

APPROVED

Vida Charter School

Minutes

Governance Committee Meeting

Date and Time

Monday November 16, 2015 at 4:30 PM

Location

Vida Charter School

Committee Members Present

C. Maldonado, D. Marritz

Committee Members Absent

K. Cunniffe Peña

Committee Members who arrived after the meeting opened

C. Maldonado

Guests Present

A. Kittelberger, C. Bowen, Kathy Hewitt ex0fficio

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

C. Bowen called a meeting of the Governance Committee of Vida Charter School to order on Monday Nov 16, 2015 at 4:32 PM.

C. Approve Minutes

A. Kittelberger made a motion to approve minutes from the Governance Committee Meeting on 10-27-15 Governance Committee Meeting on 10-27-15.

C. Bowen seconded the motion.

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

D.

Call to the Public

No comments were made.

II. Governance

A. Making board meetings more accessible to Spanish-speakers

In-time translation of meetings is an option but it means the meeting will take twice as long. The board agrees efficient meetings are increasingly important. The time factor for translation needs to be recognized/confronted.

Committee members agreed Vida should start posting minutes in both languages at all times. The committee will talk with administration about creating a standing work order for minutes translations. Distribution of translated minutes can be tied into the Title 1 meetings that Sra. Gellman runs.

Once the administration has a working system for translating and posting regular meeting minutes, the committee agrees it would be useful to begin posting meeting agendas publicly. Meeting agendas can be posted with translations. Committee members noted that producing translated agendas in advance of meetings might create interest in attending meetings from the Spanish-speaking community. If Vida were successful in attracting a bilingual audience at meetings it could then solve in-time translation needs.

The committee considered whether the board should start receiving reports in Spanish (what if a report writer speaks Spanish as a first language?). Ideas: 1) Pick every other meeting for teacher or other presentations to be made in Spanish. 2) Director's report could be in Spanish in alternating meetings as well (could provide a bullet translation for English audience members). 3) Ask teachers to announce to parents in advance when they will be presenting to the board and invite parents to attend.

C. Maldonado arrived.

B. Review board matrix

We do not have as many people with legal, finance, marketing, tech (0), HR. These five areas could be priorities for candidate recruitment.

In December reporting publicize that the board is beginning to discuss names of potential board candidates.

C. Governance Committee Calendar

The committee members agreed the calendar is a good working document and representative of the work governance members will do annually.

The governance committee can give the Vida administrative office reminders about key calendar tasks (e.g., August for committee formation, January for board recruitment season). AKittelberger will ADD these reminders to the governance calendar. The governance calendar can be approved by vote in the December meeting.

III. Other Business

A. Final copy of recent governance report

Question regarding the quarterly governance reports that go to GASD and HPS. How do we know if GASD and HPS have received the report? The reports were sent to the superintendents and board presidents. Do they confirm receipt and/or share with the authorizing boards? KHewitt will ask Todd Orner, GASD board president, if he can confirm Vida's report was received.

B. Final copy of interest form

Bilingual board/committee service expression of interest form is good. Cynthia will post the form to the website and will put a notation in the newsletter every other month to remind folks to express interest.

IV. Closing Items

A. Adjourn Meeting

The next meeting of the governance committee is December 14, 2015 at 4:30PM.

A. Kittelberger made a motion to adjourn the meeting.

D. Marritz 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 5:27 PM.

Respectfully Submitted,

A. Kittelberger