

FHM Governance Committee Meeting

Meeting Minutes

November 30, 2018 at 8:10 in FHM Conference Room

Present: Megan Wells, Jenna Layne, Aneta Rettig, Katrina Smolka, Astrid Makowitz

Next meeting: Friday December 21st, 8:10-9:30, FHM Conference Room

Agenda

- Introducing Megan Wells as our new Staff Liaison to the Governance Committee
- Review remaining BoD manual changes.
- Update on BoD paperwork checklist, training, etc... (No one present to discuss)

Discussion

We got through reviewing the remaining BoD Policy Manual pages 23-74 and the Bylaws! In so doing we came to realize that the Governance Committee should review all documents cited in the BoD Policy manual to make sure all documents are congruous with one another. In no priory these are listed here:

- On boarding packet (Commitment letter(?), conflict of interest, confidentiality)
- Self Evaluation BoD
- Governance Agreement
- Employee (Staff) Handbook
- Parent and Student Handbook
- Waivers
- Innovation Plan

It would be best to prioritize these and realistically talk about how much we can really tackle. This is be multi-year process.

In addition, upon reviewing the BoD Policy Manual it came to our attention that there are numerous tasks the committee is responsible for that are coming up in the near future (i.e. BoD self evaluation, elections, etc...), and to track these events it would be beneficial to construct a Governance Committee Timeline that syncs with the BoD Timeline. In so doing we constructed a first pass BoD timeline and Governance Committee timeline, which we found very useful currently and can be used for future years.

Below are the two timelines we constructed:

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Governance Committee Timeline

August/September

- Welcome new members and discuss month meeting day and time (make sure we have Staff Liaison, BoD Liaison, and all new members have submitted a short letter making their intent on serving on Governance Committee known to BoD)
- Determine what committee should focus on (BoD Liaison input) and form task groups (example: Streamline BoD Training, BoD Checklist, review of various Documents)

October

- update on various tasks that Gov Committee is focusing on and continuation of tasks

November

- Look at BoD self-evaluation questionnaire and make amendments, update on Gov Committee tasks and continue

December

- Election prep- discuss all that needs to be done in prep for BoD election

January

- Solicit candidates for BoD-discuss how this will be done
- Distribute BoD self-evaluation questionnaire to BoD

February

- Review letters of intent

March

- vetting of candidates and communicate with candidates what needs to be done (i.e. background checks)
- review BoD self eval with the BoD

April

- Election result, focus on making sure board packets are in place with various forms that need to be signed

May

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- Look at BoD training, make sure completed by all BoD members?

Formation of a 3-5 year Timeline of Governance Committee Future Tasks!!!!

There are a multitude of tasks that the Governance Committee responsible for. For example, with the transition to Innovation School Status, all documents associated with school governance should be looked at. We will not get to all forms this year. We propose looking at all documents (see documents to be reviewed document attached) through the 2019-2020 school year and perhaps cycling through all documents on a 3 year cycle to make sure everything is continually up-to-date.

BoD scheduled items as stated in Policy Manual

August budget review

September sign confidentiality and conflict of interest annually

October

November Principal Evaluation, budget review

December commitment to renew due to Principal

January self-evaluations form

February (review on own time candidate intention forms) budget review

March Annual Budget Review and proposal

April Election

May Officer Selection, budget review, skills inventory

Action Items

We are asking Chris Webber for a copy of the BoD self-evaluation questionnaire from the last school year and distribute amongst committee members. At next meeting we will discuss and finalize questions for the survey.