

APPROVED



Salem Academy Charter School

Minutes

Governance Committee Meeting

Date and Time

Friday October 10, 2025 at 8:00 AM

The Salem Academy Charter School Governance Committee will via Zoom.

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

Committee Members Present

Jeff Whitmore (remote), Kara McLaughlin (remote), Stephanie Callahan (remote), Steve Palmer (remote)

Committee Members Absent

Edward Aroko, Mark Stevens, Toyuwa Newton

Guests Present

Rich Cowdell (remote)

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 Oct 10, 2025 at 8:04 AM.

C. Approve Minutes

Stephanie Callahan made a motion to approve the minutes from Governance Committee Meeting on 09-19-25.

Steve Palmer seconded the motion.

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

II. Governance

A. Trustee Recruitment

Jeff appointed Rich Cowdell as member of the Governance Committee.

Stephanie recommended a meeting of Committee Chairs to apply focus on recruitment.

Discussion of the areas of need among committees identified expertise and experience in Legal, Human Resources, Education, and Finance as highest priorities.

Of two prospective trustees in the recruitment process, one is ready to be interviewed by this committee, having had a school tour and met with Stephanie Callahan and Fallon Burke. Jeff is collaborating with the candidate to schedule that interview.

Stephanie and Fallon are working with the second candidate to schedule a meeting and tour of the school.

Steve requested that the Board Matrix be extended to include the SACS Foundation to assure coordination and alignment between the BoT and Foundation Board on recruitment and talent prioritization.

Action: Kara will confirm edit-access to the Board Matrix for Steve, who will update for Foundation use.

B. 2026 Board Slate Development & Planning

The committee discussed officer roles and committee membership for the 2026 cycle. Some suggestions for candidates for particular offices were made and discussed; further conversations will follow.

Stephanie observed that there are resources available through the Charter School Office, BoardOnTrack, and veteran members to assist members who are candidates for new or expanded roles. Access to such resources can help to overcome concerns that candidates may have about their ability to fulfill such new roles.

Stephanie suggested that we could return to the practice of including the Vice Chair of the BoT on Governance. The committee agrees this is useful, and recruitment of a Vice Chair for the 2026 cycle will include this practice as an expectation.

Kara suggested, and the committee agrees, that developing a Board leadership succession plan should be a goal. Further discussion will follow.

To ensure efficient recruiting discussions, Trustee contact information should be confirmed and maintained in BoardOnTrack.

Action: Add item to BOT Agenda to ask Trustees to verify and/or update their contact information in BoardOnTrack.

III. Other Business

A. Reach the Beach Update

This was deferred until the next meeting. Kara confirmed that funds raised exceeded the goal of \$25,000.

IV. 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,
Steve Palmer

Documents used during the meeting

None