DRAFT

Menlo Park Academy Governing Board

Minutes

Governance Committee Meeting

Date and Time
Monday March 6, 2017 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
Carol Ryan, Cathie Leimbach, Cathy Aldrich, Laura Lusk, Teri Harrison

Committee Members Absent
None

Guests Present
Nylajean McDaniel

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 Mar 6, 2017 at 6:02 PM.

C. Approve Minutes

Laura Lusk made a motion to approve minutes from the Governance Committee Committee Meeting on 12-05-16 Governance Committee Meeting on 12-05-16.
Teri Harrison seconded the motion.
The committee **VOTED** to approve the motion.

Roll Call

Teri Harrison	Aye
Cathie Leimbach	Aye
Laura Lusk	Aye
Julie Ganim	Absent
Nylajean McDaniel	Abstain
Carol Ryan	Abstain
Cathy Aldrich	Aye

D. Approve Minutes

Laura Lusk made a motion to approve minutes from the Governance Committee Committee Meeting on 01-02-17 Governance Committee Meeting on 01-02-17.
Teri Harrison seconded the motion.
The committee **VOTED** to approve the motion.

Roll Call

Cathy Aldrich	Aye
Nylajean McDaniel	Abstain
Laura Lusk	Aye
Teri Harrison	Aye
Julie Ganim	Absent
Carol Ryan	Abstain
Cathie Leimbach	Aye

II. Governance Committee

A. Board Retreat - Follow up

There is no follow up for the Governance Committee from the Board Retreat as the retreat focused on transition issues. The GC discussed additional issues related to our KRA's. Follow up from previous GC meeting: L. Lusk reported that she is almost done entering the KRA tasks into Board on Track for all committees. Any reports that are due monthly will have an end date of June 30th. C. Aldrich will email the Board and Admin Staff that the tasks are being entered and assigned and that they will be getting notices from Board on Track that they have tasks due.
KRA 4.3.1 Discussed recruiting Board members; skills needed are a strong educator & involvement in the Greater Cleveland business community. Considered the need/advisability of recruiting new board members at this time.

KRA 4.3.2 Discussion re long term board recruitment plan and possible addition of a separate 501c3 , "Friends of Menlo" or similar title which would be comprised of higher impact community and business leaders and who could help raise money; then the MPA Board could be a school board only overseeing the facility and the education program. Potential timeline to complete - 5 years.
KRA 4.3.3 Given that potential long term plan for Governance, it was proposed that we focus on building and strengthening Board committee membership as that will also provide a pool of potential board candidates. C. Aldrich will email the committee chairs asking what skill sets may be needed each committee to help achieve their current KRA's. Then, a communication will go to the MPA and Fenwick Communities and the Metro West Development Corp inviting individuals to attend a meeting or two of a committee of interest. If interested, they would then complete an interest form by 7/1/17 and submit to MPA. C. Aldrich will report and ask for consensus on these objectives at the March Board Meeting.
KRA 4.3.6 Discussion on execution of succession plan and implementation of cross training. Due date revised to April 30th.
KRA 4.3.7 Discussion on defining Board/Senior Staff roles and relationships; decision making standards; reports defined and templates or reports created. C. Leimbach will coordinate with Dr. McDaniel on meeting the objectives of this KRA and will update the board by April 30th.
C. Leimbach will follow up with Amy Boardman, the attorney completing our Policies, on the status of the project. Later in the summer the Board will then work on Board Governance Policies. C. Leimbach will also ask Ms. Borman if any recommended Board Governance policies are currently part of the policies she is preparing. Other governance policy considerations to be addressed: 1) non-attendance, and 2) leave of absence. C. Ryan will work on drafting a non-attendance policy. Lusk reported that only one board member needs to complete the Sunshine Laws training. Discussion about setting templates/charts/spreadsheets in place for ensuring/tracking board member training,meetings,minutes and other compliance requirments. L. Lusk will assist with this task for the 16 -17 SY.

B. Governance Committee Charter

Carol Ryan made a motion to approve the changes to the committee charter as uploaded.
Teri Harrison seconded the motion.
The committee **VOTED** unanimously to approve the motion.

III. Other Business

A. Committee Membership

After reviewing the calendars for meetings from now until June, the GC will recommend that the Board postpone the annual meeting from April to May. Officer elections will be

held at the annual meeting. Board members need to consider who will stand for officer elections.
The Committee Members Responsibilities document will be treated as an informational document and not board policy to give potential new committee members information on the role and expectations of a committee member.

B. Board Expectation Document

C. Leimbach will review for typographical errors, remove HR as a committee and change the meeting dates and send to C. Aldrich. No vote for approval is necessary for this document as it is an informational document.

IV. Closing Items

A. Adjourn Meeting

Carol Ryan made a motion to adjourn the meeting.
Cathie Leimbach 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 8:01 PM.

Respectfully Submitted,
Cathy Aldrich