



Governance Committee

Regular Monthly Meeting Report - March

Committee Actions and Recommendations:

- **Governance Committee would like to thank Tiffany Threatt:**
 - for her time and interest in being a director.
 - At this time, as we recently brought on new members, and don't see a gap in skills, we will not be pursuing adding additional seats.
- **Governance Committee recommends the following changes to full board meeting procedures:**
 - Addition of "Conflict of Interest Statement" to "commencement" section
 - to be read at each meeting
 - Add new "Personnel" section after "Closed Session"
 - Hiring can not be on consent agenda
 - Utilize new "Personnel Report" table for capturing all hires:
 - Full Name
 - Department/Section (Classroom)
 - Position (Year/Step)
 - Action / Change
 - Note
 - Approved Personnel report must also be publically available alongside the minutes for that meeting.
- **Governance Committee requests each committee chair:**
 - Please update your section in the [DRAFT 2022 LHU Board Handbook](#) prior to next Governance meeting
 - Adopt some (slightly more formal) changes to committee procedures:
 - You need to approve (via motion and vote of) the previous committee minutes at the start of each committee meeting.
 - Maintain a list of directors who are "officially" part of the committee, which needs to be approved by the



- Maintain a list of non-director committee members appointed to your committee.
- Committee chair should approve (via motion and vote) any addition or removal of committee members. The meetings are open, and we welcome volunteers, but showing up as a guest to a meeting is different from being a voting member of the committee.

DRAFT



Minutes from Mar. 2, 2022 Meeting:

Attendance and Call To Order

Virtual via Google Meet

Chair: Chris Morton

Board Members Present: Kim Elliott , Kari Schwab , Lan Zhu

Others:

Meeting was called to order at 5:18pm and did not represent a quorum of board members.

Approval of Prior Minutes

No prior minutes were available. Chris will be following up with Dave Machado to see if we can skip voting on that approval going forward, or if we need to have more formal handling of minutes than we do today.

Recruiting

✚ Current LHU Board Interest Matrix

We have no immediate needs to fill; Board stands at 12 voting members

Discussion of Letter of Interest from [Tiffany Threatt](#) - the committee agreed we do not need to interview as there is not a significant need for someone with her background at this time.

Discussion of Board Minutes Procedures

Briefly discussed changes to the formatting for board minutes, use of consent agenda

Recommended change to Personnel procedure

- E.D. would prepare a spreadsheet with finance listing all hires, promotions, resignations, etc and send to board
- We do not publish nor present that list in open session. Closed Session to discuss personnel, then update report.
- Add standing agenda item after closed (if needed) to approve the updated personnel report, which then is attached to minutes.

Chris will look into software for board governance - agendas, reports, and minutes...



Discussion of Board Handbook

It was noted that Chris will send a reminder to all committee chairs to update their section with more detail and consider which procedures need to be documented.

Closure and Next Steps:

Meeting was adjourned at 6:16pm. It was noted that Chris will follow up with Dave Machado 3/16 regarding the questions raised at the meeting.

Example Personnel Report:

Full Name	Department/Section (Classroom)	Position (Year/Step)	Action / Change	Note
Morton, Chris	Upper Elementary - D18	NBPTS Teacher - Masters (3)	Hire	
Elliott, Kim	Operations	Data Manager (9)	Promotion	
Lewis, Wallace	Middle School	Teacher - Bachelors (0)	Resignation	
Uzzell, Elizabeth	Children's House - A2	Instructional Assistant (12)	Additional Employment	Summer Camp Coordinator
Hill, Ryan	Exceptional Children	NBPTS SpEd Teacher - Masters (3)	Leave of Absence	
Hamilton, Leslie	Art	Teacher-Art - Bachelors (20)	Dismissal	
Richardson, Rachel	Spanish	Teacher-Language - Masters (10)	Retirement	Will work through end of year