APPROVED

Bridge Preparatory Charter School

Minutes

Board Development & Governance Committee Meeting

Date and Time
Monday August 10, 2020 at 8:30 AM

Location
Dial In: 701-802-5114
Passcode: 5094595#
Record *9, 1 to confirm

Committee Members Present
Frank Santarpia (remote), George Winn (remote), Laura Timoney (remote), Laurel Gyimesi (remote)

Committee Members Absent
None

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Laura Timoney called a meeting of the Board Development & Governance Committee Committee of Bridge Preparatory Charter School to order on Monday Aug 10, 2020 at 8:33 AM.

C. Approve Minutes July 13, 2020

Laura Timoney made a motion to approve the minutes from Board Development & Governance Committee Meeting on 07-13-20.
George Winn seconded the motion.
The committee **VOTED** unanimously to approve the motion.

D. Approve Minutes June 9, 2020

Laura Timoney made a motion to approve the minutes from Board Development & Governance Committee Meeting on 06-09-20.
George Winn seconded the motion.
The committee **VOTED** unanimously to approve the motion.

E. Approve Minutes May 8, 2020

Laura Timoney made a motion to approve the minutes from Board Development & Governance Committee Meeting on 05-08-20.
George Winn seconded the motion.
The committee **VOTED** unanimously to approve the motion.

II. Board Development & Governance

A. Board of Trustee Job Description and Confidentiality Clause

A discussion was had about adding a confidentiality clause to the Board of Trustee job description. Language for the confidentiality clause was discussed and agreed upon.The clause will be added to the job description and presented to the Board at the next meeting.
The discussion also included adding a social media clause to the job description however it was agreed that the media clause should be included in the Code of Ethics. The Code of Ethics will also be reviewed to make sure the confidentiality language coincides
with the language proposed for the Board job description.

B. Protocols for Using Board Email

The committee believes there should be protocols developed concerning communication between the Executive Director and the Board through the Board email. Should there be response time requirements; should communication occur through the committee heads; how should the executive director respond; can the Executive Director have appropriate staff members respond. A draft of the protocols will be developed and presented to the Board.

C. Board Recruiting & Commitment from Current Trustees

Recruitment of new Board members is essential to growth, necessary to allow for succession and to prevent Board member burn-out. Recruitment through known channels has not been effective. Discussion was had as to new recruitment methods and whether attempts should be made to recruit committee members as opposed to full board members, with a goal of adding one or two of the committee members to the Board. It was suggested that we participate in a session with Board on Track concerning

ideas for recruitment. Also discussed, was the re-commitment of present Board members.

D. Committee Goals

The Governance Committee has to set its goals for the upcoming year. General discussion was had about the goals which will be addressed again at the next committee meeting. The committee plans on having the goals finalized by the October Board meeting. Governance Committee job description will also be finalized.

III. Closing Items

A. Adjourn Meeting

Laura Timoney made a motion to adjourn the meeting at 9:29.
George Winn seconded the motion.
The committee **VOTED** to approve the motion.
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:29 AM.

Respectfully Submitted,
Laurel Gyimesi

Documents used during the meeting

None