

# F.W. Parker Charter Essential School

## Minutes

### Governance Committee Meeting

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#### Date and Time

Friday October 28, 2022 at 4:00 PM

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<http://parker.school/governancecommittee>

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#### Committee Members Present

A. Jolly (remote), B. Harrigan (remote), G. Penna, J. Fredericksen (remote), M. Edgar (remote), M. Lindsey, N. Odekirk Hatlevig (remote), S. von Conta (remote), T. Testa (remote)

#### Committee Members Absent

F. Fernau

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### I. Opening Items

#### A. Record Attendance

#### B. Call the Meeting to Order

M. Lindsey called a meeting of the Governance Committee of F.W. Parker Charter Essential School to order on Friday Oct 28, 2022 at 4:00 PM.

#### C. Approve Minutes

N. Odekirk Hatlevig made a motion to approve the minutes from Governance Committee Meeting on 09-14-22.

A. Jolly seconded the motion.

The committee **VOTED** to approve the motion.

### II. Governance

#### A. Developing SMART Goal(s)

Committee members discussed creating SMART goals with a focus placed on articulating recruitment systems and technologies. An audit of how/when the committee approaches

recruitment was discussed. Various members of the committee will submit for review examples of process flow documents and nomination forms, a calendar for recruitment for the current year along with an outline of the current slate of Board and all Committee members. In addition, the goal of creating standard operating procedures for succession planning, evaluating committee members, and nominating candidates were discussed.

#### **B. Board Composition Review**

Committee members discussed the ideal composition of the Board of Trustees including number of representatives, skill sets, and having 'classes' of 6 Trustees per 3-year term. Having 18 BoT members per year should be the goal. The current focus of recruitment is Finance Committee members, geographic representation of Fitchburg and/or Leominster on the BoT, and an Alumni representative to the BoT. Further discussion of having a current Parker student representative, a representative unfamiliar with Parker practices and pedagogy, and a member with a trade or vocational school skillset tabled to a future meeting.

#### **C. Committee Minutes**

Currently, members are having a difficult time accessing draft minutes for approval. It was decided that draft minutes will be made public before the meeting so all members can access and review before approval.

### **III. Other Business**

#### **A. Standing Meeting Time**

Members will be asked about their availability for a standard meeting time for the remainder of the year.

#### **B. Adding Agenda items**

The role of the Governance Committee in reviewing policy changes mandated from DESE and/or the state that will affect the handbook before moving on to the BoT was discussed and tabled to a future meeting.

### **IV. Closing Items**

#### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:12 PM.

Respectfully Submitted,  
M. Lindsey