

APPROVED



## MCCPS Board of Trustees

### Minutes

#### Governance Committee

Monthly Meeting

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#### Date and Time

Tuesday December 10, 2024 at 6:00 PM

#### Location

Zoom Meeting

<https://us06web.zoom.us/j/92043602027?pwd=RGh6cDBVd2JkVzBFWmpmdk5yTXRKZz09>

Meeting ID: 920 4360 2027

Passcode: MCCPSgov

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

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#### Committee Members Present

James Lewis, Polly Titcomb

#### Committee Members Absent

Nick Santoro

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#### 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 Dec 10, 2024 at 6:21 PM.

## **C. Revisiting Need for New Secretary**

Polly gave update on Board on Tracking ability to take minutes using the agenda outline.

This makes it easier for Polly to take minutes as we go through the meeting, so she is willing to stay on as secretary for now.

James Lewis made a motion to make Polly secretary (removing Jeff).

Polly Titcomb seconded the motion.

See above.

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

## **II. Governance**

### **A. Approval of Prior Meeting Minutes**

James Lewis made a motion to Approve the meeting minutes for the following meeting dates: 10/19/23, 12/28/23, 02/13/24, 04/09/24, 06/12/24, 09/12/24 and 10/17/24.

Polly Titcomb seconded the motion.

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

### **B. Member Recruitment**

Jeff has a possible contact of Charter mother who may be interested in joining Governance. Jeff will follow up with the Committee if that connection leads anywhere.

### **C. 2025 Meeting Dates**

Tuesday nights are still working for members and 6pm is the mutually preferred time. We also agree that trying to stagger the meetings in between the weeks of the full Board meetings makes the most sense for planning, action items, follow up from respective meetings, and the like. Polly will schedule the next year's (2025) meetings in advance to be placed on Board on Track calendar.

## **III. Other Business**

### **A. Review of Board of Trustee Handbook**

I screen-shared the current draft of the Handbook with the Committee and we shared questions and comments about the same. Here is the summary of discussion and next steps:

1. Polly went through first draft of handbook and explained concept/categories/general content. To date, the handbook is a just compilation of content dumped into one place.

2. Next step: Polly will organize the content into general categories and/or chapters and will eliminate obvious extraneous, duplicative, irrelevant materials. This updated draft will be circulated before the next committee meeting.
3. At the next meeting, members will choose chapters/categories to review and edit so we can start to finalize a formal working draft of the handbook.

#### **IV. Closing Items**

##### **A. Public Comments and/or Member Comments**

Jeff shared that one or more students feels that there should be more routine drills around safety/lock-down procedures at the school.

Other than that, no further public or member comments.

Jeff asked Polly to make sure she delegates more so that he has concrete tasks to do in between meetings. This was meant to be helpful and generous, not critical of Polly's efforts to take.

##### **B. 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