

APPROVED



## Living School

# Minutes

## Governance Committee Meeting

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### **Date and Time**

Tuesday October 30, 2018 at 2:30 PM

### **Location**

<https://zoom.us/j/738211128>

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### **Committee Members Present**

I. King-Robins, T. Millard

### **Committee Members Absent**

D. Lister

### **Guests Present**

S. Pasternak

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## **I. Opening Items**

### **A. Record Attendance and Guests**

### **B. Call the Meeting to Order**

I. King-Robins called a meeting of the Governance Committee Committee of Living School to order on Tuesday Oct 30, 2018 at 2:34 PM.

### **C. Approve Minutes**

I. King-Robins made a motion to approve minutes from the Monthly Governance Committee Meeting on 08-27-18 Monthly Governance Committee Meeting on 08-27-18.  
T. Millard seconded the motion.  
The committee **VOTED** unanimously to approve the motion.

## II. Governance

### A. Review Committee OKRs

### B. Review Board on Track Board Assessment

Board Meetings: Intermediate  
Board Structure: Intermediate  
Board Composition: Emerging  
Board Recruitment: Basic

Trends show that we are unaligned and have many systems to consider from the assessment.

Stefin will identify what the gaps are for the organization and include a plan for when each one will be reached.

### C. Review Board Calendar updates for committee deliverables & board approvals

The team reflected on the calendar and liked the layout and structure. Stefin will bring it to the board for further feedback before finalizing.

### D. Strategic Development Plan

What are the key components?  
- Alignment with the mission & language?  
- Skills & capacity?  
- Legal compliance, ethics, & understanding?

What should our process & deadlines be?

#### Candidate

- Send Resume
- Board Reviews Resume
- In Person Meeting w/ Board and CEO
- Board Votes

#### Newcomer Orientation - 2hrs

Currently led by CEO

- Board Structure, Meetings and Responsibilities
- Roberts Rule of Order
- Bylaws
- Board On Track
- Onboarding Action Items: background check, skills and demographics tests, and bio + headshot

### **Board Development**

#### ***All Board Members***

Legal Requirements and responsibility of the board

- ethics training
- annual conflict of interest disclosure
- meeting notes

Landscape of Education in New Orleans

- (CBLA Session #1 Pre-work)
- Equity Index

Race + Equity Training

Story, Mission and Vision

- Board retreat?

Communications and Branding

- Elevator Pitch

Classroom/School Visits

- everyone attends at least once per year

#### ***Differentiated Opportunities***

Charter Board Leadership Academy

Stefin will think through when these types of development can be done and add them as an addendum to the Board Onboarding document.

**E. Review Board Onboarding Packet**

The committee talked through this section in conjunction with strategic development. Stefin will think through when these types of development can be done and add them as an addendum to the Board Onboarding document.

**F. Review Board on Track's new Goals platform**

Will discuss at the next meeting.

**G. Develop criteria for Board composition & recruitment (5/31/19)**

Will discuss further at next meeting. For now, JC R will be reviewed at next meeting. Kelsi Brooks resume will be considered.

**III. Closing Items**

**A. Adjourn Meeting**

T. Millard made a motion to adjourn the meeting.

I. King-Robins seconded the motion.

The committee **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 3:36 PM.

Respectfully Submitted,

I. King-Robins