APPROVED

Pataula Charter Academy

Minutes

Governance Committee Meeting

Date and Time
Monday January 24, 2022 at 5:00 PM

Location
Due to a rise in COVID-19 cases in our schools and communities this meeting will be held virtually. Committee members will receive a link through email to join the Google Meet. Stakeholders may participate in the meeting by calling our Conference Call line.
Phone Number: 701-802-5366
Access Code: 8532300

Committee Members Present
C. Weathersby (remote), E. Lenz (remote), J. Sanders (remote), K. Holley (remote)

Committee Members Absent
L. Adkinson

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

E. Lenz called a meeting of the Governance Committee of Pataula Charter Academy to order on Monday Jan 24, 2022 at 5:00 PM.

C. Approve Minutes

C. Weathersby made a motion to approve the minutes from March 2021 Governance Committee Meeting on 03-01-21.
J. Sanders seconded the motion.
The committee **VOTED** unanimously to approve the motion.

D. Approve Agenda

C. Weathersby made a motion to approve the agenda.
J. Sanders seconded the motion.
The committee **VOTED** unanimously to approve the motion.

II. Governance

A. Board Retreat

Erin asked the Committee members if they felt we should have another Board retreat like last year's. All of the members agreed that the retreat was great for the development of the Board, and we should make it an annual event. There was some concern about the burden of planning due to the extra work and stress COVID is putting on the staff. Kylie said that she and Kathy B. (Curriculum Director) would take on the planning so school leadership would not have the extra burden Erin suggested we use the same content as last year to make the planning easier. Erin also suggested that the school leadership still attend the retreat so that the Board could build rapport with them.

B. Board Recruitment Info Sessions

The committee has previously discussed holding information sessions for the purpose of Board Recruitment. Due to COVID, we have not done that yet. However, the committee feels we should make this a priority . It was suggested that we also record the sessions to post on the website for anyone who was unable to attend the sessions or show interest after the sessions are held. This would be a good way to create a pipeline of perspective board and committee members for future openings. Planning for this could be a possible work session at the retreat.

C. New Board Member On-Boarding Process

Erin discussed the need for a concrete and consistent on-boarding process for new Board members. She suggested creating Board manuals for each member that included important documents such as the charter, CPF, policies, etc. Kylie also suggested an "orientation video" to accompany the book. Planning for this could be a possible work session at the retreat.

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 6:00 PM.

Respectfully Submitted,
E. Lenz