**LTCS Governance Committee Agenda**

December 9, 2021

Location: <https://zoom.us/j/9859672046?pwd=RXBFRkMzc2F5T09MTkU1TnVmMVZ4QT09>

| **Agenda Topic** | **Meeting Notes / Previous Sessions Comments** |
| --- | --- |
| **Call To Order - 5:00pm** | Attending: Michelle Hamner, Ashley Busby, Vimal Patel  |
| **Board Recruitment (ASHLEY)*** Size of Board
	+ Goal = 12
	+ Current = 7
	+ Minimum = 7
* Candidates = 0
* Priority Professions
	+ Finance (priority)
	+ Lawyer
 | * *Candidates:*
* *Local Events:*
	+ *Attend a Fayette Chamber of Commerce event*
		- *Confirmed School still a member*
		- *Ashley reviews additional options/progress with the chamber*
		- *Discussed developing a flyer or document*
	+ *Local Business/Networking Events - Ashley will send details on local networking event (Jan 12) to LTCS board*
		- *Michelle will work on getting name tags for board members for 2022 networking and special events*
* *Staff Survey & Board Engagement at School -*
	+ *Should the board be overseeing the survey? Regroup with Lauren to push to Mrs. King going forward. Board reviews results and admin action plan.*
	+ *Find more opportunities to participate at school*
	+ *Resend staff meeting sign-up to board - Ask Mrs. King to introduce the board member attending and board member speaks briefly - Can we get a group of board members to attend the January meeting? Ashley will check with Lauren about staff meeting + board dinner combo.*
* *Utilize Exhibition night for Sub-Committees recruit in future*
	+ *Set up a table to capture parent feedback*
	+ *Less for recruitment - move away from parents on the board.*
	+ *Next Exhibition Night is April 22*
 |
| **Board Members – Align on Capacity/needs** | * *Board members and leads of most committees have changed since June. Discuss if there is an opportunity to balance.*
	+ *Michelle will check with Neka about beginning to chair the Academic Committee.*
	+ *Check with Lauren about Development Committee situation.*
	+ *Vimal will check in with Eric about the Finance Committee.*
 |
| **CPF Score (VIMAL)*** Determine areas of measurement / deploy
 | * *Deployed for Finance – looks good.*
* *Revamp/was unable to deploy prior to annual Audit – Operations CPF score template, discuss with Principal King. Considering capturing feedback/results from audit – rollout by Feb ’22. Feedback expected by Jan ’22.*
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| **School Hours of Operation / Times*** Follow-up from discussion during Nov Board meeting
 | * *Hours of operation are set in the school’s charter - charter renewal is every 5 years.*
* *Vimal will check with Mrs. King to determine if this requires further action.*
 |
| **Updating School Policies (MICHELLE)*** Determine how we can divide and approach the updates / inquire on purchasing
* Update language to remove HS references
 | * *Inquire of paths of purchasing and/or who would be interested in supporting*
	+ *Elisa Falco at the GCSA*
	+ *Michelle Neely – working on a group rate with BoardDocs-lots of features on version control*
* *Waiting for feedback from SCSC visit Jan/Feb*
 |
| **SCSC Required Training For Board 2021-2022 (VIMAL)*** Part 1 - In-person training will earn you 9 governance training hours
	+ ~~November 10, 2021- Callaway Gardens Hotel and Resort~~
	+ February 9, 2022- UGA Center for Continuing Ed. and Hotel
	+ April 13, 2022- Loudermilk Conference Center
* Part 2 - Half-day of virtual sessions
	+ ~~December 7, 2021~~
	+ January 25, 2022
	+ March 23, 2022
* Requirements – Part 1 & 2 to be completed by June 30, 2022
	+ Any board member who is on the board between our first and last in-person governance training session of the year (e.g. Nov 10 2021 to April 13 2022)
 | * *Need to relay requirements regularly on monthly board meetings – document completed sessions*
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| **Ongoing Tasks*** Load missing agendas & minutes from past
 | * *Ensure attendance is tracked by updating and uploading meeting minutes*
 |
| **Subcommittee Progress / Long-Term Board Tasks*** Covid / Mask Policy (LAUREN / MICHELLE)
* Pre-K for 2022/2023 (LAUREN / KENNY HAMNER)
* Initiate long-term building for school (VIMAL / ERIC)
* Curriculum Adoption Policy – New Policy (TBD)
 | * *Covid/Mask Policy Guidelines – Lauren C / Michelle H – discussed history of policy, recommended classroom level modification that take DHS quarantine, school requests guidance on a policy/next steps; Goal: Safe education/work environment – prevent going virtual; discussed getting an independent recommendation/review on the suggestions from DHS*
* *Pre-K 2022/23 - Lauren C / Kenny Hamner – Capture Update*
	+ *Vimal will check with Mrs. King on for update on school desire for Pre-K program.*
* *Long-term building – Vimal / Eric W Near-term and long-term – reviewing lease terms / capturing long terms plans for school. Discussed HS class needs -- growth would require (teachers, students, specific class size) to be financially viable. Focused on short/long term plans. Discussed confirming if what we have currently at school enough or if purchasing school is an option for growth*
* *Curriculum Adoption Policy – putting to vote on next monthly board (11/15) meeting for adoption of sub-committee; potentially utilize best practices from other school to guide recommendations. Discussed potentially have LaShonda leading subcommittee + since Academic related.*
	+ *Goal is to have a draft policy to present to the board for approval at the June meeting.*
	+ *Michelle will confirm with Mrs. King that she will draft a policy for board review.*
 |
| **Other Notes** | * *Discussed potentially having hybrid board meetings, alternate months for in-person vs virtual board meetings*
	+ *Vimal will ask Lauren to take the pulse of board members on monthly board meeting format.*
	+ *Do we have technology to run hybrid meetings?*
	+ *Is there an expectation on # in-person meetings attended vs hybrid?*
 |
| **Meeting Adjourn - 6:00pm** | *Meeting Adjourned at 6:23 PM.* |