APPROVED

Menlo Park Academy Governing Board

Minutes

Governance Committee Meeting

Date and Time
Monday August 8, 2016 at 6:30 PM

Location
Panera, 14701 Detroit Avenue, Lakewood

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

Guests Present
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 8, 2016 at 6:40 PM.

C. Approve Minutes

Toby Oster made a motion to approve minutes from the Governance Committee Committee Meeting on 05-23-16 Governance Committee Meeting on 05-23-16.
Teri Harrison seconded the motion.
The committee **VOTED** unanimously to approve the motion.

II. Governance Committee

A. Committee Goals SY 16-17

Committee reviewed the goals from the 2016-17 KRA draft document under Institutional Advancement to determine committee goals for the 2016-17 school year.
Establishing the Tool Reports for original 3.6 goal should be a priority and will become 3.5. Each committee chair will provide the key reporting metrics that each committee will need to monitor progress by staff re achieving the goals.C. Aldrich will approach Dan O'Malia about Development goals. C. Aldrich and T. Oster will meet and determine a checklist of reporting needed from the staff based on the committee feedback, Board on Track, EpiCenter requirements and 11.6 goals from the sponsor agreement by September 30th, although they will strive to have the list complete by Sep 8th in case of any need for upload for the September Board meeting. (Potential meeting on Aug 29th)
Goal 3.5 (now 3.6) regarding developing a strong committee structure and streamlining Board Meetings.Discussed charter revisions and oversight of committees. Require committee chairs to share goal progress with the Board at strategic retreats. Discussion of definition of "streamline" with regard to this goal. Make members accountable to read documents ahead of time and upload on time. Need to change the culture and make each other accountable.
Committee will develop a tracking chart for each committee re minutes/approvals/consistent minutes and reporting at Board meetings and topics discussed. T. Oster and C. Aldrich will create the checklist by Sep 30th, but hopefully by Sep. 8.
Goal 3.7 Develop Governance Philosophy. GC will review the Policy Governance Model and address at a strategic session and recommend to the Board.

III. Other Business

A. Governing Documents and Philosophy

C Aldrich researched the 4 year officer term limit in the Elections Policy. It originated from the March 7 GC meeting where we discussed proposing a 2 year term limit for Board membership and therefore a 4 yr officer limit made sense. It was added to the policy in a red-line document that inadvertently was accepted as a change when the policy was revised to reflect the adopted Board succession plan. GC will recommend re-approval of the policy without the inadvertent addition re the 4yr officer term limit.

GC will continue to revise the Board Expectations document that is given to potential new board members. It does not need to be approved by the Board as the content is from the Board handbook. Discussion of a central document storage site for all versions of all documents. Google Docs make sense. GC to further explore. A policy review will need to be added to the KRAs this year.
Code of Regulations. C. Aldrich spoke to S. Hanselman, former Board member and attorney re needed changes per the succession policy. She reported no as Section 8 allows for election of officers as deemed necessary. T. Harrison asked me to call her re Article IV, Section 2 about how the 3 year term limits and annual elections might apply in light of the 4 year succession plan or does the plan supercede. C. Aldrich to follow up with S. Hanselman.
Idea for retreat is a discussion on why so difficult to recruit and retain board members.

B. Committee Structure

C. Aldrich requested each committee member review the BOD and Governance Calendars for any potential changes. Also, each GC member is to review the document about committee responsibilities for revisions if needed. It will be given to prospective committee members along with a checklist of documents to read on BOT. Also, a committee member application has been created to formalize the committee member addition process.
Discussion of potential committees and chairs for approval at the August Board meeting. Each committee chair needs to look at their goals and determine if any resources are needed to achieve the goals.
Discussion of possibly two board meetings per month, one for actionable items and one as a working session; or possibly setting aside some time at each board meeting for a working session.

IV. Closing Items

A. Adjourn Meeting

Teri Harrison made a motion to adjourn the meeting.
Toby Oster 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