**LTCS Governance Committee Agenda**

September 24, 2020

Location: Online conference call (see dial-in information below)

Online: https://bit.ly/2ZK3EVa

Phone: 646-976-9923

Meeting ID: 912 483 3007

Present:

Absent:

|  |  |
| --- | --- |
| **Call To Order** | 7:00 PM |
| **Main Agenda****Current Board Make-Up*** Size of Board
	+ Goal = 12
	+ Current = 8
	+ About to be 7 with Ester’s departure
* Desired Professions
	+ Finance expert (priority)
	+ Lawyer

**Board Positions*** Create roles & responsibilities for all positions (VARIOUS)
	+ Board officer roles
	+ Regular member role
	+ School leader role
	+ Additional school leadership roles

**SCSC Required Training For Board*** November 10th from 8:30am- 12:30pm
* February 2nd from 8:30am- 12:30pm
* April 13th from 8:30am- 12:30pm

**Committees*** Establish succession plans as needed (KENNY)
* Require loading of agendas & minutes to website (KENNY)

**Policies*** No new policy adjustments to consider this month

**Board Documents*** Run survey to revamp document organization & access (KENNY)
* Ensure other committees are posting agendas & minutes (KENNY)
* Collect login information for our services like Zoom, Google, etc. (ANDREA)
* Create or collect additional documentation as needed (KENNY/ANDREA)
	+ Creating & managing our Google accounts for board members
	+ Additional processes

**Board Recruitment*** Board bank (KENNY)
* Link to the board application in board and school leader email signature line (KENNY)
	+ “Join The Liberty Tech Board”
	+ <https://form.jotform.com/formadmin18/liberty-tech-charter-school-board-o>
* Write & teach our “elevator pitch” for the board (KENNY)
* Create and post a flyer (ANDREA)
* Fall virtual recruitment event (KENNY)
* Leverage personal networks (KENNY)
* Solicit businesses to fill gaps (KENNY)

**On-Boarding Process*** Welcoming packet (VIMAL/KENNY)
	+ Example checklist: <https://www.wildapricot.com/blogs/newsblog/2019/06/05/new-member-welcome-packet>
* Providing institutional documents (VIMAL/ANDREA)
* Building cohesion with new members (VIMAL/KENNY)
* Formally establish “Board Mentor” system (VIMAL/KENNY)

**Charter Renewal*** Gather initial materials we know SCSC will want (ANDREA)

**Long-Term Board Tasks*** Pre-K for 2021/2022
* Initiate long-term building for school
 | 7:05 PM – 8:00PM |
| **Meeting Adjourned** | 8:00 PM |