

2015 - 2016 School Year: Governance Committee Goals and Activities

Primary objectives for the committee are:

- 1 Board Recruitment and Nominations Committee
- 2 Board Training and Assessment
- 3 Executive Director Evaluation and Support

Estimated timing
 In person Board activity

	Primary Responsibility	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
1 Board Recruitment and Nominations Committee	Primary Responsibility												
1.1 IDENTIFY 3 to 4 MEMBERS FOR NOMINATION COMMITTEE	Leigh												
1.2 FINALIZE NOMINATION COMMITTEE	Leigh												
1.3 ASSESS SKILLS AND EXPERIENCE NEEDED - Notify community (ANCS and non-ANCS) on web page and as often as possible at public, live events (e.g., morning meetings, town halls, etc.)	Board and Leadership Team						Mid-Year Retreat						
1.4 DEBRIEF FROM LAST YEAR - Discuss what went well and what did not last year, to improve this year	Board and Leadership Team						Mid-Year Retreat						
1.5 PUBLICIZE AND RECRUIT - Notify community (ANCS and non-ANCS) on web page and as often as possible at public, live events (e.g., morning meetings, town halls, etc.)	Leigh												
PUBLICIZE AND RECRUIT (Continued) - Send formal announcement via a letter in the courier (possibly rather than Principal letter?)	Leigh												
1.6 ACCEPT APPLICATIONS AND CONDUCT INTERVIEWS - Accept applications in January and February - Interview in March	Leigh (materials) Committee (interviews)						Apps	Apps	Interview				
1.7 FINALIZE NEW BOARD MEMBERS - Select final nominations based on interviews - Present slate to Board for vote	Committee (select) Leigh (present slate)								Select	Slate			
1.8 RECRUIT FOR COMMITTEE MEMBERS & ACTIVITY - Ongoing recruitment of non-Board members to join committees and be involved in committee activities	Board and Faculty												
2 Board Training and Assessment	Primary Responsibility												
2.1 ASSESS TRAINING NEEDS - Review BoardOnTrack assessment results to determine skill gaps that could benefit from training	Melissa						Mid-Year Retreat						
2.2 TAKE ADVANTAGE OF BOARD ON TRACK RESOURCES - Publicize BoardOnTrack training offerings - Send targeted reminders for specific trainings relevant to individuals and committees based on skills assessment above	Melissa (reminders) Board (training)												
2.3 UTILIZE BOARD ON TRACK TOOLS - Calendar all committee meetings, RSVP for all meetings via BOT, etc.	Melissa ("how to") Board (training)			How To									
2.4 MID YEAR RETREAT - All attend, Melissa facilitate planning (logistics and agenda/content)	Melissa (planning) Board (participate, provide content and facilitation)						Mid-Year Retreat						
2.5 OTHER TBD - TBD													
3 Executive Director (ED) Evaluation and Support	Primary Responsibility												
3.1 ED MID YEAR EVALUATION - Solicit feedback via BoardOnTrack tool (leadership team and Board) - Ask Matt to conduct self assessment - Develop feedback summary for discussion - Discuss and document (assessment, progress, and action items) - Present summary of review during Executive Session	Lia (lead) Board, Leadership Team and Matt (participate)					Collect Fdback	Deliver to Matt	Present					
3.2 ED CONTRACT - The ED contract is up for renewal at the end of the school year. We want to be proactive in developing his new contract.	Mitch and Lia (lead) Board and Matt (participate)		Discuss	Discuss	Draft	Review with Matt	Lawyer Review	Vote					
3.3 FACULTY COMPENSATION REVIEW - APS recently published their pay scales so these will be compared to ANCS pay levels, where APS information is available.	Matt and Lia			Conduct & Report									
3.4 LEADRESHIP TEAM COMPENSATION STUDY - An input into the ED and Principal contracts.	Lia				Conduct	Report							
3.5 SUCCESSION PLANNING - Matt requested this planning in the event of an emergency or unanticipated departure of the ED and/or Principal(s)	Matt and Lia						Discuss	Discuss	Report				
3.6 ED YEAR END YEAR EVALUATION - Same steps as 3.1	Same as 3.1										Collect Fdback	Deliver to Matt	Present

2015 - 2016 School Year: Governance Committee Goals and Activities

Primary objectives for the committee are:	
1	Board Recruitment and Nominations Committee
2	Board Training and Assessment
3	Executive Director Evaluation and Support

