

# CHARTER SCHOOL OF INQUIRY

Governance Committee Meeting Minutes  
Meeting Date / Time: June 22, 2021 4:30pm

Minutes Recorded By: J. Peters

|   |  |  |                          |                       |
|---|--|--|--------------------------|-----------------------|
| <b>Committee Chair</b>                          | <b>Jan Peters</b>  |  |                          |                       |
| <b>Committee Members</b>                        | <b>Name</b>  | <b>Present</b>   | <b>Excused</b>           |                       |
|   | John Sheffield   | X  |                          |                       |
|   | Lynn Monin   |  | X                        |                       |
|   | Helene Kramer  | X  |                          |                       |
|   | Latise Hairston  | X  |                          |                       |
|   | Mary Jo Pheiffer   | X  |                          |                       |
|   | Val Nolan  | X  |                          |                       |
| <b>MEETING AGENDA, MINUTES AND ACTION ITEMS</b> |  |  |                          |                       |
| <b>Agenda Item</b>                              | <b>Discussion</b>  | <b>Action Item</b>   | <b>Responsible Party</b> | <b>Due Date</b>       |
| July 6 Annual Meeting<br>Agenda                 | Committee Members reviewed and agreed on the drafted July 6 annual meeting agenda<br><br>Committee also reviewed and edited the CSI Board Committee resolution | Chair will forward to the Board members with meeting related documents | Board Chair              | Prior to July 6, 2021 |

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| Agenda Item  | Discussion  | Action Item  | Responsible Party               | Due Date   |
|--|---|--|---------------------------------|--|
| John 's HOS evaluation                             | <p>Committee members discussed time line for 2020-2021 and 2021-2022</p> <p>John shared progress of Satisfaction Surveys and engagement with Diane Bessel</p> | <p>Latise will reach out to Andy Steck and ask that he share the completed evaluation form to governance committee by July 13<sup>th</sup> and will attend the July 20 governance committee meeting</p> <p>Surveys have been distributed to parents, students and staff and progress is on track</p> | HOS                             | Prior to next Governance committee meeting 7-20-2021 |
| Board Operations Administrative Assistant position | Contract with Remedy Staffing to assist with candidate search for full time temp to hire arrangement at \$20.00 per hour is being reviewed by Steve           | Jan said she would follow up with Remedy since Lynn is on vacation   | Jan                             | ASAP   |
| Benchmark 6  | <p>Committee reviewed benchmark 6 edits made by Helene and accepted all</p> <p>Board members must complete the evaluation form for Adam Aberman</p>           | <p>Jan will send revised copy to Helene</p> <p>Jan will put on agenda for next governance committee meeting</p>  | <p>Jan/Committee</p> <p>Jan</p> | <p>Next meeting</p> <p>Next meeting</p>              |

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|  | <b>Committee discussed significance of reviewing last site visit report</b>  | <b>John will send committee the corrections of mid-term site visit report</b>  | <b>HOS</b>   | <b>ASAP</b>                  |
| <b>Agenda Item</b>   | <b>Discussion</b>  | <b>Action Item</b>   | <b>Responsible Party</b>   | <b>Due Date</b>              |
| <b>Benchmark 7</b>   | <b>Teacher Aides/teacher assistants</b><br><br><b>Developing a rubric to monitor development skills implemented in classroom</b> | <b>Financial incentive plan is being proposed by finance committee to increase rate of pay for current and prospective employees for certified vs. non-certified Teacher Aides. Committee concurred with John's plan for limiting the monitoring process to 4 wide range objectives or themes and rewrite the renewal to include this regarding the progress for teacher professional development.</b> | <b>John</b>  | <b>Upcoming BOT meeting</b>  |
| <b>Pending Item from May 25 Meeting</b><br><br><b>Policy on the Review of Policies</b> | <b>The Committee discussed the need to edit the document in view of board committee structural changes</b>                       | <b>Edits include changing the Board Operations from Executive Committee to Governance Committee and Personnel from Personnel Committee to Director of Operations.</b>  | <b>Lynn will share policy status spreadsheet with Governance Committee</b> | <b>Prior to Next meeting</b> |
| <b>Meeting Adjourned</b>   | <b>Approximately 5:45 pm</b>   |  | <b>Next Meeting</b>  | <b>July 20, 2021</b>         |