**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.* |
| **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* |
| **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.* |