



METROLINA REGIONAL  
**SCHOLARS  
ACADEMY**

## Metrolina Regional Scholars Academy

### Governance Committee Monthly Meeting

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#### Date and Time

Tuesday January 9, 2024 at 8:15 AM EST

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#### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>8:15 AM</b>
A. Record Attendance		Dominique Palmer	1 m
B. Call the Meeting to Order		Dominique Palmer	1 m
<b>II. Transition Plan</b>			<b>8:17 AM</b>
A. Review Transition Plan - January Priorities	Discuss	Dominique Palmer	30 m

- Identify the qualifications and characteristics desired in the Executive Director and summarize them for the Board
- Develop a comprehensive job description and make a recommendation to the Board
  - Review these samples before the meeting

<https://docs.google.com/document/d/1Bgq1wQKfWeOGQVs7yO5kvTkRiGAavEwDEe8d2qTBnuw/edit?usp=sharing>

<https://docs.google.com/document/d/1RCyoyl9n585WLxC9TJ4n35URuh1wQ-ON7aX61nnGajl/edit?usp=sharing>

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<a href="https://drive.google.com/file/d/1LLWxurcrQJEDlmln_uzfwMKzh8qTimDs/view?usp=sharing">https://drive.google.com/file/d/1LLWxurcrQJEDlmln_uzfwMKzh8qTimDs/view?usp=sharing</a>			
<b>B.</b> Review Transition Plan - Upcoming Milestones	FYI	Dominique Palmer	5 m
<ul style="list-style-type: none"> <li>• The next priority is to develop recruitment materials for online platforms, education networks, and professional associations. <ul style="list-style-type: none"> <li>◦ Milestone: Job posting by January 31</li> </ul> </li> <li>• Priorities for the next meeting: <ul style="list-style-type: none"> <li>◦ Define the process for reviewing candidate submissions - who, what, where, when?</li> <li>◦ Schedule initial screening interviews</li> </ul> </li> </ul>			
<b>C.</b> Hiring Process Workbook	FYI	Dominique Palmer	5 m
Tom shared this sample hiring process. Review at your convenience.			
<a href="https://drive.google.com/file/d/1Yqp5IBAmws8K8RPUXnrxsL9iDT8DfXPn/view?usp=drive_link">https://drive.google.com/file/d/1Yqp5IBAmws8K8RPUXnrxsL9iDT8DfXPn/view?usp=drive_link</a>			
<b>D.</b> Board Planning	Discuss	Dominique Palmer	5 m
<b>III. Closed session</b>			<b>9:02 AM</b>
<b>A.</b> Discuss personnel matters	Discuss	Dominique Palmer	15 m
<b>IV. Closing Items</b>			<b>9:17 AM</b>
<b>A.</b> Adjourn Meeting	Vote		
<b>B.</b> Recap Next Steps	Discuss	Dominique Palmer	10 m
<ul style="list-style-type: none"> <li>• Need to schedule a monthly Transition Meeting - Should we do the 4th Tuesday or choose another date/time?</li> <li>• Confirm tasks for the committee to work on before the next meeting</li> </ul>			