



KENNESAW CHARTER
SCIENCE & MATH ACADEMY

COMMITTEE MEETING MINUTES

Committee: Governance

Meeting need not be verbatim. These minutes are a brief summary of the events of the meeting.

Date:	Start	End	Next Meeting:	Next time:	Prepared by:
1/10/17	11:41am	12:52pm	02/07/2018	8:30am	Lyn Carden & Shaun Kerr
Meeting Location:					
1905 Woodstock Road, Suite 7150, Roswell, GA					

Attended by:	
Jacqueline Oduselu Montyne Morris	Teleconference: Danny Brewington, EIP Shaun Kerr, EIP Lyn Carden, EIP
Highlights:	

I. Old Business – Committee members discussed their review of the governing board’s current bylaws and determined that some revisions would be required. In addition to input from committee and board members the committee requested input from EIP before a draft was sent to the attorney. A time line was created.

- The governance committee planned to inform the board of the need to revise the bylaws and provide EIP’s feedback on current bylaws at the upcoming board meeting.
- An editable bylaw document for red lines would be circulated to the board following the meeting.
- Once redline remarks were returned to the committee they would be assembled into one document to provide to the attorney.
- The committee hopes is to have a final revised version back to present to the board at the February meeting for adoption.

II. New Business

- a. **The committee would like to establish clear definitions and guidelines of board expectations;** they asked EIP to provide input on best practices.
- b. **Training** – The committee discussed required training. 15 hours for new members, 12 hours after the 1st year. This training must include 3 hours of financial training that can only be provided by

the state DOE. EIP offered to get some clarification regarding the financial training. There was a discussion of training providers and board needs. Beyond the financial training the committee asked EIP if they could provide the remaining training and EIP said they could and would make some recommendations based upon the boards desire and needs

- c. The GCSA membership and March conference was discussed. EIP encouraged attendance and advised that GCSA offers reduced/free tickets close to event.
- d. The committee discussed the need for to clarify board term dates and requirements
 - a. Ms. Morris pointed out that there is a need to grow the board but they also need to have a clear understanding of the terms of current board members. The following strategy was devised
 - i. Revise bylaws – including review of term limits and recruitment practices
 - ii. Reconciliation of the board including board member surveying; EIP will send chart template
 - iii. Creation of recruitment and onboarding policy and procedure
 - b. EIP encouraged the committee to consider the importance of continuity of the standing board to help with stabilization and offered to provide some forms to help start the process.
- e. **Policy reconciliation** The committee began to create/prioritize a list of current and future policies and procedures that need to be reviewed
- f. **Training session** - The committee requested that EIP provide them with a training/work session in the coming weeks to launch the work listed above.
 - a. EIP was asked to work with the committee, board and school in gathering the necessary documents needed for the work session.
- g. Staff Meeting - Ms. Oduselu asked Mr. Brewington if he had any guidance regarding a speech she was scheduled to make in the coming weeks and he provided some potential language.

Next Meeting Date – Next committee meeting – want standing meeting, 1st Wednesday of the month 8:30am at the school next meeting 2/7 8:30

Adjournment 12:52pm