

CHARTER SCHOOL OF INQUIRY

Governance Committee Meeting Minutes
Meeting Date / Time: December 22, 2020 4:30pm

Minutes Recorded By: J. Peters

Committee Chair	Jan Peters			
Committee Members	Name	Present	Excused	
	John Sheffield	X		
	Lynn Monin	X		
	Helene Kramer	X		
	Latise Hairston	X		
	Mary Jo Pfeiffer	X		
MEETING AGENDA, MINUTES AND ACTION ITEMS				
Agenda Item	Discussion	Action Item	Responsible Party	Due Date
Progress/Next Steps, and dates with Andy whom John will engage for assistance with his 2020-2021 HIS evaluation		John and Andy are scheduled to meet following the break and are setting up a schedule	John	After Break

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Agenda Item	Discussion	Action Item	Responsible Party	Due Date
BOT Candidate Valerie Nolan Interview Feedback	Helene, Mary Jo, Latise, and Jan shared our feedback from the interview	Helene has sent Valerie all the paperwork and is inviting her to the January BOT meeting	Helene	
Board Succession Planning	We discussed that one of our next steps is to update BOT job descriptions based on chart from Shereen	Invite Shereen Williams to next Governance Committee Meeting for 45 minutes to talk it through	Mary Jo will contact Shereen Helene will distribute current BOT job descriptions to the Committee for update	Prior to next meeting
Administrative Assistant to BOT position	Committee discussed the need for us to redraft the position description from the Board's perspective and then provide John and Lynn with the	Update draft job description	Jan will add to current draft and then provide to John and Lynn	Prior to next meeting

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	opportunity to add additional responsibilities for increasing the number of hours from 20 per month to 20 per week			
Next Meeting Date				January 26, 2020
Meeting Adjourned	Approximately 5:40 pm			