



**Arizona School for the Arts**  
**Governance Committee Meeting MINUTES**  
Friday, September 1, 2023 at 8:00 a.m.  
Zoom Meeting: 864 6975 9102 Passcode: 508904

### Attendance (Voting Members in **Bold**)

<b>Betty Hum, Committee Chair</b>	<b>P</b>	<b>Michelle Buckley</b>	<b>A</b>	<b>John O'Neal</b>	<b>A</b>
<b>Nonnie Shivers</b>	<b>A</b>	Ed Novak	P	Leah Fregulia, Head of School/CEO	P

### Agenda Items

#### | Topic: Review of Governance Committee Responsibilities and MOU

#### | Topic : ASA Board Profile and Succession Planning

Board membership succession Planning:

- Review of current matrix and terms (12 current directors)
- Priority profiles for board cultivation (up to 16 directors)
- In the pipeline already - next steps
- Leadership succession plan

Onboard and mentoring plan for new members

Board assessment

#### | Topic: Priorities and Schedule for Reviewing and Approving New Policies

Handbooks reviewed in March by GC:

- Community
- Employee
- Safety

Handbooks presented in April to the Board and Approved in May

#### | Topic: Head of School Evaluation

Leadership, process, timeline

### Minutes

Committee Chair Betty Hum called the meeting to order at 8:00 a.m.

#### *Review of Governance Committee Responsibilities and MOU*

The committee recommended that they consolidate their current roles and responsibilities with those suggested by BoardSource. The areas of responsibility will be:

- Board membership: pipeline review, nominations, on-boarding process, year end assessment.
- Policy review: annual review of the Community Handbook, Employee Handbook, and Emergency Response Plan as well as other policies as they are required or developed, e.g., Covid, staff contracts, disciplinary process.
- Head of School Evaluation
- Disciplinary Process: discuss whether HOS should be the hearing officer in the first instance
  - Hearing officer (preferably a lawyer on the board)
  - Board Committee for appeals from School disciplinary decisions

#### *ASA Board Profile and Succession Planning*

The Committee discussed potential board members to consider over the next year and areas of expertise to prioritize including finance, communications, marketing, performing arts, and education. Betty, Ed Novak, and Leah Fregulia will reach out to current and former board members and community contacts for recommendations in these specific areas as well as schedule meetings with current candidates in the pipeline. Leah will create a matrix of candidates that highlights the current demographic and experiential needs.

#### *Priorities and Schedule for Reviewing and Approving New Policies*

As discussed earlier in the meeting, the Committee will review all of the policy handbooks in advance of them being presented to the Executive Committee and then the full Board. Draft versions will be presented in April and final versions will be presented at the May meeting for approval.

#### *Head of School Evaluation*

The Governance Committee will determine how to conduct the Head of School/CEO evaluation in conjunction with succession planning.

The meeting ended at 8:57 a.m.