

APPROVED



Salem Academy Charter School

Minutes

Governance Committee Meeting

Date and Time

Friday April 10, 2026 at 8:00 AM

Location

Zoom: https://salemacademycs.zoom.us/meeting/register/GDVo5gXZQuSnT_DV4PLB1Q

The Salem Academy Charter School Governance Committee will via Zoom.

Zoom Link: https://salemacademycs.zoom.us/meeting/register/GDVo5gXZQuSnT_DV4PLB1Q

Committee Members Present

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

Committee Members Absent

Rich Cowdell, Steve Palmer

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 Apr 10, 2026 at 8:04 AM.

C. Approve Minutes

Beth O'Donnell made a motion to approve the minutes from Governance Committee Meeting on 03-13-26.

Stephanie Callahan seconded the motion.

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

II. Governance

A. Board Job Descriptions

The committee reviewed updates to the Board job descriptions, including revisions to the standing committee descriptions to ensure alignment with the language outlined in the bylaws. The committee will finalize the draft and solicit feedback from Committee Chairs before bringing the document to the full Board.

Next Steps: Kara will review time commitments associated with each role, and input from Committee Chairs will be gathered. The Governance Committee will review a final draft at the May meeting and then bring it forward to the Board for a vote.

B. Board Self-Evaluation

The committee discussed the status of the Board Self-Assessment results, noting that responses are still outstanding from two trustees and follow-up will be conducted.

The committee reviewed responses related to development and identified an opportunity to deepen the Board's shared understanding of its role in fundraising. Stephanie Callahan emphasized the importance of the Board taking a more strategic, big-picture approach to development—focusing on identifying the resources the school needs and how to secure them, grounded in the five-year Strategic Plan. She also noted opportunities for continued learning, including benchmarking against other schools, and highlighted the importance of cross-committee collaboration, particularly between Finance and Facilities in relation to the Shetland Park development.

As next steps, Governance Committee members will review the full assessment results. Jeff will reach out to Mike Mizzoni from BoardOnTrack to provide an analysis of the results and potentially facilitate a discussion with the full Board. The committee agreed to postpone the full Board review of the assessment until at least the May meeting.

C. 2026 Committee Goals Progress

The committee reviewed progress toward its 2026 goals.

Goal 1 – Trustee Recruitment:

The committee noted that there is a prospective candidate currently in the pipeline. Members also discussed the possibility of re-engaging former trustees who may be interested in returning to Board service. The group considered areas where additional expertise is needed and how future recruitment can strengthen committee and officer capacity.

Goal 2 – Board Retreat:

The Board Retreat has been scheduled for September 25, 2026.

III. Other Business

A. Development Update

Fallon Burke provided an update on the REACH for College Gala, noting that the event is three weeks away. Sponsorships have reached nearly \$45,000, reflecting continued strong momentum leading up to the event.

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 9:16 AM.

Respectfully Submitted,
Fallon Burke

Documents used during the meeting

- SACS_Board_Job_Descriptions_and_Time_Estimates_4.8.26.docx