

CHARTER SCHOOL OF INQUIRY

Governance Committee Meeting Minutes
Meeting Date / Time: February 23, 2021 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 Pheiffer	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 met January 6-2021. Using Danielson rubric, strategic plan and academic goals	Governance Committee is requesting a Board Member willing to oversee the process with Andy and John with check-ins end of March, April and June	Jan will share need with the BOT Members and request interested board members to contact her by email	Next BOT meeting 3-1-2021

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HOS Succession Planning	Helene and Mary Jo and Latise met with Joan Gracie from APA Solutions to discuss her willingness to assist with Assistant HOS search	John will contact Joan and discuss the process for searching for an Assistant Head of School and an Operations Administrative Assistant Position	John must fill these positions before June 2021	February 24, 2021
Board Succession Planning	Reviewed Chair and Vice-Chair BOT job descriptions and made some minor edits Reviewed by-laws and did not see conflict within the language	Committee will review the other BOT Job description next meeting	Governance Committee	Next committee meeting
Employee Bonus	Committee discussed the concept	John will consider timing	Governance Committee	Future committee meeting
Next Meeting Date				March 23, 2021
Meeting Adjourned	Approximately 6:00 pm			