APPROVED

Pataula Charter Academy

Minutes

November 2020 Governance Committee Meeting

Date and Time
Monday November 16, 2020 at 5:00 PM

Location
Spring Creek Charter Academy Lunchroom

Committee Members Present
B. Brock, E. Lenz, K. Holley, L. Adkinson

Committee Members Absent
C. Weathersby, J. Sanders

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

K. Holley called a meeting of the Governance Committee of Pataula Charter Academy to order on Monday Nov 16, 2020 at 5:07 PM.

C. Approve Minutes

First meeting - no minutes to approve

II. Governance

A.

Set Purpose and Structure of Governance Committee

Kylie shared BoardOnTrack resources for the Purpose and Structure of the Governance Committee - a "job description". In looking over this information it was the consensus of the members that the committees first priority is to have a full board. There are still 2 open slots at this time. We need to analyze the skill set needed on the board and ensure diversity. Individuals with legal or financial experience would be an asset. Push school advisory boards as a feeder program for board membership through placement on committees. Recruitment and Board Capacity are key.

B. BoardOnTrack Board Self-Assessment Results

Committee members reviewed the Recommendations from the BoardOnTrack self-assessment completed earlier in the year. We should be able to look at this assessment and set Goals from these recommendations. The different committee's should begin to plan now for Board recruitment. We have such small numbers on the committees it was suggested that we appoint Administrators from each school to serve on committees. School administrators would have more insight into their parent base and the percentage of students from each county served. Perhaps limit administrators to service on only 2 committees. Ask AP's to sit on finance committees. It was suggested that informal meetings between parents, the community and the Board be considered, i.e. Board Social Nights, PTO meetings that explain how the Board works, informational sessions for recruitment and committees providing face time with the superintendent and board members, allowing parents, and the community a voice in long term planning of curriculum and for the facilities. At this time the Finance Committee meets monthly. The Academic Committee should meet at least quarterly. The Governance Committee will meet quarterly. There is no such thing as too much communication.

C. FY21 Board Goals

BoardOnTrack's review of the self assessment offered 3 main goals for the Governance Committee: Fomalize Committee Work, Recruit New Board Members, and Develop a Fund Raising Action Plan. The committee discussed these goals. Members felt that considering the current situation with COVID and the economy that the goal on fund raising should be tabled at this time.
E. Lenz made a motion to adopt Formalizing Committee Work and Recruiting New Board Members as the 2 main goals of the Governing Board.
B. Brock seconded the motion.
The committee **VOTED** unanimously to approve the motion.

D. Pataula Charter Academy Governing Board Calendar

Kylie presented examples of Governing Board Calendars for committee review and recommendation. There were several items from each calendar that the members would like incorporated into one workable calendar for the Board. Kylie will take these suggestions and present a proposed or draft calendar to the committee and Board.

E. Governing Board Retreat

After a review and discussion of the enclosure regarding a Board Retreat it was decided to hold a work session to create an agenda/plan for this retreat. The work session was scheduled for Wednesday, December 9, 2020 at 9:00, the session to be held at SCCA.

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 5:55 PM.

Respectfully Submitted,
K. Holley