**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 |