 2016, to be conducted by the Board or a Committee of the Board. A written evaluation shall be delivered to Mr. Wilson no later than 10 days after the occurrence of the formal written and verbal evaluation are completed.

S. Retzlaff seconded the motion.

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

C. Academic

- Academic Committee meetings will be scheduled

- Proposed meeting dates are the Mondays before the Board Meetings. The Academic Committee meetings will follow immediately after Finance Committee meetings.

D. Facilities

- The Committee will meet the first Tuesday of every other month starting on September 6th.
- We would like to take a tour of the school on the next board meeting.
- Regularly scheduled meetings will occur immediately following Governance Committee meetings. Facilities will meet every other month. 9/6, 11/1, 1/3, 3/7 & 5/2

III. Other Business

A. Potential Board Member

- Mr. Ammer Tufail was introduced as a potential new board member

IV. Closing Items

A. Adjourn Meeting

C. Allen made a motion to adjourn the meeting.

S. Thomas 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 7:11 PM.

Respectfully Submitted,

L. Lopez