



# City Garden Montessori School

## Minutes

### Governance Committee Meeting

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#### Date and Time

Monday April 29, 2024 at 9:00 AM

#### Location

In-Person at EAEC 1-117 Conf Room #1

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EAEC 1-117, Conf Room #1

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#### Committee Members Present

D. Smith, J. Dixon, L. Schwartz, L. Vowell, S. Haigler

#### Committee Members Absent

A. Beasley

#### Guests Present

C. Huck, C. Schell

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#### I. Opening Items

A. Welcome

B. Record Attendance

C. Call the Meeting to Order

J. Dixon called a meeting of the Governance Committee of City Garden Montessori School to order on Monday Apr 29, 2024 at 9:08 AM.

## II. Action Items

### A. Approve Feb/March Minutes

D. Smith made a motion to approve the minutes Governance Committee Meeting on 03-29-24.

L. Vowell seconded the motion.

Also approved February minutes.

The committee **VOTED** unanimously to approve the motion.

### B. Board Recruitment

- Claire shared updates on recruitment process, including new deadline and # of applicants
- Identified skills gap around fundraising and comms/PR - ask to committee/board to share with their networks; school to provide LinkedIn post template for sharing
- Discussion about parent participation
  - integrate scenario-based question(s) into interview to gauge ability to stay balanced
  - if parent(s) are selected, we need to ensure additional clarity/parameters for engagement (e.g. conflicts of interest, staff engagement)
- Jesse/Claire to lead interview process in mid-late May, with 2-3 other committee/board members

### C. Leadership Evaluation

- Lauren provided update on CEO evaluation process - upcoming board conversation and conversation with Christie about implications for 2024/2025 (e.g. job description, goals)
- Identified need for connecting succession planning conversation to this annual process; board to revisit process documents in May meeting
- Board evaluation
  - BoardOnTrack evaluation currently does not provide ability to customize so we will create our own tool
  - Claire to draft based on past evaluations and new board responsibilities/commitments - for committee review via email in early May

### D. Community Engagement

- Dr. Collins (Columbia University) joined to share insights about community engagement -
  - Indicators for who will engage - "Participation begets participation"

- Discussion about best practices (e.g. public comment response, norms of discourse, student comment, policy workshops).
- CG community engagement
  - Community listening sessions underway - parents/caregivers in April-early May, students in mid-May.
  - Recommendation to create a cross-stakeholder "task force" for ongoing work over the summer.
  - Will stay engaged with Dr. Collins as we move forward with planning community engagement structures

#### **E. Board Policies**

- Reviewed policy tracker to align on recommendations/next steps
  - Engagement with new principal on discipline policy/training needed for 2024/2025
  - Committee follow-ups on updates to policies to be approved at May meeting (for June board review/approval)

### **III. Closing Items**

#### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:35 AM.

Respectfully Submitted,  
J. Dixon