APPROVED

Environmental Charter Schools

Minutes

Governance Committee Meeting

Date and Time
Thursday October 18, 2018 at 12:00 PM

Location
ECHS Auxiliary Office, 2625 Manhattan Beach Blvd. Suite 100, Redondo Beach, CA 90278 / Zoom: https://zoom.us/j/692911343 Or Telephone: +1 669 900 6833 (Meeting ID: 692 911 343) / Call-in Location: 409 Santa Monica Blvd., Suite E Santa Monica, CA 90401

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
- 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.

Committee Members Present
Alison Diaz, Anthony Jowid (remote), Farnaz Golshani-Flechner, Jeremiah Rosario David, Ken Deemer (remote)

Committee Members Absent
None

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 Thursday Oct 18, 2018 at 12:06 PM.

II. Review and Approval of Agenda

A. Motion to Approve the Agenda

Alison Diaz made a motion to approve agenda.
Anthony Jowid seconded the motion.
The committee **VOTED** unanimously to approve the motion.

Roll Call

Anthony Jowid	Aye
Alison Diaz	Aye
Jeremiah Rosario David	Absent
Ken Deemer	Aye
Farnaz Golshani-Flechner	Aye

B. Approve Previous Governance Committee Minutes

Ken Deemer made a motion to approve minutes from the Governance Committee Meeting on 08-13-18 Governance Committee Meeting on 08-13-18.
Anthony Jowid seconded the motion.
The committee **VOTED** unanimously to approve the motion.

Roll Call

Farnaz Golshani-Flechner	Aye
Jeremiah Rosario David	Absent

Roll Call	
Ken Deemer	Aye
Alison Diaz	Aye
Anthony Jowid	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. 2018-2019 Governance Committee Goals

Committee chair Ken Deemer recommends replacing the goal to create a board dashboard within Board on Track with using the ECS Strategic Benchmark Chart to measure and support ECS' success.

Committee member Anthony Jowid will discuss with Ken Deemer about how he would like to utilize the strategic benchmark chart toward achieving the new committee goal of using this chart.

Since the ECS mission revision is complete, ECS CEO Alison Diaz recommends replacing the ECS mission revision goal with the revising the ECS vision statement.

Ken Deemer recommends replacing the collaborate with HR consultant goal to review evaluation procedures with complete evaluations of Executive Director and self-evaluation of the Board of Directors.

ECS COO Farnaz Flechner recommends replacing the goal for continue to develop board pipeline with recruit one additional board member to the Board of Directors and strengthen board pipeline.

B. Executive Director 2018-2019 Evaluation Process

Board On Track has a tool to perform an Executive Director evaluation. The other option which was used in the previous Executive Director evaluation was a customized online Google Form.

Farnaz Flechner suggested that the new ECS Team Member Evaluation Tool could be used with some modifications for the ED evaluation. For consistency, this would be a preferable route.

Ken Deemer suggested that all three options be reviewed, then discuss what may need to be added to the new ECS Team Member Evaluation Tool so that it can be used for ED evaluation.

Alison Diaz will complete self-assessment using the ECS Team Member Evaluation Tool and share it out with board members.

C. Executive Director 2018-2019 Goals

Alison Diaz shared the goals that have been set up for her in concert with Anthony Jowid and Farnaz Flechner:

1. To support student outcomes through the implementation of student-centered coaching - Ensure that 100% of school sites meet observation goals.

2. To improve school climate and student outcomes--strengthen organizational/leadership culture - High Performing Team
   a. Develop High Performing Leaders using One on One Personal goals established including Zenger 360
   b. Develop a culture of feedback pre/post survey--as measured by team effectiveness self-assessment and my scores on Zenger 360.

Alison Diaz expressed concerns about maintaining the supervisor/direct report confidentiality that happens during one on one meeting if reporting back to the board on individual leadership development happens through goal 2a. Reporting back on goal 2b through the Team Effectiveness Self Assessment would be the main indicator on how effective Alison Diaz' reports are in what they are charged to do. After the initial results of this self-assessment are gathered, Alison Diaz will report back to the committee.

D. Board on Track Tools for Board Member Development

Ken Deemer has reviewed the Board On Track tools for board member development but has not found anything at this time that could be advanced for further discussion.

E. Strategic Benchmark Chart

Farnaz Flechner facilitated the review of the board strategic benchmark chart handout. The major goals in this handout were discussed. A discussion ensued around the questions "are these the right measures?", "is there something you wish would be presented in this chart about ECS", and "are these the right goals?". The benchmark chart goals were discussed and the question arose if the most updated iteration of the goals and subgoals needed to be approved again at the board level. The committee concluded that at subsequent board meetings, the goals and subgoals that have shifted would be discussed and approved as necessary.

F.

Board Pipeline Review

Tabled.

V. Action Items

A. Approve 2018-2019 Governance Committee Goals

With the discussion of 2018-2019 goals having been completed earlier in the agenda, the following goals are approved:

Goals for 2018-2019

- Use the ECS Strategic Benchmark Chart to measure and support ECS' success.
- Revise the ECS Vision Statement
- Complete evaluations of Executive Director and self-evaluation of the ECS Board of Directors
- Recruit one additional board member to the ECS Board of Directors and strengthen board pipeline

Ken Deemer made a motion to approve 2018-2019 Governance Committee Goals.
Anthony Jowid seconded the motion.
The committee **VOTED** unanimously to approve the motion.

Roll Call	
Farnaz Golshani-Flechner	Aye
Anthony Jowid	Aye
Alison Diaz	Aye
Jeremiah Rosario David	Absent
Ken Deemer	Aye

B. Recommend Executive Director 2018-2019 Evaluation Process

Ken Deemer made a motion to recommend Executive Director 2018-2019 Evaluation Process: Using the Board on Track platform, Alison Diaz will complete the self-evaluation survey and the ECS board will complete their ED evaluation surveys.
Anthony Jowid seconded the motion.
The committee **VOTED** unanimously to approve the motion.

Roll Call	
Farnaz Golshani-Flechner	Aye
Anthony Jowid	Aye
Ken Deemer	Aye
Alison Diaz	Aye

C. Recommend Executive Director 2018-2019 Goals

Ken Deemer made a motion to recommend Executive Director 2018-2019 Goals, with final goals to be agreed upon between Anthony Jowid and Alison Diaz.

Anthony Jowid seconded the motion.
The committee **VOTED** unanimously to approve the motion.

Roll Call	
Alison Diaz	Aye
Anthony Jowid	Aye
Ken Deemer	Aye
Farnaz Golshani-Flechner	Aye

VI. Closing Items

A. Adjourn Meeting

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

Roll Call	
Ken Deemer	Aye
Farnaz Golshani-Flechner	Aye
Alison Diaz	Aye
Anthony Jowid	Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 1:05 PM.

Respectfully Submitted,
Ken Deemer