

# Vida Charter School

## Minutes

### Governance Committee Meeting

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**Date and Time**

Monday September 28, 2015 at 4:30 PM

**Location**

Vida Charter School

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**Committee Members Present**

C. Maldonado, D. Marritz, K. Cunniffe Peña

**Committee Members Absent**

*None*

**Guests Present**

A. Kittelberger

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**I. Opening Items****A. Record Attendance and Guests****B. Call the Meeting to Order**

K. Cunniffe Peña called a meeting of the Governance Committee of Vida Charter School to order on Monday Sep 28, 2015 at 4:44 PM.

**C. Call to the Public**

No members of the public were present.

**II. Governance****A. Committee Reorganization**

Committee members held a preliminary discussion of the vote planned for the 9/28 board meeting. K.Cunniffe noted that this afternoon's agenda is an example of how some committee meetings are purely "board business" and are better completed with a small

working group of board members. A.Kittelberger noted that many board committees at other schools function with only board members. C.Maldonado had noted greater efficiency with the small group in the Finance Committee. However, all agreed that community participation is important and committees will need teacher, parent, and community input for many decisions. K.Cunniffe noted that when the committee begins Outreach efforts, participation by teachers and community members will be very important. Cunniffe also stated her intention to professionalize the format of committee meetings, using Robert's Rules of Order and including a call to the public at the beginning of each meeting. Also, all committee minutes will now be public.

#### **B. Talking points for board members**

Members reviewed the informational handout with attributes of board success, to be used for new board member training and community outreach. D. Marritz suggested the creation of another informational document which would include general information on Vida's founding, vision, and current numbers (enrollment, number of staff members, etc.) The committee will work on this document during the school year.

#### **C. Matrix & recruitment plan**

Committee members completed a matrix of current board members' skill sets (e.g. HR, administration, technology, etc.). The Governance Committee will update this document yearly, and will use it to guide their recruitment efforts.

#### **D. Governance Committee Goals/Action Plan**

The committee edited draft goals for the 2015-2016 school year. Goals will be shared with the full committee for feedback, and will be presented for a vote during the October committee meeting before passing to the full board for approval.

### **III. Other Business**

#### **A. New date/time for October committee and board meetings**

K.Cunniffe needed to reschedule the October committee meeting due to a conflict with her work schedule. The new meeting date and time will be Tuesday, October 27 at 4:30pm, just before the monthly board meeting.

### **IV. Closing Items**

#### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:30 PM.

Respectfully Submitted,  
K. Cunniffe Peña