

TCSA Governance Committee Meeting minutes 9/9/2017

Meeting called to order: 9:05am

Members present: Ms. Francine Smith, Mr. Don Marshall, Mr. Jeff Stilwell, Mr. Timothy Diebold.

Review of Policies:

- Student Handbook Update

Hand book was previously reviewed by committee and unanimously recommended for submission to the board pending minor administrative title changes.

- Video Surveillance Policy

The committee engaged in open dialog to discuss the surveillance policy. Items of discussion were footage storage time, footage access guidelines and authorization requirements. The video surveillance Policy was previously adopted by the board. The Policy will be updated with recommended changes and submitted back to the full board for review/adoption

- Financial Policy

The committee engaged in open dialog to clarify recommended updates to policy such as Financial month end closing deadline, Credit/debit card usage policy, contract acquisition policy, and CEO check signage limit/guidelines. The policy was unanimously recommended for submission to the board for final adoption.

- Visitor Policy

Policy was previously reviewed by committee and also previously reviewed and approved by board. Being that there are no recommended changes policy will stand as written.

Review of TCSA By-Laws:

The committee engaged in open dialog to clarify recommended updates to by-laws such as Term limits, Parent representative election/term, Board executive committee election/appointment, grievance committee structure/organization, Academic committee chare, and Finance committee chare. Proposed bylaws adjustments were unanimously recommended for submission to legal for review. By-law changes will be posted by 9/20 to allow proper 10-day notice prior to voting on final adoption.

Job Roles/Org Chart review:

The committee engaged in open dialog to review/clarify job roles and organizational chart structure. Job Roles and org chart will be modified with recommended revisions and submitted to the full board for approval.

Establish meeting date for October:

- Next meeting scheduled for October 4th at 5:30pm

Adjournment:

- Being that there was no further business the meeting was adjourned at 11:13am.