

APPROVED



Salem Academy Charter School

Minutes

Governance Committee Meeting

Date and Time

Friday March 13, 2026 at 8:00 AM

The Salem Academy Charter School Governance Committee will via Zoom.

Zoom Link: https://salemacademy.cs.zoom.us/join/92125520000?pwd=ZGVo5gXZQuSnT_DV4PLB1Q

Committee Members Present

Beth O'Donnell (remote), Jeff Whitmore (remote), Rich Cowdell (remote), Steve Palmer (remote)

Committee Members Absent

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 Mar 13, 2026 at 8:02 AM.

C. Approve Minutes

Rich Cowdell made a motion to approve the minutes from Governance Committee Meeting on 02-13-26.

Beth O'Donnell seconded the motion.

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

Roll Call

Beth O'Donnell	Aye
Steve Palmer	Abstain
Jeff Whitmore	Aye
Rich Cowdell	Aye
Stephanie Callahan	Absent

II. Governance

A. New Trustee Mentor Assignments

The committee reviewed and finalized mentor assignments for new trustees. The pairings are as follows: Jeff Whitmore will mentor Imelda, Domina will mentor Beth, Nohara will mentor Giselle, Robert will mentor Ilene, and Chris will mentor Blake.

The committee will recommend these mentor assignments to the Board for approval.

B. Foundation Investment Committee Board Representative

Laurie Kennedy volunteered to be the other Board representative on the Investment Committee.

C. Board Self-Evaluation

Beth O'Donnell provided an update on the Board Self-Assessment process. Beth and Kara McCarthy reviewed prior survey instruments used by the Board and compared them to the BoardOnTrack evaluation tool. The committee noted that newer Board members may select "no" or "I don't know" more frequently due to limited tenure.

The committee discussed including one additional open-ended question to gather qualitative feedback. A proposed prompt is: "In what specific ways could Board or school leadership enhance your experience as a trustee?" Beth will refine the final wording.

The proposed timeline includes launching the assessment at the March 25 Board meeting, with the survey distributed immediately following. Trustees will have multiple weekends to complete the survey. Originally due April 6, the committee recommended extending the deadline to April 8 to account for Easter weekend. Results will be reviewed and discussed at an upcoming Board meeting, with consideration given to presenting

findings in May. The results will also be reviewed with Mike Mizzoni from BoardOnTrack and may help inform the focus of the Board retreat.

The committee agreed to move forward with the survey as planned, including all standard sections and the addition of one open-ended question.

D. 2026 Committee Goals Progress

Goal 1: Trustee Recruitment

Discussing potential candidates, there is a prospective candidate from SSU.

Goal 2: BoardOnTrack Management Systems

Working on leveraging BoardOnTrack's management feature. Document collection for committee and Board documents, etc, using the goal and task manager features

Goal 3: Board Self-Assessment

See updates above.

Goal 4: Board Retreat

Date: September 25

Goal 5: Governance Systems

E. Board Job Descriptions

The committee discussed the proposed Board job descriptions and agreed to hold off on a vote at this time. The materials will be shared with Committee Chairs for additional feedback, comments, and suggested edits. The committee plans to leverage BoardOnTrack job descriptions as examples to inform updates. The item will be revisited and brought forward for consideration at the April meeting.

F. Trustee Recruitment

III. Other Business

A. Development Update

Fallon Burke updated the committee on the Reach for College Gala. Sponsorships have reached approximately \$35,000, reflecting continued strong progress toward fundraising goals.

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 9:00 AM.

Respectfully Submitted,
Fallon Burke

Documents used during the meeting

- Board Mentor Description Draft - 20240125.docx (1).pdf
- SACS Board Job Descriptions and Time Estimates - draft - 20251029.docx