

**Governance Committee Minutes**  
**November 28, 2017**

Committee Members Present: Chris Bewell, Julie Richards, Liz Coenen, Melissa Santrach

**Policy**

- Reviewed *[DRAFT] Acceptance and Administration of Gifts Policy (#706)* and discussed corresponding *[DRAFT] Acceptance and Administration of Gifts Procedure*. Committee will present to full board for approval at December meeting.
- Policy Review: #103 *Whistleblower*, #406 *Public & Personnel Data*, #609 *Religious Accommodation*. Liz will revise in accordance with updates to state statute and best practice; committee will review at the January meeting.
- Continued discussion regarding establishing a regular schedule for repeating background checks on current employees. Chris reported on background check information presented at the charter school employment law workshop put on by the Booth Law Group.

Decided: Employee background checks will be repeated every 3 years. Board member background checks will take place prior to the start of a new three-year term.

- January agenda items:
  - Schedule review of the 500 (Students) and 600 (Education Program) Series in consultation with Liesl.
  - Board meeting format and procedures review.

**Governance**

- Concluded discussion of board candidate.

Decided: Governance Committee will recommend Robyn Ingber be appointed to the CMES Board to fill a vacant community member seat for the remainder of the 2017-2018 FY. Robyn will be eligible to stand for election to a three-year term in May 2018.

*Respectfully submitted by Liz Coenen, CMES Board Chair*