APPROVED

Menlo Park Academy Governing Board

Minutes

Governance Committee Meeting

Date and Time
Tuesday October 4, 2016 at 6:30 PM

Location
Panera, 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
Cathie Leimbach, Cathy Aldrich, Laura Lusk, Teri Harrison, Toby Oster

Committee Members Absent
Beverley Veccia, Carol Ryan

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 Tuesday Oct 4, 2016 at 6:45 PM.

C. Approve Minutes

Toby Oster made a motion to approve minutes from the Governance Committee Committee Meeting on 08-29-16 Governance Committee Meeting on 08-29-16.
Cathy Aldrich seconded the motion.
The committee **VOTED** unanimously to approve the motion.

II. Governance Committee

A. Committee Goals SY 16-17

The committee reviewed the Draft KRA Goals for Governance under Institutional Advancement and discussed and revised each goal.
Task 1. C. Aldrich updated the committee on Charter School Board Training to be held on 10/8/16; also she and M. Vlasak are working on a MPA Board onboarding/training module. Need to revise the Board Elections Policy to include compliance with HB2, the new law passed regarding Charter Schools and training for their Boards and include language for a yearly review. Discussed adding an appendix/chart/list to check for compliance. Also, will need to review the Board Expectations document and the Handbook to include this information; also need to add requirement/expectation to chair and/or serve on at least one committee.
Task 2. revise to "a structure that encourages the Board; all Board members and committees to be aligned and effective by June 30, 2017. a) Plan, timing, who and when for delivery and "aligned with Policy Governance Model". b) make sure Committee Chairs have the Committee Member Application (CMA) available and require for use throughout the year. c) Revise CMA to include overarching info from charters - also add to the Responsibility document; check BOT for language on generalized committee responsibilities. Also discussed adding an annual financial commitment requirement. d) add "...as board members by December 30, 2016. Consider an onboarding video for new board members. Also for recruitment process: 1) Assessment of potential 2) 2-3 prospective board members, check-in q&a 3) Elections, Onboarding to be ongoing 4) aim for 2 or 3 candidates for q&a sessions; 5) define the needs of the Board - matrix by January 2017 with point ratings, health goals, how to bridge gaps? (C. Leimbach has a form).
Task 3. Restate "Develop monitoring and reporting tools/templates for staff to use in reporting progress on goals to the board by December 30, 2016. Framework with questions to be answered by each committee regarding needs; on every report from the staff, include "other materials of impact to the board -use BOT samples; board can dive deeper at meetings if need be. Committees to make sure reports are vetted before board meetings and if report not complete, tell board it was not, but first work with staff to get what is needed.
Task 4. Stays as redlined on document attached to agenda.

Task 5. Move to Executive Committee. C. Ryan will work on this goal.
Task 6. Reports - connect with Task 3.
Task 7. Discussion of utilization of BOT; compliance with Sunshine Laws; central document storage via Google Docs and where and how documents and policies are

available to the public. Need to consider naming conventions/version controls to ensure working with most recent approved documents.
Due to time constraints discussion of KRA's for governance is complete for this meeting. T. Harrison will take the comments/notes from tonight's meeting and incorporate into the draft KRA document and send it around for review in time for upload to the October Board meeting.

III. Other Business

A. Committee Membership

Each committee member will review this document and have suggestions ready for the next committee meeting.

B. Reporting Metric

Each committee member will review for suggestions for the next committee meeting.

IV. Closing Items

A. Adjourn Meeting

Laura Lusk made a motion to adjourn the meeting.
Teri Harrison 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