

# City Garden Montessori School

## Minutes

### Governance Committee Meeting

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**Date and Time**

Friday October 25, 2024 at 9:00 AM

**Location**

EAEC Conference Room #1

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**Committee Members Present**

J. Dixon, L. Schwartze, S. Haigler

**Committee Members Absent**

D. Smith, L. Vowell

**Guests Present**

C. Huck, C. Schell, K. Lohrum, S. Miner

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**I. Opening Items****A. Welcome & Check-Ins****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 Friday Oct 25, 2024 at 9:10 AM.

**II. Action Items****A. Approve September Minutes**

L. Schwartze made a motion to approve the minutes from Governance Committee Meeting on 09-27-24.

S. Haigler seconded the motion.

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

## **B. Committee priority updates**

- Sarah working with Deb to develop MCPSA charter revision tracker; committee to review in November
- Board member resignation/implications
  - Revisit annual cadence for background checks
  - Finance committee reviewing controls and procedures
  - Alignment around great leadership of staff on process & transparent communication

## **C. Community engagement**

- Reminder of key lanes of community engagement work - volunteerism, community-building, voice
- Committee reviewed initial stakeholder matrix draft and provided feedback on next steps
  - Determine where broader community stakeholders (e.g., donors, neighbors) fits
  - Opportunity to clarify where existing survey feedback fits into the process
  - Discussion around what types of decisions elicit "collaboration"
  - Acknowledgement of scale of capacity and time needed --- opportunity to leverage technology (e.g., Loomio)
- Next steps - Claire to organize a follow-up with small group to scope project plan and engaging staff & caregivers in developing structure & process

## **D. CEO Evaluation/Goal Clarity**

- Lauren shared template for upcoming CEO evaluation - quarterly check-in
- Next steps
  - determine level of process review for committee
  - review goals dashboard to ensure board has clarity/consistency around organizational progress

## **E. Strategizing for Board Fundraising Capacity**

- Kitty shared presentation on donor landscape, best practices for fundraising and recommendations on building board fundraising capacity
- Next steps -
  - Share content with full board
  - Identify potential candidates for CG board; committee briefly discussed the need to move up recruitment timeline from what was initially planned.

### **III. Closing Items**

#### **A. Next committee meeting**

#### **B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:30 AM.

Respectfully Submitted,  
J. Dixon