

APPROVED



# Veritas Preparatory Charter School

## Minutes

### Governance Committee Meeting

Zoom Meeting

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#### Date and Time

Friday June 14, 2024 at 10:00 AM

#### Location

[Join Zoom Meeting](#)

ID: 85152375662

Passcode: 370079

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

Passcode: 370079

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#### Committee Members Present

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

#### Committee Members Absent

*None*

#### Guests Present

N. Gauthier (remote), R. Romano (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 Jun 14, 2024 at 10:03 AM.

### **C. Approve Minutes (1)**

A. Mendelson made a motion to approve the minutes from Governance Committee Meeting on 04-12-24.

D. Fuller seconded the motion.

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

### **D. Approve Minutes (2)**

A. Mendelson made a motion to approve the minutes from Governance Committee Meeting on 05-10-24.

D. Fuller seconded the motion.

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

## **II. Governance**

### **A. Trustee Terms, Officer Roles, and Committee Assignments**

Rachel shared that the governance committee is responsible for creating the annual meeting agenda, which will be reviewed at the start of their board retreat agenda. There was discussion about identifying trustees with ending terms, with some discrepancies in listing trustees whose terms were ending.

It was noted that Lisa and David's terms are up for renewal while officers' positions were solidified. There was also a review of committee assignments, during which an oversight regarding David's inclusion in a specific committee was addressed.

The group discussed confirming existing committee days and times for inclusion in their annual report. They also planned to invite members needing schedule changes to reach out accordingly.

Plans were made to send out an email containing all documents related to the board retreat ahead of time so that trustees could review them before attending. Attendance confirmation requests would also be included in this email.

### **B. Trustee Job Description**

The conversation revolved around adding specific responsibilities such as attendance to a job description from Board on Track. There were suggestions to modify certain aspects

of this job description, particularly regarding conducting annual evaluations of individual trustees and full board members.

Rachel discussed including various documents such as accountability plans, common criteria for charter schools, and job descriptions in pre-reading materials ahead of an upcoming meeting or retreat. They aimed to ensure that these materials are easily accessible by all participants during discussions at the event.

During the meeting, David inquired about the transition plan for the chairman role. Rachel clarified that Matt will assume the vice chair role for the upcoming year, and Anne will continue as chair until FY 26. The decision was confirmed to be agreeable with Matt.

There were plans to keep discussions on annual meeting items concise, allocating approximately 15 minutes for this section during an upcoming event.

### **III. Other Business**

#### **A. Activity Vans**

The discussion revolved around purchasing two activity vans and leasing them to the school through a loan from People's Bank. It was mentioned that a vote on financing would be required before June's end, necessitating involvement from board members and Friends directors.

Rachel proposed adding a section titled "Activity Vans" on the agenda in an upcoming Finance Committee meeting agenda. She aimed to ensure thorough vetting at this committee level before presenting it at a Board meeting.

Rachel addressed school immunity and insurance coverage details during the meeting. She explained that there is some immunity under Torts law but emphasized obtaining comprehensive insurance coverage exceeding those limits.

#### **B. Coast Guard Academy**

Aaron raised concerns about organizing a tour of Coast Guard Academy for students. A potential visit date was discussed based on scheduling considerations.

Rachel discussed the logistics of organizing a field trip for high school students to the Coast Guard Academy. She suggested sending one van to accommodate around 10 students and mentioned that the trip would be offered on a first-come, first-served basis for grades nine through 11. The group considered scheduling the trip in October due to settled weather conditions and complex high school schedules aligning with college courses.

Aaron proposed scheduling the field trip in October for better weather conditions, suggesting leaving early in the morning on a Friday and returning by mid-afternoon. Rachel agreed that this timing would work well and expressed her intention to coordinate with the high school team to finalize an October date within the next few weeks.

Aaron discussed potential details such as adult supervision, meal arrangements at the academy, tour duration, transportation timings, and ensuring parental consent for student participation. He also mentioned his plan to visit ahead of time with another group before taking students on their own tour.

Rachel emphasized her intent to gauge student interest levels through counselors before finalizing dates or timing options. She also welcomed Aaron's offer of bringing back brochures from his initial visit as part of gathering information about potential careers at Coast Guard Academy.

The conversation delved into discussing educational opportunities available at Coast Guard Academy relevant for aspiring boat operators or those considering careers within this branch of military service. They touched upon how these opportunities could benefit various types of students regardless of academic achievement levels.

#### **IV. 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 10:50 AM.

Respectfully Submitted,  
D. Fuller

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

- Trustee Terms, Officer Roles & Committee Assignments 2024-25 - March Meeting.docx
- Veritas Preparatory Charter School Trustee Job Description.docx