1 Board Recruitment and Nominations Committee		Notes and Progress
1.1	IDENTIFY 3 to 4 MEMBERS FOR NOMINATION COMMITTEE	Suggestions so far: Leigh, Lia, Matt, Mitch and Tiffany; ask for interest during October Board Meeting in order to select team no later than November.
1.2	FINALIZE NOMINATION COMMITTEE	Vote on committee at November Board meeting. If we select 4 new Board Members for next year, the "roll off" based on terms will be 4, 4, and 4 (equal number of people rolling off at the same time).
1.3	ASSESS SKILLS AND EXPERIENCE NEEDED - Notify community (ANCS and non-ANCS) on web page and as often as possible at public, live events (e.g., morning meetings, town halls, etc.)	Goal: Ensure everyone agrees on the skills and experience needed to bridge any skill gaps, fill gaps based on prior board member term expiring, and goals/objectives of the committees. Agree and finalize at mid-year retreat prior to interviews.
1.4	DEBRIEF FROM LAST YEAR - Discuss what went well and what did not last year, to improve this year	
1.5	PUBLICIZE AND RECRUIT - Notify community (ANCS and non-ANCS) on web page and as often as possible at public, live events (e.g., morning meetings, town halls, etc.)	Goal: Increase diversity representative of our community (including non ANCS parents)
	PUBLICIZE AND RECRUIT (Continued) - Send formal announcement via a letter in the courier (possibly rather than Principal letter?)	
1.6	ACCEPT APPLICATIONS AND CONDUCT INTERVIEWS - Accept applications in January and February - Interview in March	
1.7	FINALIZE NEW BOARD MEMBERS - Select final nominations based on interviews - Present slate to Board for vote	Vote on slate at April Board meeting.
1.8	RECRUIT FOR COMMITTEE MEMBERS & ACTIVITY - Ongoing recruitment of non-Board members to join committees and be involved in committee activities	Goal: Have at least one non-Board member on each committee 1) Eric T on Academic Excellence 2) TBD
2 Board Training and Assessment		Notes and Progress
2.1	ASSESS TRAINING NEEDS - Review BoardOnTrack assessment results to determine skill gaps that could benefit from training	Assess needs early in the year. Plan specific training for the Mid-Year Retreat, if applicable to all. Potentially have BoardOnTrack representation in person at retreat.
2.2	TAKE ADVANTAGE OF BOARD ON TRACK RESOURCES - Publicize BoardOnTrack training offerings - Send targeted reminders for specific trainings relevant to individuals and committees based on skills assessment above	Track progress and provide updates at Board meetings, when relevant. This is a requirement of all GA Charter School Boards.
2.3	UTILIZE BOARD ON TRACK TOOLS - Calendar all committee meetings, RSVP for all meetings via BOT, etc.	Melissa will give a How To on committee calendaring at October Board Meeting. Other How Tos TBD and tracked here.
2.4	MID YEAR RETREAT - All attend, Melissa facilitate planning (logistics and agenda/content)	Having a Mid-Year Retreat was very useful and effective last year. It is a great way for new members to ask questions and provide input after they've been on the Board a few months. This is also a time for everyone to get together informally more than once a year (Summer Retreat).
2.5	OTHER TBD - TBD	
3 Executive Director (ED) Evaluation and Support		Notes and Progress
3.1	ED MID YEAR EVALUATION - Solicit feedback via BoardOnTrack tool (leadership team and Board) - Ask Matt to conduct self assessment - Develop feedback summary for discussion - Discuss and document (assessment, progress, and action items) - Present summary of review during Executive Session	Lia is leading the feedback. Mitch is involved, as available.
3.2	ED CONTRACT - The ED contract is up for renewal at the end of the school year. We want to be proactive in developing his new contract.	- Preliminary discussion during Executive Session (Sep) - Mitch and Lia had further discussion following that meeting - Engaged lawyer to review draft contract, when available
3.3	FACULTY COMPENSATION REVIEW - APS recently published their pay scales so these will be compared to ANCS pay levels, where APS information is available.	- Lia conducted a review of the ANCS pay compared to the newly published APS scale (October with Matt). - Summary of results will be provided at October Board meeting.
3.4	LEADERSHIP TEAM COMPENSATION STUDY - An input into the ED and Principal contracts.	This is Lia's field of work so she will conduct a 990 analysis to determine if there are inputs available that would be useful when re-writing the contract(s).
3.5	SUCCESSION PLANNING - Matt requested this planning in the event of an emergency or unanticipated departure of the ED and/or Principal(s)	We anticipate this will require multiple working sessions. Once those are complete we will provide a report at the Board meeting.
3.6	ED YEAR END YEAR EVALUATION - Same steps as 3.1	Same as 3.1