

# F.W. Parker Charter Essential School

## Minutes

### November Governance Meeting

---

#### Date and Time

Tuesday November 7, 2023 at 8:00 AM

---

#### Committee Members Present

A. Jolly (remote), B. Harrigan, F. Fernau (remote), G. Penna (remote), J. Fredericksen (remote), M. Lindsey, N. Odekirk Hatlevig (remote), T. Testa

#### Committee Members Absent

M. Edgar, S. von Conta

#### Guests Present

P. Gordon

---

### 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 Nov 7, 2023 at 8:00 AM.

#### C. Approve Minutes

N. Odekirk Hatlevig made a motion to approve the minutes from October Governance Meeting on 10-17-23.

B. Harrigan seconded the motion.

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

### II. Governance

#### A. Board Skills Report

Matt Lindsey shared the Member Skills Report, and the committee discussed takeaways. Glenn Penna suggested working with Board on Track to customize member profiles and skills to reflect Parker's needs better. Proposed roles for inclusion are alumni, parent, and faculty.

Matt also explained that having at least one member of the Board of Trustees self-report as having skills in particular areas (legal, finance) counts as the Board having expertise in that area.

## **B. Board Recruitment**

The committee discussed strategies for recruitment of both sub-committee and Board of Trustees to include more than the individual committee members contacts were discussed. Ideas included:

- Re-introducing asking parents at PLPs.
- Target parents of outgoing seniors to capture Parker experience and success stories.
- Keep contact info for alumni updated with their line of work.
- Post opportunities on certain committees or the Board like a job opening – approach the ask like career development.
- The Development Committee has a “Friends of Parker” event – how can Governance have a similar approach or partner with Development on the event?

Brian will focus the Governance portion of the December Board of Trustees meeting on recruitment.

## **C. Enrollment Committee Recruitment**

Pam Gordon, chair of the new Enrollment Sub Committee, explained the new committee's purpose and how it differs from the Ambassador Task Force. Though both are dedicated to improving application numbers, the Committee is more strategic, and the Task Force is actionable.

Pam explained what skills and demographics are needed on the new committee:

- marketing experience
- a current member of the development committee
- local alumni
- residents from larger sending towns like Ayer, Shirley, Acton, Leominster, and Fitchburg
- DEI experience

Given that the Ambassador Task Force has a goal of getting at least one representative from each sending town and that current parents are primary targets, Brian is taking the lead on finding members for the task force.

## **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