APPROVED

Menlo Park Academy Governing Board

Minutes

Governance Committee Meeting

Date and Time
Monday December 5, 2016 at 6:00 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
Amber Oxley, 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 Monday Dec 5, 2016 at 6:20 PM.

C. Approve Minutes

Cathie Leimbach made a motion to approve minutes from the Governance Committee Committee Meeting on 10-04-16. Governance Committee Meeting on 10-04-16.
Toby Oster seconded the motion.
The committee **VOTED** unanimously to approve the motion.
Discussion of update on "to do's" from previous meeting. All items were completed or in progress.

II. Governance Committee

A. Committee Goals SY 16-17

Committee reviewed and discussed the Key Results assigned to this committee and attendant "how to's" for each goal.

Discussion on Minutes, Policies and updates of board documents from Board meetings:
- Some minutes from past meetings need to be completed and approved. C.Aldrich and T. Harrison will review and prepare for approvals to be caught up by the January Board meeting. Discussion of possible "Minutes Policy" to be included in MPA policies.
- Discussion of consideration for Executive Assistant to increase role of Board support. C. Leimbach will contact the Executive Assistant re training for taking minutes (already in the job description), maintaining the Board Minutes book and Policy Manual updated and available. L. Lusk will meet with the Executive Assistant to help with these items and implementation of tracking Board and Board Committees responsibilities with regard to agendas and minutes. Discussion on keeping MPA documents available to all in a repository on Google Docs as we are a Google Docs school and have a secure account. C. Aldrich to send around a first revision of the Executive Assistant's job description to the committee for comment to accurately reflect the Assistant Secretary to the Board role to align with the Board's original intent when the role was created.
- GC will follow up with the DIA regarding the Policy Review the Board approved to be completed by counsel.L. Lusk will send to C. Aldrich a list of policies that may be missing based on her research of state required policies.
- C. Aldrich will ask the Board Committee Chairs to put any motions to be considered by the Board into the Board meeting agenda already worded to reflect accurately the motion they wish to be considered and tied to a KRA goal. The GC will develop a template for motions.
- (KRA 4.2.2) GC will develop an ongoing board education plan with quarterly topics; PDF to be created with links to video. L. Lusk will follow up with Board on Track re inputting of KRA's and tasks to maximize utilization of the BOT feature.
- (KRA 4.3.2) C. Leimbach will begin to gather information so GC can develop a long-term Board member recruitment plan.
- (KRA 4.3.3) T. Harrison to send to GC BOT resources/ideas so GC may begin to develop metrics/standard reporting on KRA progress. Discussion of how to report to the Board focusing on what a GC type report would include and staggering of committee reports to the Board. C. Leimbach and L. Lusk to begin to develop using KRA document as starting point.

- Discussion of Finance Committee. T. Harrison will lead temporarily while a long term solution is found.
- T. Harrison will make the suggested KRA document changes from the GC for upload for the December Board meeting.

B. Board Retreat

C. Aldrich to send email and doodle to the Board and Admin with regard to scheduling of January retreat and subsequent sessions needed to establish a set of governing documents for the Board.

C. Aldrich and C. Leimbach (sending examples) to begin development of Board evaluation tool for GC to review. Evaluations to be disseminated to the Board by January 10, 2017 with a return completion date of January 15, 2017.

C. Governance Committee Charter

Due to time constraints, each GC member will review and suggest changes to be discussed at the next GC meeting.

III. Other Business

A. Committee Membership

Due to time constraints, each GC committee member will review the Committee Responsibilities Document and suggest changes for the next GC meeting.

B. Board Expectation Document

Due to time constraints, each GC committee member will review and suggest changes for the next GC committee meeting.

IV. Closing Items

A. Adjourn Meeting

Toby Oster 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