APPROVED

MCCPS Board of Trustees

Minutes

Governance Committee Meeting

Date and Time
Tuesday February 13, 2024 at 6:00 PM

Location
Zoom information
Join Zoom Meeting
https://us06web.zoom.us/j/92043602027?pwd=RGh6cDBVd2JkVzBFWmpmdk5yTXRKZz09

Meeting ID: 920 4360 2027
Passcode: MCCPSgov

Please note that the in-person meeting will not be suspended or terminated if technological problems interrupt the remote connection.

Committee Members Present
James Lewis (remote), Nick Santoro (remote), Paul Baker (remote), Polly Titcomb (remote)

Committee Members Absent
Elizabeth Burns

I. Opening Items

A. **Record Attendance**

B. **Call the Meeting to Order**

Polly Titcomb called a meeting of the Governance Committee of MCCPS Board of Trustees to order on Tuesday Feb 13, 2024 at 6:11 AM.

C. **Polly Titcomb notified the Committee that Elizabeth Burns had stepped down as a Committee member via email. Polly notified the Committee that she replied to Elizabeth's email thanking her for all her prior work on the Committee.**

D. **Approve Minutes**

Nick Santoro made a motion to Approve the minutes from August 24, 2023 Governance Committee Meeting on 08-24-23.
Paul Baker seconded the motion.
Jeff abstained as he was not present at that meeting.
The committee **VOTED** to approve the motion.

E. **The Committee then discussed the need to recruit members as we are down to four (4) voting members. Polly said she knows one parent who was interested and she will reach out to that person. We suggested putting a notice out via the weekly email updates.**

F. **Discuss & Approve Older Meeting Minutes**

Polly had previously found minutes dating as far back as November 2022 that were still unapproved. This applied to all committees and sub-committees, not just the Governance Committee. At the time of the meeting, Polly could not locate these unapproved old minutes on Board on Track. Nick suggested that they had already been cleaned out a few months back as part of the school's efforts to comply with DESE's requirements/suggestions. This item may be obsolete now, but Polly will explore the website again to make sure they are been removed.

II. Governance

A. **Examine Proposed Change to By-Laws**

Nick Santoro made a motion to approve proposed language change to the by-laws.
Paul Baker seconded the motion.
Approved proposed language written by Polly relating to creation of staggered terms for board members.
The committee **VOTED** unanimously to approve the motion.

B. **Review Results of Board Member Self Assessment/Future Assessments**

This was an old agenda item of Nick's. He shared the self-assessment tool he had created and we discussed this; agreed it was more than sufficient. We suggested that this could be a tool that the individual board members use prior to the annual board retreat. We then could compile the results and discuss any themes at that meeting. We could also have each board member share their own results with the rest of the

members. Either way, we wanted this tool to be helpful rather than an opportunity to criticize ourselves or others.

C. Add and Discuss Board Composition Dashboard and Implementation

This was a previous agenda item created by Nick. Since that time, he already did create a board composition dashboard. He shared it with the group via Google Docs. Essentially, it is a document that names each board member and the experience/professional background/ perspective they offer to the group. It also provides an outline of qualities that we would ideally like the Board to have so we can keep these needed qualities in mind as we recruit board members in the future.

III. Other Business

A. Review of Committe Role & Responsibilities

The Committee walked through the actual charge of the GC as outlined in the By-Laws and Charter. We discussed the outstanding needs for each category and realized that, essentially, many of these needs could be addressed through the creation of a Board Handbook. We all liked this idea and agreed to start brainstorming its creation at our next 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 7:00 PM.

Respectfully Submitted,
Polly Titcomb

Documents used during the meeting

- MCCPS Bylaws, Proposed Edits, Staggered Terms, 10_15_23.pdf