

APPROVED



# Veritas Preparatory Charter School

## Minutes

### Governance Committee Meeting

Zoom Meeting

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#### Date and Time

Friday November 8, 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)

#### Committee Members Absent

X. Delobato

#### 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 Nov 8, 2024 at 10:08 AM.

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

D. Fuller made a motion to approve the minutes from Governance Committee Meeting on 08-09-24.

A. Mendelson seconded the motion.

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

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

D. Fuller made a motion to approve the minutes from Governance Committee Meeting on 10-18-24.

A. Mendelson seconded the motion.

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

## **II. Governance**

### **A. Trustee Obligations Spreadsheet**

#### **Trustee Obligations Update**

Nicole provided an update on trustee obligations, working with the business manager to ensure all trustees are up-to-date on responsibilities.

Most trustees are in compliance, with only a few needing to finalize conflict of interest acknowledgment forms.

### **B. Trustee Attendance Policy**

#### **Trustee Attendance Review**

Rachel presented a spreadsheet showing trustee attendance percentages for full board and committee meetings.

The policy requires 75% attendance for both.

Some trustees communicate absences in advance.

Terry Maxey was identified as consistently absent without communication.

#### **Handling Trustee Absence**

The committee discussed how to handle Terry Maxey's situation, noting they have 'gone dark' and not responded to outreach attempts.

They reviewed bylaws regarding trustee removal and decided to make further attempts to contact Terry for a written resignation before potentially voting to remove them at the December board meeting.

### **C. Board Officers and Roles**

#### **Assistant Treasurer Proposal**

The committee proposed keeping AnnMarie as treasurer for now, but appointing Denise as assistant treasurer to help when needed.

They also proposed separating the treasurer and finance committee chair roles, which have traditionally been combined.

The proposal is to have Denise chair the finance committee to provide more consistent leadership.

The committee reviewed bylaws to confirm this arrangement is allowable.

They plan to formally propose these changes at the December board 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 10:42 AM.

Respectfully Submitted,  
D. Fuller

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

- Trustee Obligations Spreadsheet November Meeting.xlsx
- Veritas Board and Committee Meeting Attendance 7.1.23-10.15.24.xlsx
- VPCS\_Board\_of\_Trustees\_Attendance\_Policy.docx
- Trustee Terms, Officer Roles & Committee Assignments 2024-25 - March Meeting.docx
- VPCS Board of Trustees Bylaws.docx