

APPROVED



# Veritas Preparatory Charter School

## Minutes

### Governance Committee Meeting

Zoom Meeting

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#### Date and Time

Friday December 8, 2023 at 11:00 AM

#### Location

[Join Zoom Meeting](#)

ID: 85152375662

Passcode: 370079

□

[\(US\) +1 669-900-6833](#)

Passcode: 370079

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#### Committee Members Present

A. Mendelson (remote), D. Fuller (remote), R. Romano (remote), X. Delobato (remote)

#### Committee Members Absent

*None*

#### Guests Present

N. Gauthier (remote)

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#### I. Opening Items

A.

## **Record Attendance and Guests**

### **B. Call the Meeting to Order**

D. Fuller called a meeting of the Governance Committee of Veritas Preparatory Charter School to order on Friday Dec 8, 2023 at 11:06 AM.

### **C. Approve Minutes**

A. Mendelson made a motion to approve the minutes from Governance Committee Meeting on 10-24-23.

X. Delobato seconded the motion.

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

## **II. Governance**

### **A. Board on Track Guest Speaker**

Welcome and Introductions

**Gina Fafard**, Senior Governance Coach, Board on Track (BoT) joins our meeting today.

Gina reviews Governance Roles & Responsibilities (some examples below)

- Analyze skills and experience needs on the Board
- Create short and long term goals

Gina reviews examples of Governance Committee Task (some examples below)

- Develop and review annually the procedures for Board recruitment
- Develop orientation and training plan for new trustees
- Annually coordinate an evaluation of the board and individual trustees
- Develop annual Board and committee calendar

Review Committee Goals for FY2024 - Gina really likes the strategic priorities goal. We will go through each of these goals and talk about how Board on Track can support us in accomplishing these goals.

#### **1. Recruit new trustees with targeted professional expertise (HR, Legal & Fundraising)**

- Board on Track members report - once Board member terms have been entered and the self-assessment is completed, it will create a roadmap and skill levels in certain key areas of trustees.

- BoT has resources and tools to help the committee create a trustee recruitment plan. If the whole Board turned over would a new Board be able to take over and know what they are doing. Create a one pager - Gina has examples.

Aaron asks if she has an example of a structured orientation?

Gina says she has a really good one. There are certain things a new Board member should have at their fingertips when they start. Helpful links, trainings, etc. Gina has also been developing courses i.e. basic Board Governance course. Helpful for a new trustee that has never served on a Board before.

Rachel asks about the members report?

Gina says its a simple skills survey in every Board member's profile.

**2.** Oversee board of trustees strategic priorities, goals, committee goals, and CEO goals and progress monitoring.

- BoT goals trackers - very simple project management tool

The committee discusses typical Board sizes and composition.

- Provide BoT training for committee chairs so they can enter tasks and update progress. Helps to create institutional memory.
- Create a Success Plan in the goals tracker that highlights the top priorities and share it at Board meetings quarterly.

**3.** Oversee trustee attendance and engagement policy, monitor, and report progress

- At an annual meeting/retreat, have a "Board Member Expectations" document that can be reviewed and signed off on. They can also sign Conflict of Interest policy then.
- BoT has an attendance monitor (chart) on the Board page for quorum but cannot track individual attendance.
- Create a template in goals tracker and update it monthly.

**4.** Adopt and conduct an annual board self-assessment

- The BoT annual assessment is included in our membership. We can streamline it if we want to - shut off certain sections. Committee takes a look at the Board's most recent results (2022) and how to use them.

- The assessment is a way to reflect on the Board's performance and effectiveness. The Board and CEO should take it so you can look for areas of both alignment and misalignment.

Finalize your Governance Framework

- Create and approve job descriptions
- Create a yearly strategic calendar

Gina pulls up the Veritas BoT dashboard and reviews features with the committee.

- Action items - assign tasks - helps hold people accountable
- Post feature - share something with full Board - one way communication
- Governance alerts - remind Nikki to make agendas public, etc.
- On track score - BoT usage
- Click on Lifesaver button in the bottom right corner - chat - customer support

Gina reviews the Members Report with the committee - this will help with recruitment

Gina suggests we launch the member survey again in April and then discuss results at annual meeting.

#### **B. Board on Track Coaching Plan Discussion**

Discuss at next meeting.

#### **C. Recruitment of New Trustees**

Discuss at next meeting.

### **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 12:03 PM.

Respectfully Submitted,  
D. Fuller

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### **Documents used during the meeting**

- Governance Committee Goals FY2024.docx

- New Trustee Onboarding Plan 2021-22.docx