

APPROVED



## Salem Academy Charter School

### Minutes

#### Governance Committee Meeting

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##### **Date and Time**

Friday September 19, 2025 at 8:00 AM

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The Salem Academy Charter School Governance Committee will via Zoom.

Zoom Link:<https://salemacademy.cs.zoom.us/join/9876543210>

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##### **Committee Members Present**

Jeff Whitmore (remote), Kara McLaughlin (remote), Mark Stevens (remote), Steve Palmer (remote)

##### **Committee Members Absent**

Edward Aroko, Stephanie Callahan, Toyuwa Newton

##### **Guests Present**

Fallon Burke (remote)

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#### **I. Opening Items**

##### **A. Record Attendance**

##### **B. Call the Meeting to Order**

Jeff Whitmore called a meeting of the Governance Committee of Salem Academy Charter School to order on Friday Sep 19, 2025 at 8:02 AM.

### **C. Approve Minutes**

Mark Stevens made a motion to approve the minutes from Governance Committee Meeting on 08-15-25.

Steve Palmer seconded the motion.

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

## **II. Governance**

### **A. Retreat Updates & Planning**

The committee reviewed the retreat agenda. Discussed starting the retreat at 10 am. and the pre-work.

### **B. Trustee Recruitment**

Steve Palmer recently met a prospective trustee for lunch. Jeff updated the committee on ongoing recruitment efforts. Two prospective trustees have engaged in preliminary discussions with Jeff and Kara. One of the prospects has also scheduled a school tour and a meeting with Stephanie Callahan and Fallon Burke to learn more about Salem Academy.

At this stage, the committee is on track to have a full Board of 15 Trustees for the December vote on the slate. In addition, while Board membership is nearing capacity, the committee agreed that recruitment for committee membership should remain a priority moving forward.

### **C. 2026 Board Slate Development & Planning**

The committee discussed officer roles and committee membership for the 2026 cycle. Officer positions and committee chairs will need to be confirmed, and follow-up conversations will be held with current officers and chairs regarding their willingness to continue serving in these roles.

In addition, the committee will review results from the leadership survey conducted last year to help inform decisions around officer positions, chair assignments, and committee membership.

## **III. Closing Items**

### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:04 AM.

Respectfully Submitted,  
Fallon Burke

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**Documents used during the meeting**

*None*