Governance Committee Meeting Minutes

[1]Meeting Date: June 18, 2025 at 7:30pm Via Zoom
Link: https://us06web.zoom.us/j/88340600257

Committee Members Present: Beckye Barnes - Chair, Ashleigh Dowey, Katrina Mack-Snider, Taryn Shekitka
Board Members in Attendance: Ashley Anderson

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see below summary for agenda items/action items to present at next meeting for full Board approval

I. Meeting Summary:

A. Review of Charter Authorizer Requirements

a. the requirements of the charter authorizer, including the need for pre-approval of material changes to bylaws and the conflict between the SCPCSD requirements and the nonprofit act's seven-day notice requirement.

b. SCPCSD introduced a specific form required for material changes in April 2024.

c. material changes must be submitted for pre-approval before a vote by the board.

d. Material vs. Non- Material Changes: the committee requests examples/definitions of Material/ Non- Material Changes from SCPCSD due to the importance of understanding these distinctions and the need for clear guidelines to avoid future issues.

B. Review of Policies and Procedures

a. review of policies and procedures: Conflict of interest, Board Code of Conduct, grievance policy for the Board of Directors, [2] Freedom of Information Act (FOIA) requests.

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[1] Posted in compliance with S.C. Code Ann. § 30-4-90
[2] Minutes prepared by: Ashleigh Dowey, Secretary

i. FOIA: The committee discussed the lack of a specific process for FOIA requests and the need for a form or protocol. The PACE website currently has outdated information regarding FOIA requests, which needs to be updated.
ii. Code of Conduct and Conflict of Interest forms adopted previously. See below.

C. Website and Social Media Management

a. The committee discussed and agreed on the need to update the website with the correct information, ensure compliance with FOIA guidelines, and removal of outdated links and contact information.
b. Ownership and management of the PACE's social media accounts: some accounts were set up under personal names; PACE needs to have its own social media accounts to ensure compliance with regulations.
c. The committee agrees to work with Melanie to establish proper ownership and management of social media accounts and updates needed to the PACE website.

D. Grievance Policy for Board Members

a. Discussion: the need for a policy that allows board members to file grievances against each other or the executive director because complaints have been ignored in the past; need for a clear process to handle complaints to avoid ignoring them..
i. Suggestions of adapting existing policies (employee grievance policy; student grievance policy) for establishment, reaching out to the district to understand their protocols or procedures for handling complaints,

proactive feedback surveys to avoid complaints arising from frustration,

1. SCPCSD's policies and procedures do not specifically address board complaints.
2. Difference between a complaint and a grievance, noting that grievances require specific acknowledgment and procedures.

E. Board Training and Legal Requirements

a. SCPCSD conducting Board Training in September
    i. Training must be done yearly
b. Background Checks
    i. Use of employment SLED checks vs. the PACE doing the SLED check
    ii. Unsure if sled checks are required yearly for the board
c. Need for more than one member of the Board to have PADEPP Certification for evaluations of the executive director. SCDE does the certification for free

II. Next Steps -The committee agreed by consensus to recommend:

1. Reach out to the charter district to inquire about their policies and procedures for handling grievances or complaints against the executive director or the board.
2. Investigate the requirements for annual background checks and sled checks for board members, and determine if the school's existing policies and procedures are sufficient.
3. Develop a policy and procedure for submitting material and non-material changes to the school's charter and bylaws, including the requirement to obtain approval from the charter district before voting on changes.

4. Notify Melanie Vaughn of the website issues identified and request that a task force be formed to review and update the website.
5. All board members sign the conflict of interest policy and code of conduct by the end of July.
6. Establishment of a task force to update the website, clean up and manage the social media accounts- ensuring compliance with governance and operational requirements.

IV. Motion to Adjourn 9:56 pm Beckye Barnes; Second Tayrn Shekitka