

Zoom Link	https://salemacademy.zoom.us/join/9tZcsf-GtrD0vGtxbiWLpdZv2H8N9XUAUWqDy
Members Present	Kara McLaughlin, Mark Stevens, Eddie Aroko, Sal Martinez, Steve Palmer
Members Absent	Toyuwa Newton
SACS Staff	Stephanie Callahan
Recorder	Fallon Burke
Guests	
Start Time	8:05 am
End Time	8:41 am

Minutes

- I. The meeting began with a motion to approve the minutes by Mark, seconded by Eddie.
- II. The committee discussed the Board Slate for 2025, noting that the Development and HR Committee Chair positions are open. Additionally, one trustee is needed to serve as a liaison on the Foundation Board. The committee recommended removing the Strategic Planning Committee and replacing it with the Strategic Plan Implementation Committee. Mark volunteered to join the Governance Committee. The finalized board slate will be presented for a full Board vote at the December 18th meeting. Eddie will prepare officer job descriptions for the next meeting.
- III. The committee reviewed the ongoing updates to the bylaws. Mike from BoardOnTrack will integrate the committee's working document and legal counsel's recommendations into an updated draft, which is expected in the second week of January.
- IV. The committee finalized the Governance Committee goals, which will be presented for Board approval at the December 18th meeting. The approved goals include:
 - A. By December 31, 2025: Grow the Board of Trustees to 15 members by recruiting and retaining trustees. Utilize the governance matrix to identify skill gaps and prioritize candidates. Committees will review the matrix quarterly and engage in recruitment efforts, with progress tracked through quarterly board updates.

- B. By January 31, 2025: Implement BoardOnTrack to streamline board management, including communications, meeting scheduling, trustee development, and document sharing. All board members will be trained, with 100% participation expected by the end of January.
- C. By April 30, 2025: Complete a board self-assessment and, based on findings, offer at least two professional development/capacity-building training sessions. Each board member is expected to participate in at least one session annually.
- D. By March 1, 2025: Submit updated bylaws to DESE.
- E. Between April and September 2025: Plan a board retreat in collaboration with the Executive Committee and Executive Director.

V. The committee discussed the possibility of shifting the committee meeting time.

VI. The meeting adjourned at 8:41 a.m.

Documents Referenced During the Meeting:

- December 3rd Meeting Minutes
- Board of Trustees Slate 2025
- Governance Committee Goals 2025 Draft