

APPROVED



# Veritas Preparatory Charter School

## Minutes

### Governance Committee Meeting

Zoom Meeting

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#### Date and Time

Friday July 12, 2024 at 10:00 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), X. Delobato (remote)

#### Committee Members Absent

*None*

#### Guests Present

L. Goncalves (remote), 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 Jul 12, 2024 at 10:03 AM.

### **C. Approve Minutes**

D. Fuller made a motion to approve the minutes from Governance Committee Meeting on 06-14-24.

A. Mendelson seconded the motion.

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

## **II. Governance**

### **A. Activity Vans - Lease Agreement**

Rachel explained that Krokidas & Bluestein, LLP had drafted a seven-page lease agreement between Friends of VPCS and the School for activity vans. She clarified that this document did not require further legal review from attendees since it had already been reviewed by legal experts.

Rachel outlined the plan to present an agreement at an upcoming board meeting after seeking feedback from directors of Friends of VPCS organization. The goal is to have the board approve lease and use policies for vans so they can be operational by the start of the school year.

Rachel explained that due to two entities involved, she may present the agreement under her report rather than through governance committee but emphasized that it will go before the entire board in July for approval.

Rachel confirmed that feedback from this meeting will go to the friends group next week before being voted on at the July meeting. No vote was required at this point due to potential revisions based on legal review.

### **B. Activity Vans - Vehicle Policy**

Rachel presented the school-owned leased vehicle policy, which is distinct from the employee-owned vehicle policy approved last year. The new policy has been developed in collaboration with insurance and is being vetted by legal teams to ensure compliance. It includes a permission slip for parents and addresses safe driving requirements, GPS usage, and limitations on electronic devices while driving.

#### **Vehicle Use Policy Details**

Rachel emphasized the importance of staff adhering to the policy regarding the use of school-owned vehicles. She highlighted that phone and device usage is strictly prohibited

while operating these vehicles. The implementation of GPS tracking, managed by the school, was also mentioned as a measure to ensure compliance with this policy.

Rachel expressed concerns about potential distractions while driving school-owned vehicles and stressed the need for clear guidelines to prevent misuse. She emphasized that they aim to avoid situations where staff members might attempt to justify their phone usage while driving by claiming it was related to setting up Bluetooth or similar activities.

Lynne emphasized that staff members responsible for vehicle occupants should not use cell phones while driving, and if they need to make a call, they must pull over. The policy also includes guidelines on the use of GPS equipment provided by the school and communication protocols for occupants' needs. David suggested adding clarity to separate navigation systems and cell phone usage in the policy.

Rachel clarified that GPS devices would be provided with the vehicles, ensuring drivers do not need personal devices for navigation. She highlighted that this regulation aims to protect both drivers and passengers.

#### **Insurance and Costs**

David inquired about insurance costs for vehicles under consideration, prompting Lynne to explain that an additional \$3000 would cover both vans annually due to existing commercial auto policies.

#### **Safe Driving Requirements**

Xiomara raised concerns about clarity regarding safe driving requirements in relation to prescribed medication usage by drivers. Lynn suggested changing "should not" use medication while driving to "cannot," emphasizing accountability on drivers' part.

Aaron sought clarification regarding restrictions when transporting students home from authorized activities or events using school-owned vehicles. Lynn clarified that transportation between home and school would be reimbursable but not eligible for reimbursement if using activity vans unless pre-approved circumstances apply.

### **III. Other Business**

#### **A. Action Items**

Revise the school owned vehicle use policy to clarify the use of GPS navigation systems and prohibit the use of personal cell phones for navigation.

Revise the school owned vehicle use policy to strengthen the language around prescribed medication usage, changing 'should not use' to 'cannot use'.

Revise the school owned vehicle use policy to clarify that the policy on moving violations applies to an individual's overall driving record, not just the school vehicles.

Increase the school's insurance umbrella policy to accommodate the addition of the new activity vans.

Provide the revised school owned vehicle use policy and vehicle lease to the board for review in advance of the July board meeting.

Review and approve the vehicle lease and school owned vehicle use policy at the July board meeting.

#### **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 10:56 AM.

Respectfully Submitted,  
D. Fuller

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

- Vehicle Lease Agreement 2024 - July Meeting.pdf
- School-owned vehicle use policy - July Meeting.pdf