

Zoom Link	https://salemacademycs.zoom.us/meeting/register/tZcsf-GtrD0vGtxbiWLpdZv2H8N9XUAUWqDy
Members Present	Kara McLaughlin, Mark Stevens
Members Absent	Toyuwa Newton, Julie Rose, Sal Martinez, Eddie Aroko
SACS Staff	Stephanie Callahan
Recorder	Fallon Burke
Guests	Chris Graham
Start Time	8:15 am
End Time	9:05 am

Minutes

- I. The meeting was called to order, and Mark moved to accept the minutes as presented. The motion was approved unanimously by the committee.

- II. The committee briefly reviewed the draft goals, with the following updates and discussions:
 - A. Board Growth and Retention
 1. By December 31, 2025, the Board of Trustees aims to expand to 15 members. The Governance Committee will utilize a governance matrix to identify skill gaps and prioritize candidates who align with the board's needs. Committees will review the matrix quarterly and actively engage in recruiting trustees and volunteers to enhance board capacity. Progress will be reported quarterly during board meetings.
 - B. Board Management System Implementation
 1. By January 31, 2025, the Governance Committee will implement BoardOnTrack to streamline communications, meeting scheduling, trustee development, and document sharing. Training for all board members will be completed, ensuring 100% participation by the end of January. Success will be measured by at least 90% of board members regularly using the system. Quarterly reviews will assess adoption and functionality.
 - C. Board Self-Assessment and Professional Development
 1. By March 31, 2025, the committee will complete a board self-assessment and offer two or more professional development sessions tailored to identified areas

for improvement. Each board member will participate in at least one session annually.

D. By-Laws Update

1. By March 31, 2025, the committee will submit updated by-laws to DESE.

E. Board Retreat

1. Between April and September 2025, the Governance Committee will collaborate with the Executive Committee and Executive Director to plan a board retreat.

III. The committee finalized and approved these goals.

IV. In regards to Slate Development, Jeff Whitmore has agreed to chair the Governance Committee.

V. The committee interviewed prospective trustee Chris Graham. Key points discussed include:

- A. Interest in Charter School Board Service: Chris has a background in education, having taught in Lawrence and worked with schools through his role at Boston College. He expressed a desire to reconnect with a school community, inspired by the recent birth of his son and a wish to contribute locally.
- B. Previous Board Experience: Chris served as a board member and treasurer of Quincy Geneva Housing Corporation in Roxbury, gaining experience in financial management and navigating challenging situations.
- C. Appeal of Salem Academy: Chris is drawn to the charter school model's flexibility and autonomy and its focus on student preparation and innovation.
- D. Skills and Contributions: Chris brings finance expertise, teaching experience, and a willingness to support community engagement activities such as field trips.
- E. Time Commitment: Chris is completing an MBA program in May 2025, acknowledging that his availability will improve after that point. He works from home in Peabody and expressed confidence in meeting board expectations.

VI. The meeting concluded with Follow-Up Actions:

- A. Mark will draft a nomination form for Chris.
- B. Kara will reach out to Eddie and Sal regarding committee assignments.
- C. Mark will contact Rick to confirm his interest in volunteering on the Finance Committee.
- D. The meeting adjourned with plans to follow up on these action items at the next session.

Documents Referenced During the Meeting:

- November 19th Meeting Minutes
- Board of Trustees Slate 2025
- Prospective Trustee Interview Questions
- Governance Committee Goals 2025 Draft