

APPROVED



City Garden Montessori School

Minutes

Governance Committee Meeting

Date and Time

Tuesday May 28, 2024 at 9:00 AM

Location

EAEC Conference Room #1

EAEC 1-117, Conf Room #1

Committee Members Present

D. Smith, J. Dixon, L. Schwartze, L. Vowell

Committee Members Absent

A. Beasley, S. Haigler

Guests Present

C. Huck, C. Schell

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 Tuesday May 28, 2024 at 9:05 AM.

II. Action Items

A. Approve April Minutes

D. Smith made a motion to Approve.

L. Schwartze seconded the motion.

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

B. Leadership Evaluation

- Lauren shared updates on CEO evaluation
 - process has wrapped up and in process of follow-up activities (e.g. refreshing CEO competencies/JD, succession planning)
 - considerations about moving earlier in the year for FY25
- Claire shared updates on board evaluation
 - helpful feedback from committee to inform final draft; board to complete by June 7th
 - group themes to inform 6.29 board retreat, individual reflections to inform individual board member goalsetting for FY25
 - considerations for other stakeholders to give board feedback for FY25

C. Board Recruitment

- Claire shared updates about applications received and process for selection
- Committee input on parent engagement goals -
 - Facilitating better two-way communication between parents & board
 - Providing input to executive committee on key issues and concerns
 - Additional vehicle for institutional communication
 - Centering accountability to most marginalized
 - Capacity-building (e.g. really understanding governance structure)
 - Build more collective ownership of mission & institution

D. Community Engagement

- Reminder of community engagement as one of the top priorities for governance committee; slightly behind on work plan, but have slowed down to ensure alignment to real-time needs
- Next step - working session on June 24th to determine next steps and the right pace heading into FY25

E. Board Policies

- Review of policy tracker to finalize items for board action (August meeting)

- All follow-ups/action items by June committee meeting

F. Strategic Planning

- Agreement across the group that the governance committee will ensure coordination and project management for strategic planning process
- Next steps on planning process to kick off following June board retreat
- Interim for this year - annual plan for FY25 from staff (codify into board plan), budget task force/sustainability plan

III. Updates

A. Updates from committee members

B. Committee meeting schedule

- Claire to schedule touchpoint following 6.29 board retreat to plan governance committee priorities/calendar for FY25

IV. 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 10:34 AM.

Respectfully Submitted,
J. Dixon