

# F.W. Parker Charter Essential School

## Minutes

### December Governance Meeting

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#### Date and Time

Tuesday December 6, 2022 at 8:00 AM

#### Location

<http://parker.school/governancecommittee>

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#### Committee Members Present

B. Harrigan, F. Fernau (remote), G. Penna (remote), J. Fredericksen (remote), M. Edgar, M. Lindsey, N. Odekirk Hatlevig (remote)

#### Committee Members Absent

A. Jolly, S. von Conta, T. Testa

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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 Tuesday Dec 6, 2022 at 8:00 AM.

#### C. Approve Minutes

G. Penna made a motion to approve the minutes from Governance Committee Meeting on 10-28-22.

M. Edgar seconded the motion.

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

### II. Governance

#### A. Process for Tracking & documenting candidates

Matt shared the existing process and flow for Governance Committee work from past years. The committee discussed Board on Track has many resources that could be better

utilized to support governance work, especially for recruitment. Julie and Fletcher identified the orientation of committee members as an area for future focus to ensure they understand the work of the committee and the expectations of members. The next step includes asking other committees for information they would include in a new member orientation, such as a mission statement, values, and what the committee looks to members for. Mara will follow up with Board on Track about what further support or resources are available for candidate tracking systems. Nicole will write a draft of the formal process for nominating new trustees and committee members.

#### **B. Review Current Board Member Composition & Skills**

Matt shared the current Board Member's Report, and the committee briefly discussed areas of potential focus, identifying facilities and finance as core areas that require recruiting of explicit skill sets and expertise. Mara noted experience developing and working on strategic planning as a potential area for recruitment. Matt will follow up at the next Board meeting with trustees who still need to complete their skills profile.

#### **C. School Policy Review Process**

The committee discussed the appropriate scenarios for Governance Committee to review school policy changes. Brian noted the state mandated the most recent change brought to the Board. Glenn shared that historically, the Head of School has brought school policy changes to the Board to inform about changes. The Board votes to approve policy changes directly related to the charter or by-laws.

### **III. 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 9:00 AM.

Respectfully Submitted,  
M. Lindsey