APPROVED

Menlo Park Academy Governing Board

Minutes

Governance Committee Meeting

Date and Time
Monday August 29, 2016 at 6:00 PM

Location
Panera Bread, 14701 Detroit Avenue, Lakewood, OH

OUR MISSION: Menlo Park Academy is a public school that develops the potential of gifted learners through an exemplary program of rewarding experiences that nurtures the whole child.

Committee Members Present
Cathy Aldrich, Toby Oster

Committee Members Absent
Beverley Veccia, Teri Harrison

Guests Present
Laura Lusk, Suzanne McFarland

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

Cathy Aldrich called a meeting of the Governance Committee Committee of Menlo Park Academy Governing Board to order on Monday Aug 29, 2016 at 6:31 PM.

C. Approve Minutes

Toby Oster made a motion to approve minutes from the Governance Committee Committee Meeting on 08-08-16 Governance Committee Meeting on 08-08-16.
Cathy Aldrich seconded the motion.
The committee **VOTED** unanimously to approve the motion.

II. Governance Committee

A. Committee Goals SY 16-17

Review and discussion of the Draft KRA's and Tasks under Institutional Advancement.
Task 1. Board onboarding. C. Aldrich will work with M. Vlasak to complete an onboarding document/process by Sept. 30.
Task 2. Board/Team Structure. Reorder to Task 3; Goal of 90% attendance at meetings; board/committees working toward goals 85% of meeting time. Look for template that shows we do what we say, use of agendas, attachments, etc. Discussed L. Lusk ideas/template for measurable monitoring of committee meetings/sunshine compliance. For example, we set a goal to have all minutes drafted and any minutes approved at that meeting published within 2 business days of meeting. L. Lusk will forward a tracking template to the committee by 9/30. Will discuss further for implementation. Also will work on a possible motion form for committees to send to Board Chair for agendas.
Task 3. Reporting Metrics. Reorder to Task 2. C. Aldrich and T. Oster to create a list of current reporting requirements from staff from EpiCenter, 11.3 amendment and Board on Track. Need input from committees.
Task 4. Task Template (when implemented -can print reports). CA will review and follow up with any "red Flags" missing cmte items.
Task 5. HR focus; currently in Executive Committee purview.
Task 6. Finance Committee focus. Discussion of Board education on Finances, what they need to know, rationales, projected needs; evaluation of needs should begin at beginning of calendar year.
Task 7. Policies. L. Lusk will create a list of public policies and other public documents to use as a baseline on the website by 9/30. S.McFarland and C.Aldrich to review for any updates since the most recent draft on the site. Discussion of central document storage needs.
Task 8. HR
Task 9. Execution plan for Board and Staff succession plans. S. McFarland to begin list of ideas and discussion with staff on long term goals and performance measures. Due 6/30/17. Discussion of contracting specialists. L. Lusk to give C. Aldrich list of items/process ideas for Board development. Discussed other areas of focus for succession such as K-4;5-8 and Special Ed.
Task 10. Governance Philosophy. In progress. Looking at Policy Governance Model; discussed ends and means and getting "on the map as leaders of gifted education."

Task 11.Board members understanding their role as a public school board member and assurances as required by sponsor, ODE and state law. Becomes part of Task 1 above. C. Aldrich to rewrite above tasks into measurable (SMART) goals and share with the committee.

III. Other Business

A. Governing Philosophy

C. Aldrich reported that the Board is pursuing a consultant through the BVU Fellow to help improve us organizationally. T. Oster suggested we contact/use Jim Ford who did our lender review as he knows MPA. S. McFarland explained the Policy Governance Model which uses the "nesting bowls" philosophy that the Board sets policy/goals at a broad level and based on staff meeting/not meeting, the board then goes further down with detail until goals are met. It will take some time to shift our culture. Discussion of MPA strengths/weaknesses and what processes may be needed to be put in place. Discussion of need for review of all policies and any results from compliance reports that might lead to needing new policies. L. Lusk to make a list of public MPA policies with name, date and author. We can then see what may be missing. She will also look at the documents currently available on our website and list them. C. Aldrich and S. McFarland will then work on a review of policies and documents for any updates.

B. Committee Membership

Discussed new committee member application. Discussed need for strong committee structure. C. Aldrich mentioned that the Responsibilities of Committee Members document came from Board on Track resources. Time constraints did not allow us to discuss any changes at this time.

IV. Closing Items

A. Adjourn Meeting

Toby Oster made a motion to adjourn the meeting.
Cathy Aldrich 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 9:00 PM.

Respectfully Submitted,
Cathy Aldrich