

APPROVED



Salem Academy Charter School

Minutes

Governance Committee Meeting

Date and Time

Friday February 13, 2026 at 8:00 AM

The Salem Academy Charter School Governance Committee will via Zoom.

Zoom Link: <https://salemacademy.cs.zoom.us/join/91234567890>

Committee Members Present

Beth O'Donnell (remote), Jeff Whitmore (remote), Rich Cowdell (remote), Stephanie Callahan (remote)

Committee Members Absent

Steve Palmer

Committee Members who left before the meeting adjourned

Stephanie Callahan

Guests Present

Fallon Burke (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 Feb 13, 2026 at 8:02 AM.

C. Approve Minutes

Rich Cowdell made a motion to approve the minutes from Governance Committee Meeting on 01-09-26.

Beth O'Donnell seconded the motion.

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

II. Governance

A. Public Comment Policy

The committee reviewed the Public Comment Policy. It was reviewed by Mike Mizzoni of BoardOnTrack and Beth O'Donnell.

Rich Cowdell made a motion to approve the Public Comment Policy and present it at the Board for a vote at the February meeting.

Beth O'Donnell seconded the motion.

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

B. Board Succession Plan

Kara McLaughlin reviewed the draft Board of Trustees Succession Plan. The committee decided to postpone a committee vote and authorize Kara McLaughlin and Beth O'Donnell to make the necessary updates with input from Mike Mizzoni. The Succession Plan will be brought to the February Board of Trustees Meeting for full Board vote.

C. New Trustee Mentor Assignments

The Committee reviewed the mentor descriptions. Jeff will follow up with mentors and mentees.

D. Foundation Investment Committee Board Representative

The Investment Committee is the Foundation's Board branch for the Endowment. Jeff will include this in the Governance Committee Report at the February meeting and extend an invitation.

E. 2026 Committee Goals

1. By December 31, 2026, grow the Board of Trustees to 15 members by recruiting the required number and retaining current Trustees. Utilize the 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 potential trustees and/or volunteers to strengthen board capacity and

effectiveness. Progress will be tracked through quarterly updates at board meetings.

2. By September 15, the Governance Committee will complete piloting the utilization of BoardOnTrack's document storage and goals and tasks functions. Based on results of the pilot, make a recommendation on whether the full board should adopt utilizing this functionality. By December 31, plan for any additional board training if needed.
3. By April 30, 2026, complete a board self-assessment, and, based on identified areas for improvement, offer two or more professional development/capacity building training sessions Each board member participates in 1 or more professional development sessions annually.
4. Between April and September, plan board retreat in collaboration with the Executive Committee and Executive Director.
5. By December 31, 2026 strengthen board governance systems and leadership sustainability by formalizing key policies, clarifying leadership roles, and establishing clear succession and compliance structures that ensure continuity, accountability, and alignment with DESE requirements.
 1. Finalize and obtain board approval of Officer, Committee Chair and Mentor Job Descriptions
 2. Finalize and obtain board approval of Public Comment Policy
 3. Finalize and obtain board approval for the Executive Director Planned and Emergency Succession Plan
 4. Determine board leadership succession plan for officers and chairs
 5. Maintain contact with DESE regarding outstanding bylaw approval.
 6. Calendarize annual activity to achieve goals

Stephanie Callahan left at 9:04 AM.

Rich Cowdell made a motion to approve the 2024 Governance Committee Goals as discussed.

Beth O'Donnell seconded the motion.

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

III. Other Business

A. Development Update

Fallon Burke reminded the committee about the REACH for College Gala on May 1, 2026.

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 9:25 AM.

Respectfully Submitted,
Fallon Burke

Documents used during the meeting

- SACS Public Comment Policy DRAFT (1).pdf
- SACS Board Succession Plan 2026 Drafts.pdf
- Board Mentor Description Draft - 20240125.docx.pdf