APPROVED

Menlo Park Academy Governing Board

Minutes

Governance Committee Meeting

Date and Time
Monday May 23, 2016 at 5:00 PM

Location
Jammy Buggars, 15625 Detroit Ave, 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, Teri Harrison, Toby Oster

Committee Members Absent
Beverley Veccia

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 May 23, 2016 at 5:10 PM.

C. Approve Minutes

Toby Oster made a motion to approve minutes from the Governance Committee Committee Meeting on 05-02-16 with corrected attendance and a notation that documents uploaded for last month's Board Meeting did make the Board Agenda due to the length of the Board Meeting. Governance Committee Meeting on 05-02-16.
Cathy Aldrich seconded the motion.
The committee **VOTED** unanimously to approve the motion.

II. Governance Committee

A. Board Guiding Documents

Committee reviewed the Board Handbook and made suggested changes to be presented to the June Board meeting for approval and C. Aldrich will send red-lined documents to committee for final review. The Bylaws and Board Officer job descriptions will also have to be reviewed and updated at a future meeting. There was also discussion on onboarding for committee members. Committee members will be elected/reelected every July after applying to the committee chair or the committee chair approaches a potential member (short application form to be created in google docs), each committee member will be provided the committee charter and goals document and information on Sunshine laws.

B. Review BOD Deliverables Calendar and Onboarding Packet

The committee reviewed the Board Deliverables Calendar and the Onboarding Packet for new Board Members and made suggested changes to be presented to the June Board meeting for approval and C. Aldrich will send red-lined documents to committee for final review. The GC recommends that the revised Board Deliverables Calendar will be the Governance blueprint for Governance task throughout the year for Board evaluations, goal setting (committees to have their goals written in August), recruitment, onboarding and elections. June - Board Committee Interest Survey; July - Board goals, Onboarding, Review of Governance documents and long form Board review, Sunshine training; January - Goal review/assessment; individual Board evaluations, short form Board review; Feb. - commitment for renewals; March - invite Board prospects to meeting and Q&A; May - elections at annual meeting; June - committee reports on goal progress at EOY meeting. The calendar will be uploaded for each Board meeting as a reminder of what is coming due.

III. 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 6:44 PM.

Respectfully Submitted,
Cathy Aldrich