APPROVED




# Environmental Charter Schools

# Minutes

## Governance Committee Meeting

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**Date and Time**
Wednesday April 4, 2018 at 10:30 AM

**Location**
ECHS Auxiliary Office, 2625 Manhattan Beach Blvd, Suite 100, Redondo Beach, CA 90278

**Governance Committee Members**
Ken Deemer - Chair
Anthony Jowid
Alison Diaz
Jeremiah David

**Governance Committee Charter**

- Recommends policies and processes for effective governance.
- Evaluates Board, Chairperson and in collaboration with the Board, review's the Executive Director.
- Recruits, recommends and trains new board members.
- Set goals for the annual board retreat.
- Stewards the strategic plan and planning process.
- Develops metrics / scorecard to monitor effectiveness of organization and its programs.
- Plans for succession of board members and Executive Director.

**Goals for 2017-2018**

- Create a Board Dashboard within Board on Track
- Successfully onboard newest ECS Board members

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- Continue to develop our pipeline of future Board members
- Adopt a mission revision and draft 2018-2021 Strategic Plan
- Collaborate with HR consultant to review evaluation procedures for all staff, teachers and admin, Board and ED

**THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE**

Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.

**PUBLIC SPEAKERS AT STANDING COMMITTEE MEETINGS**

Notice is hereby given that consistent with the requirements of the Ralph M. Brown Act, special presentations not mentioned in the agenda may be made at this meeting. However, any such presentation will be for information only. The public should be aware that the Committee is unable by law to deliberate or take action on items raised during the Presentations from the Floor section.

Environmental Charter Schools recognizes that it benefits greatly from public input and perspective. Individuals are invited to address the Committee on any topic or subject matter that falls within the Committee's purview. Speakers may sign up in person immediately prior to the beginning of the Committee meeting by speaking with the Committee Chair.

Should a member of the public wish to speak on matters not listed on the agenda, they may speak during the Presentations from the Floor section of the agenda. Speakers will be given a maximum of three (3) minutes each to address the Committee (non-English speakers utilizing translators will be given a maximum of six (6) minutes each). Please note that the Committee allows a maximum of 10 minutes to each subject as determined by the Committee Chair.

Should a member of the public wish to speak on matters listed on the agenda, they may speak during the Presentations from the Floor section of the agenda. Speakers will be given a maximum of five (5) minutes each to address the Committee (non-English speakers utilizing translators will be given a maximum of ten (10) minutes each).

The public should be aware that the Committee is unable by law to deliberate or take action on items raised during the Presentations from the Floor section.

**REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY**

Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting of the Governing Board may request assistance by contacting ECS at (310) 214-3408, option 5.

**FOR MORE INFORMATION**

For more information concerning this agenda or for materials relating to this meeting, please contact ECS at (310) 214-3408, option 5.

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**Committee Members Present**
Alison Diaz, Anthony Jowid (remote), Jeremiah Rosario David, Ken Deemer

**Committee Members Absent**
*None*

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## I. Opening Items

### A. Record Attendance and Guests

### B. Call the Meeting to Order

Ken Deemer called a meeting of the Governance Committee of Environmental Charter Schools to order on Wednesday Apr 4, 2018 at 10:38 AM.

## II. Review and Approval of Agenda

### A. Motion to Approve the Agenda

Jeremiah Rosario David made a motion to approve.
Anthony Jowid seconded the motion.
The committee **VOTED** unanimously to approve the motion.

**Roll Call**

| | |
|---|---|
| Jeremiah Rosario David | Aye |
| Alison Diaz | Aye |
| Ken Deemer | Aye |
| Anthony Jowid | Aye |

### B. Approve Previous Governance Committee Minutes

Anthony Jowid made a motion to approve minutes from the Governance Committee Meeting on 02-07-18 Governance Committee Meeting on 02-07-18.
Jeremiah Rosario David seconded the motion.
The committee **VOTED** unanimously to approve the motion.

**Roll Call**

| | |
|---|---|
| Alison Diaz | Aye |
| Anthony Jowid | Aye |
| Jeremiah Rosario David | Aye |
| Ken Deemer | Aye |

## III. Presentation from the Floor

### A. Presentation from the Floor on Non Agenda Items

None

### B. Presentation From the Floor on Agenda Items

None

## IV. Discussion Items

### A. Kimberly Papillon Implicit Bias

Proposal by Alison Diaz to bring in Kimberly Papillon to conduct a full-day implicit bias training in the early summer for ECS board member, ECS leadership team, and the Equity & Diversity Committee. Currently negotiating the full cost of the training.

Governance Committee members were in favor of holding this training with a recommendation to send a Doodle poll to get as many of the subgroup as possible to attend.

### B. Rotating committee visits by new board members

Jeremiah David proposed adding an action item for all new board members going through their onboarding process: within first 12 months, visit all standing committees on a rotating schedule.

Ken Deemer suggested adding a tracking sheet to track committee meeting visits by new board members. Also, he suggested to communicate about this new board member onboarding process addition at an upcoming board meeting.

### C. Plan for Study Session with the Board

Request for Input (RFI) process for closed session to be facilitated by board member Anthony Jowid.

Recommendation to leave specific process up to Anthony Jowid as the resident expert of the RFI process.

### D. Board Committee Roster Review

Jeremiah David presented the updated committee roster to be voted on for approval at the April 9 board meeting. Governance Committee members did not request any changes.

### E. LCAP Year 2 Update Review Process

Proposal by Jeremiah David to hold a Special Governance Committee meeting in mid-May when the LCAP final draft is ready so that a thorough review of this document can be conducted.

Jeremiah David will send a Doodle poll to Governance Committee asking for potential dates in mid-May.

### F. Review HR audit with leadership recommendations

Average score across categories in HR audit report was a 2.2 on a 3 point scale (3 high).

Key areas of development: onboarding, recruitment, training and development, performance management and employee relations.

Next steps: Hire director of talent and continue to outsource HR. Develop and document HR practices. Implement benefits project through new benefits broker for ECS. Manage and oversee HR department. Continue hiring for 18-19 school year. HR to support principals. Develop partnerships for recruiting and succession planning. Conduct departmental self-audits.

## V. Action Items

### A. Recommend Jenina Ramirez as an ECS Board Member

Ken Deemer made a motion to approve.
Anthony Jowid seconded the motion.
The committee **VOTED** unanimously to approve the motion.

| **Roll Call** | |
|---|---|
| Ken Deemer | Aye |
| Anthony Jowid | Aye |
| Jeremiah Rosario David | Aye |
| Alison Diaz | Aye |

Anthony Jowid to serve as onboarding buddy for Jenina Ramirez.

Jeremiah David will send onboarding buddy introduction email to Anthony Jowid and Jenina Ramirez.

## VI. 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 11:51 AM.

Respectfully Submitted,

Ken Deemer

Ken Deemer made a motion to adjourn the meeting.

Alison Diaz seconded the motion.

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

**Roll Call**

| | |
|---|---|
| Anthony Jowid | Aye |
| Alison Diaz | Aye |
| Jeremiah Rosario David | Aye |
| Ken Deemer | Aye |