

2019–2020
University Laboratory School Governing Board
Committee Name: Governance Committee
MEETING MINUTES (Approved 9/11/19)

Link to Meeting or Meeting Location: Dial-in: (US) +1 316-789-6413, then PIN: 897 824 239#

Chair's contact information: Everett Ohta - everett.ohata@gmail.com

Date and time: Tuesday, August 6, 2019 at 12:00 pm

Attendance: Everett Ohta, Melvina Nakao, Denise Yoshimori-Yamamoto

Meeting called to order at 12:04pm with all members present.

Topics for Discussion:

1. Approval of July 22, 2019 Board Development (Governance) Committee meeting minutes

No changes to draft minutes. Minutes approved.

2. Review and Approve to Governance Committee Bylaws.

No changes to draft by-laws. By-laws approved by Committee, to be forwarded to Board for final approval and adoption.

3. Identify “one key thing” for sharing with the Governing Board.

Board Development committee wanted to focus reports back from Committee's around one key takeaway from their monthly reports or from their ongoing work. Committee can consider framing overall charter school renewal and organizing of our Committee meetings to inform overall Board and Committee operations and requirements (e.g., posting of agendas and minutes). Walkthrough of Board shared drive, where Board members can find minutes and materials of other Committees.

4. ULS enrollment exemption planning.
 - a. College of Education report.
 - b. ULS materials.

Denise received draft report through PCC and has requested the final report from COE. Will share with Committee when available. Everett previously shared what was compiled by Keoni for the enrollment exemption. Everett will review list and assign reviews to Denise and Mel.

5. Review of Governance Committee tasks under ULS Schoolwide Implementation Plan for the coming year.

Reviewed the Board Development Committee planning document from the June 2019 retreat. Noted that most items are prospective. Denise currently working on coordinated effort from ULS Foundation and Booster Club to provide information to parents on each organization and their role in supporting ULS. Governance Committee decided to focus on improving working relationships between the other support orgs. (ULSF, Booster Club, COE) and the Board/ULS.

6. New Business.

Need to effect a turnover of Governing Board google folder ownership from Linda V. to Denise or Everett to preserve perpetual access of docs by Board. Denise to follow-up with Linda.

Meeting concluded at 12:40pm.

To Do: Submit committee report and Governance Committee Bylaws to Governing Board

Announcement/Reminders: Next meeting, Sept. 3, 2019

Resources: none