

APPROVED



## Butler Academy

# Minutes

### Governance committee

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#### **Date and Time**

Tuesday April 9, 2024 at 6:00 PM

#### **Location**

Governance committee

Tuesday, April 9 · 6:00 – 7:00pm

Time zone: America/New\_York

Google Meet joining info

Video call link: <https://meet.google.com/kdy-ufno-jcz>

Or dial: (US) +1 650-817-8529 PIN: 165 823 704#

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#### **Committee Members Present**

C. Forrest (remote), H. Hoilett-Frierson (remote), K. Flaherty (remote), M. Bunnell (remote)

#### **Committee Members Absent**

*None*

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### **I. Opening Items**

#### **A. Record Attendance**

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

M. Bunnell called a meeting of the Governance Committee of Butler Academy to order on Tuesday Apr 9, 2024 at 6:02 PM.

## II. Governance

### A. Approve Minutes

Motion to approve the minutes from Governance Committee Meeting on 03-05-24.  
The committee **VOTED** to approve the motion.

### B. Succession planning

Discussions still pending with president on emergency succession plans and multi-year plans.  
Committee continues to try identify current members who might be interested in executive positions in the future.

### C. Board Expansion

M Bunnell will be touring a prospective board member next week at the school.

### D. Board handbook/manual

Board manual continues to be updated in the google drive and an initial draft should be ready to present to the board by the next meeting. Items suggested to be added include guidance to parents as board members, expectations of board members to participate in school activities and potential grounds for dismissal of trustees.

### E. New policies

Will plan to email conflict of interest, confidentiality and code of ethics to legal team to approve then will send to board members to sign.

## 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 7:31 PM.

Respectfully Submitted,  
M. Bunnell