

HCPA Governance Committee Meeting AGENDA

HCPA Board Room
Tuesday, May 3rd, 2022
3:30 PM

Zoom Link: <https://zoom.us/j/8615751530>

Mission/Vision Statement: HCPA's mission is to provide the best integrated, challenging, and well-rounded educational experience to students in grades K-12.

I. Call to Order - 3:30pm

Present: Crystal, Susan, Joanna, Toni Marie, Heidi, Blia, Karen

II. Consent Approval
A. Agenda

III. Board Election Update

- Flyers were sent out last week including candidate information
- Election runner has been approved as our election platform
- Paper ballots will be mailed to families without email addresses
 - This should be done asap to account for possible slow mail delivery
 - Moon can get this done by early next week - Monday the 9th
 - Voters need the ballots by the 17th at the latest
 - Follow up robo call will notify and remind parents
- Ballots should be postmarked by the 19th to be counted
- Ballots can be returned on the 17th
- Committee can set up a voting station at the concert on the 17th - laptop and access to the codes. Susan will attend
 - Concert 6-7, set up by 5:00
- 18th asynchronous day and senior sign delivery
- 6th / 7th award ceremony on the 19th - remind to vote

- Some staff are interested in campaigning on behalf of a candidate
- Nothing in the bylaws to address this
- Guidelines
 - Posters allowable in staff space - lounge / copy room / staff bathrooms / on table top of Warrior Cafe / offices / mailbox area
 - Get materials approved by the committee to ensure professionalism and respect

- Follow the guidelines of respect, warrior code, represent the community, align with the mission and vision, positive (not negative campaign ad)
- HA staff will be notified of the campaigning process
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IV. Board Member Self-Evaluation Assessments

- Evaluation needs to be ready to present to the board later in May, have them complete it prior to the June session, review results at the annual session
- Give board members ~2 weeks to complete it
- Goal of the self-assessment - check individual awareness and progress
- [Link](#)
- Have questions be yes/no and space for comments
- Complete as a task in board effect - Blia will prepare in time for the next board meeting.

V. Policy Review Calendar

- Present to the board within the next couple of months to agree on the review process - June to include newly elected members
- Next steps - get an updated list of the policies that have been updated for year 1 (21-22), adjust others to year 2-5. Create a rotation of those that will be revised annually vs those that will be reviewed every 3 years.
- Map out a calendar monthly to break it down.
- Maizer can clarify through her work as board liaison. Crystal will connect with her to update. The governance committee will reexamine at the next committee meeting.

VI. On-board Training

- New member training
- Karen has sent resources regarding an August training
- Could use the online workroom
- Review of guiding documents, board handbook, (charter contract, bylaws, committees and their charters, board conduct expectations and contract for each to sign, board officer roles/responsibilities)
 - Independent review
 - Discussion
 - Scavenger hunt / assignment
- July
- Combo of work to complete prior and work to complete at the session
 - Admin required
 - Ex-officio required

VII. Adjourn

Meeting adjourned at 4:57pm.