

CHARTER SCHOOL OF INQUIRY

Governance Committee Meeting Minutes
Meeting Date / Time: April 27, 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 Steck whom John will engage for assistance with his 2020-2021 HIS evaluation	Latise met with Andy last week and he was to send her a summary and timeline Use of the Danielson instrument for HOS evaluation requires a fee Andy Steck's contract can be sent to him	Latise is requesting a meeting with Andy and Governance Committee so we can clarify our expectations of his commitment to assist HOS. Lynn agreed to contact Danielson and send contract to Andy	Latise and Governance Committee Lynn	Prior to next Governance committee meeting 5-25-2021 As soon as possible

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HOS Succession Planning	Three Assistant Principal candidates will be vetted by Mind Stream Consultants (Greg Speranza) using an assessment toll	John will collaborate with Mind Stream Consultants	Position will be filled by end of May 2021	Prior to Next meeting
Board Operations Administrative Assistant position	Jan will reach out to Remedy Staffing to assist with candidate search for full time temp to hire arrangement at \$20.00 per hour	Jan will contact Remedy as soon as she receives final version of the job description	Lynn is sending job description to Jan	ASAP
Benchmark 6	Onboarding manual content for new trustees will be reviewed next meeting Evaluation Instrument for contractors/school partners will be used going forward	Helene will share materials with committee members Admin assistant will assemble and store e-handbook once hired Jan will put one together for CSI Mary Jo will contact Susan Gibbons to confirm the category of contractors	Helene Jan Mary Jo	Next meeting
Benchmark 7	Teacher Aides/teacher assistants Developing a rubric to monitor development skills implemented in classroom	Discuss in our May 25 meeting with HOS	Committee members	Next meeting
Board Self evaluation	Shereen Williams has a tool and	Mary Jo will contact Shereen to let her	Mary Jo	Prior to Next

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	a report we can use in June	know our need and timeframe		meeting
Meeting Adjourned	Approximately 6:15 pm		Next Meeting	May 25, 2021