



# ATLANTA NEIGHBORHOOD CHARTER SCHOOL

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**BOARD GOVERNANCE COMMITTEE**

**MONTHLY UPDATE**

**COMMITTEE MEMBERS: LEIGH FINLAYSON, MELISSA MCKAY-HAGAN, AND LIA SANTOS**

# Executive Director (“ED”) & Committee Chair Monthly Meeting Highlights

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- Committee Chair (Lia Santos), ED (Matt Underwood) and Board Chair (Mitch White) but did not meet in person this month but corresponded via e-mail
- Discussions via e-mail were focused on the **ED contract**, given that the current contract expires next year
  - Lia completed the compensation research of 990s to provide data and guidance to the Board for the ED salary portion of the contract.
  - Mitch had the ANCS Lawyer review the contract. Board Member and lawyer, Leigh Finlayson, also provided input from a legal perspective.
  - Mitch presented a final draft contract to Matt in person and provided it via e-mail.
  - During Executive Session this month, we will discuss the contract and vote to approve it as final.

# Board Governance Committee Monthly Meeting Highlights

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- The Committee held their monthly meeting on Thursday 1/7 from 1:30pm to 2:30pm
- Lia Santos: Will launch the **ED Mid-Year Review** in January, or as soon as the functionality is ready in the new version of BoT. Feedback will be requested from Matt's Leadership Team as well as the Board. Matt will also complete a self reflection looking back at the first half of this academic year.
- Matt Underwood: Confirmed that **BoardOnTrack** will conduct a 30-minute webcast during the Mid-Year Retreat to provide updates on functionality and navigation after the last software release update.
  - *Action → Please send any questions or specific items you would like them to review by Friday 1/22. Send them to Lia and she will consolidate the information to send to BoT.*
- Leigh Finlayson: The **Nominations Committee** was voted on and approved at the last Board Meeting. Following are activities taking place or soon to take place to gear up for the next cycle of Board Recruitment and Selection.
  - Leigh included information about the need for new Board members in a recent Courier.
  - Once the information and application are available on the website, he will provide the "spotlight" introduction/article for one of the weekly Couriers asking for interest and applications.
  - Information and applications will be available on the website soon (targeting mid-January). Matt is talking with Lucy about making the application a "form" on the web rather than a PDF that has to be printed, completed, scanned, and submitted.
- Committee: Developed a draft agenda for the **Mid-Year Retreat** which is provided on the following page.
  - *Action → Please provide feedback on items to add, remove, or change by Friday 1/22. Send them to Melissa and she will finalize the agenda.*
  - Leigh is bringing "real, great" bagels. We talked about a lunch with family members following the retreat.
    - *Action → Ideas on a lunch location so we can reserve a space?*

# 2015-2016 Board Mid-Year Retreat Draft Agenda

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Saturday, January 30<sup>th</sup> 8am to Noon

Time	Topic	Facilitator
8:00 to 8:15	Greeting, breakfast, set-up	
8:15 to 9:00	Leadership Team Update: Provide summary of highlights from the recent Leadership Team Meeting	Matt Underwood
9:00 to 9:30	BoT Webcast: Technical overview of uploading, downloading, calendaring, RSVPs, goal tracking, etc.	Andy from BoT
9:30 to 10:00	Technical training on Google drive/docs, creating meetings on ANCS website (e.g., committee meetings), etc.	Mitch White
10:00 to 10:45	Look Back: What is working well and how/where can we improve?	Matt Underwood
10:45 to 11:30	Look Ahead: Review progress to-date and identify areas where we need to focus now to meet targets for this year; Review 3-year strategic plan to start thinking about which initiatives will be a focus next year; Determine key items, decisions, taskforces, and/or votes coming up at the remaining Board Meetings	Mitch White
11:30 to Noon	Board Recruitment: Confirm what skills/knowledge we need, identify what we have now, determine gaps Walk away with a clear focus on what we are looking for in the upcoming interviews/candidates	Leigh Finlayson
Noon +	Optional lunch including families. Location TBD	