**LTCS Governance Committee Agenda**

November 11, 2021

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

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| **Agenda Topic** | **Meeting Notes / Previous Sessions Comments** |
| **Call To Order - 5:00pm** | *Started: 5:02pm. Vimal Patel, Michelle Hamner, Ashley Busby, Heather Ambrosi, Eric Walker* |
| **Board Recruitment (ASHLEY)*** Size of Board
	+ Goal = 12
	+ Current = 7 (1 are scheduled to roll-off)
	+ Minimum = 7
* Candidates = 1
	+ Neka Haywood
* Priority Professions
	+ Finance (priority)
	+ Lawyer
 | * *Candidates*
	+ *Neka Haywood – Scheduled for Nov. Board Meeting Vote*
		- *Interviews completed with Board; Interview completed with Principal King*
		- *Awaiting Background check, intends to complete over 11/12 weekend*
	+ *Adam Wilson – no response*
		- *Vimal Left VM on 11/8*
* *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*
* *Should we consider changing by-laws? What are the consequences?*
	+ *Vimal will check with SCSC about what happens if we drop below bylaws minimum (no response as of 11/8)*
	+ *Bylaws suggest annual meeting June – after that only replacements could be voted in/out*
	+ *Feedback process from departing board members?*
		- *Action - Get informal feedback from Kristi (Michelle) and Heather (Vimal)*
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| **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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| **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*
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| **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*
* *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.*
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| **Other Notes** | * *Discussed potentially having hybrid board meetings, alternate months for in-person vs virtual board meetings*
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| **Meeting Adjourn - 6:00pm** | *Adjourned – 6:36pm* |