

# City Garden Montessori School

## Minutes

### Executive Committee Meeting

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#### Date and Time

Monday August 11, 2025 at 2:00 PM

#### Location

Virtual

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#### Committee Members Present

B. Huebner (remote), J. Dixon (remote), L. Vowell (remote), M. Howard (remote)

#### Committee Members Absent

None

#### Guests Present

C. Huck (remote), C. Schell (remote)

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### I. Opening Items

#### A. Welcome & check in

#### B. Record Attendance

#### C. Call the Meeting to Order

J. Dixon called a meeting of the Executive Committee of City Garden Montessori School to order on Monday Aug 11, 2025 at 2:06 PM.

### II. Business Items

#### A. Updates

- CEO contract approved
- Additional board interview in August; alignment around bringing new member on board in September pending successful interview & board approval.
- New board member orientation underway for Kyle Shaffer & Nicole Johnson

- Strategic planning process on track, with internal interviews/analysis of current state & external research underway
  - Consideration of student engagement for 10.24 board meeting

## **B. Proposed Board Goals**

- Ensure these goals are shared broadly with rest of board & touched on in every executive committee meeting
- #1 - Strategic planning process - will be updated each month & engaged at predetermined board touchpoints
- #2 - Whole child success - opportunity to define the gap & shifting committee/board reporting process
- #3 - Financial outlook - Ben to collaborate with David on leveraging Finance committee meetings
- #4 - Leadership Hiring - Prioritizing conversations in September/October; small group to include Jesse, Mia, Laura (optional), Lauren Schwartze, Kyle

## **C. CEO Evaluation Process**

- Learnings from SY25
  - Hard to schedule mid-year
  - Challenges around when we receive state data
  - Mindful of contract schedule
  - Consideration of 2-year cycle?
- Timeline
  - Christie to finalize goals by September 1
  - Review with small group - Jesse, Mia, Lauren - in kick-off meeting

## **D. August Board Meeting Process/Preparation**

- Agreement that first cycle is off to a good start, will conduct monthly retro & revisit overall meeting process/cadence in October
- Request for calendar reminders to board about key process steps

## **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 3:00 PM.

Respectfully Submitted,  
J. Dixon