



**PCCS Board of Directors,
Governance Committee Meeting
Approved Minutes
6:00 pm Tuesday, July 17, 2018
Vicky Ranney Library Upper Wright
1571 Jones Point Road
Grayslake, IL 60030**

Call to Order: 6:03 PM

(No quorum as of 6:50 when Brian Conlon departed meeting)

Marcelo Chiodi, Committee Chair

Committee Members Present: Sue Ross, Brian Conlon

Guest: Nell Anen, Abe Janis

Staff Present: Geoff Deigan

Public Present: NA

Discussion Agenda

1. Board Candidates/Needs for Appointed/Elected Board Positions

- Discussed need to build a pool of candidates for Board
 - Focus should be to tap into individuals that have a background that can round out committees in areas such as Finance, Brand Management, Education and Law. This would give those new to the school or volunteering their time the opportunity to see if they may be interested in pursuing a Board position when one becomes available.
 - Past efforts to recruit included sending out a parent survey in which one of the questions was to ask if anyone would be interested in volunteering and in what capacity (i.e. PSO, committee, etc.).
 - Committee should develop plan to reach out to non-PCCS parents or other individuals in the community. Some examples include reaching out to State Senator Melinda Bush, State Representative Sam Yingling, Lake County Board, Waukegan Library and any contact at CLC for referrals.
 - Discussed approaching PCCS staff, but questioned if there would be an incentive for such referrals or if having a table at the *Welcome Back Picnic* in August may be worth trying.

2. Board Procedure for Closed Session Minutes and Recordings

- Checklist sent for first read.
- Sue suggested we set up process of dual recordings and load to cloud within 48 hours.
- Abe recommended we set a schedule of when to archive previous minutes.
- Question was raised on whether it may make sense to upgrade facility with better microphones or what type of recording is appropriate as distance from mic or audio by person speaking can be muffled or muted.
- Goal is to create policy that would eliminate a single point of failure.
- Suggested that we listen to a handful of the last few comments to evaluate audio level and make recommendation on recordings.
- Recommended we find a suitable upgrade to current tech or consider a stipend to staff or 8th grader to be scribe for open minutes.

3. Frequency of Governance Committee Meetings for FY19
 - Agreed that it is okay to continue lining up meetings with Finance as committee members may sit on both.
 - Several options of schedule were discussed as follows:
 - Schedule meetings for every month and cancel if there is not enough material to cover on any given month.
 - Schedule every other month and add more when necessary. This may allow for additional time to research and get assigned tasks completed.
 - Concern was raised on time required to review policy drafts and revisions
 - Form seven (7) person committee then commission two (2) do conduct a deeper dive on policy in question
 - Currently, each review must go through two (2) board meetings due to obligation to include parent/public comment
 - Not necessary for basic maintenance of policy or procedure
 - Review procedure to determine if there is any option to shorten review window
4. Review Previous Governance Committee Meeting Minutes
 - No meeting minutes were reviewed.

Public Comment 10
Minutes

No public comment made at meeting.

Action Agenda

No action agenda items discussed.

New Business – Future Agenda Items 10
Minutes

- Staggering timing of Board appointed to elected seats
 - Suggested that committee review Board section of manual and consider if it makes sense to stagger timing of making Board appointed selections vs. elected seats. This may allow for a deeper pool and for those that may not have been selected to run for a seat again.
 - Agreed to pick up discussion post re-charter of school.
- Consider review and possible change in by-laws regarding handling of Board communications to parents/public
- Review IT plan for data recovery and security
 - Nick/Brian to pull or come up with first draft of policy
- Best practice on school procedures
 - Abe asked if proposed draft was due to Board finding or communication request
 - Geoff suggested this may help with audit as it will codify how communications are handled and stays internal with any tapes archived.
 - Abe liked the idea of including checklists to ensure compliance with policy/procedure.

Adjourn

Sue made a motion to adjourn. Abe seconded the motion. Motion carried with all ayes. Meeting adjourned at 7:14.