

# Vida Charter School

## Minutes

### Governance Committee Meeting

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**Date and Time**

Tuesday October 27, 2015 at 4:30 PM

**Location**

Vida Charter School

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**Committee Members Present**

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

**Committee Members Absent**

*None*

**Guests Present**

A. Kittelberger, C. Bowen, Jennifer Dumont, Kathy Hewitt (Ex-Officio), Samantha Brandauer

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

K. Cuniff Peña called a meeting of the Governance Committee of Vida Charter School to order on Tuesday Oct 27, 2015 at 4:35 PM.

**C. Call to the Public**

No members of the public were present, aside from our community consultants Jenny Dumont and Samantha Brandauer.

**D. Approve Minutes**

A. Kittelberger made a motion to approve minutes from the Governance Committee Meeting on 09-28-15 Governance Committee Meeting on 09-28-15.

C. Bowen seconded the motion.

The committee **VOTED** unanimously to approve the motion.

## **E. Introductions of committee members**

# **II. Governance**

## **A. Explanation of committee reorganization and committee work**

K.Cunniffe explained how the Vida board struggled in past years to complete board tasks, with very long (sometimes 4-5 hour long) board meetings. K.Cunniffe had worried about this issue when recruiting new members last year - how would the board retain community members when monthly board service was way beyond the suggested 10-12 hours per month? The board received expert advice from 2 agencies that work with charter school boards across the country, Charter Choices and Board on Track. According to both agencies, the Vida board needed to make meetings more efficient by better using its board committees to accomplish board tasks. Both agencies noted that most charter school boards are smaller working groups of the board and do not include teachers, community members, etc. However, the Vida board values the community input. In August, members voted on a compromise solution to include "community consultants" for some meetings while having only board members as voting members.

## **B. Committee goals for 2015-2016**

The committee approved the following goals for the 2015-16 school year: 1) Implement annual assessments of current board members. 2) Use assessments and other tools to influence recruitment plans. 3) Create a mechanism for board to publicize its needs for expertise and a form for community members to express interest and offer relevant expertise to the board. 4) Recruit at least 4 candidates for the 2016 open board seats using the recruitment action plan. 5) Professionalize meeting presentation for both committee and board meetings. C.Maldonado suggested a sixth goal related to the review of school policies. A.Kittelberger noted that this is more of a job description than a goal. Other committee members weighed in that we could make it a goal to review X number of policies per meeting. However, since policy review depends on a business manager to bring policies to the committee for review, the committee agreed to wait until a new business manager is hired.

## **C. Interest form for potential board members**

K.Cunniffe provided a draft interest form to members. S.Brandauer, D.Marritz and J.Dumont all suggested corrections and clarifications. Committee agreed on a final draft to present to board of trustees for approval.

## **D. Quarterly Governance Report**

Committee made several corrections/clarifications to the draft report and agreed to submit to the board of trustees for approval.

# **III. Closing Items**

**A. Adjourn Meeting**

D. Marritz made a motion to adjourn the meeting.

C. Bowen 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 5:36 PM.

Respectfully Submitted,

K. Cunniffe Peña