

APPROVED



## Butler Academy

### Minutes

#### Governance committee meeting

---

##### **Date and Time**

Wednesday September 4, 2024 at 5:30 PM

##### **Location**

Governance committee

Wednesday, September 4 · 5:30 – 6:30pm

Time zone: America/New\_York

Google Meet joining info

Video call link: <https://meet.google.com/zuk-mtsr-dxz>

Or dial: (US) +1 929-266-1703 PIN: 185 353 683#

---

##### **Committee Members Present**

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

##### **Committee Members Absent**

*None*

---

#### **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 Wednesday Sep 4, 2024 at 5:30 PM.

## II. Governance

### A. Approve Minutes

K. Flaherty made a motion to approve the minutes from Governance Committee Meeting on 08-07-24.

H. Hoilett-Frierson seconded the motion.

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

### B. Onboarding new board members

Discussed steps that were taken to on-board C. Robinson. Board policy documents signed in in google drive.

A. Moore newly elected board member by special elections. Have requested a butleracademy email for her, welcome packet to be emailed and board policies will then be emailed to her.

### C. Board Expansion

Encouraged to keep the list of potential board members updated as we look ahead to 2025 being an election year. Also discussed trying to identify potential board members who might be willing to take up executive seats in 2025. May bring up at the next board meeting so people can start thinking about it.

### D. Review Committee goals formulated last year

Discussed how the committee has come along with the goals set last year.

1. Begin board handbook- Draft in the board drive.
2. Encourage committees to use Board on Track. Most committees have started to use it to plan and post meeting dates, create agendas and take minutes. Need to further encourage the finance/development committee to follow suit.
3. Identify members who may be willing to take up executive seats next year- will be brought up at next meeting.
4. Formulate a succession plan for school president. Further discussions to be had with the president regarding his long term plans. At his evaluation, mentioned discussions by this fall.

### E. Accountability Framework Index

Have uploaded the school board-approved budget and audit for the past 2 years to the website. The district has in turn posted a new reviewed snap shot of the school's compliance to their web site.

## 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 6:00 PM.

Respectfully Submitted,  
M. Bunnell