

GOVERNANCE BOARD MINUTES
CHIPPEWA VALLEY MONTESSORI CHARTER SCHOOL
400 Cameron Street, Eau Claire
Monday, May 6, 2019
Regular Meeting - 12:00 p.m.

1. Call to Order Regular Meeting

12:35pm

2. Compliance with Open Meeting Law Notification (WI Stat. 19.84(2))

Todd confirmed compliance

3. Roll Call - Verification of Quorum

Jeremy Gragert (Secretary), Joshua Christianson, Candice Odeen, Abbie Williams, Maddy Blaser, Barb Barkley Ellingson, Rebecca Brustad (President), Elizabeth Harder, Mark Lundin (Treasurer), Shannon Paulus (Vice President), Shelly Peters. Ex-Officio: Dr. Torres (Board of Education), Todd Johnson (Principal). Guest: Sarah Aiken-Felling (Parent Group)

4. Public Participation/Forum

None

5. Consent Resolution Agenda

[For the consent agenda, the Board has been furnished with background material on each item or has discussed it at a previous meeting. These will be acted upon with one vote without discussion. If a Board Member wants to discuss any item, it will be pulled out of the consent agenda and voted on separately.]

- a. Minutes of Governance Board Meeting - April 1, 2019
 - b. Minutes of Exec Board Meeting -April 26, 2019
- Minutes approved by unanimous vote.

6. Board Education -

Liz reviewed the process and updated the board on the Montessori Consultant. Last year we decided we need an outside expert to help ourselves improve.

Todd shared that a consultant would come and observe in every classroom, and give us a sense of our strengths and areas of improvement. On June 11 they would do a professional development session with the teachers. Todd is asking that the consultant be approved by the Governance Board. Katie Ibes from Minneapolis is the consultant. The Identity Committee did a Zoom conference call with Katie. All of the teachers liked her. She would build a relationship with teachers before doing classroom observations. She would be someone we work with for years to come, but it will depend upon budget. With Katie we could have Eau Claire become a hub for Montessori professional development.

7. Committee and Other Reports

- a. Board Development Committee
 - i. Committee did not meet. Had successful recruitment for new community rep positions.

- b. Communications Committee
 - i. A new newsletter is being edited and will be at the printer this week.
- c. Community Engagement Committee
 - i. Committee has not met. Looking forward to June when we discuss committee reorganization. Looking to joining forces with another committee.
- d. Enrollment and Diversity Committee
 - i. Committee did not meet.
- e. Exec Committee
 - i. Notes in packets
- f. Identity Committee
 - i. Committee did not meet. Work has been going into getting the consultant.
- g. LEAP Committee
 - i. LEAP received an updated from the INDE group.
- h. Parent Group
 - i. Just finished a night at the Chippewa Valley Museum. 96 kids, 76 adults. Parent Group sponsors ice cream for the night. Chicken Q fundraiser coming up, along with Carnival. Also a Culver's Night tonight at Brackett. Looking for as secretary. Looking at some updates with policy and structure. Erica Zerr will take over as chair of Parent Group. Added a classroom representative.
 - ii. Todd thanked Sarah for her work this past year, organizing the big family events and fundraising.
- i. ECASD Board of Education
 - i. Election resulted in Tim Nordin being elected. Dr. Torres and Aaron Harder will remain on the Board of Education. Dr. Torres will attend Service Awards at Montessori tomorrow.
- j. Principal's Report
 - i. Playground is on track to being completed this summer. The trees will be planted. 93 children are signed up for summer school. Last day for children will be June 7, last day for teachers will be June 13. Theme for professional development next year in the district is reading. Will increase .5 FTE to .8 FTE for special education. Retaining all teachers for next year -- do not have any to replace. Successfully completed the Forward Exam. Service Awards are tomorrow.

*Dr. Torres left the meeting.

8. Items for discussion/action

a. Budget Proposal

- i. Mark has been working on this for several months. Moving forward we will have a monthly report. Current budget is up to date through April, and was distributed to board members.
- ii. Need to vote to approve 2019-2020 budget. Circulated it two months ago. Motion to pass the budget from Barb. Liz seconded. Approved unanimously.

b. Parent Ed in Fall

- i. The Identify Committee and the Communications Committee organize parent education at the school every fall. We have had forums such as "stages of development" and "screen time education at home and at school." We get a

decent turnout but not super high turnout for Parent Ed nights. Todd has purchased a film titled "Inside Montessori." Film and discussion night has been scheduled: 1st Thursday in October: October 3rd. Would work with the Parent Group to advertise it, and include food and child care.

c. Grant Update

- i. Todd reported that a grant was written last winter: \$100,000 to train new teachers. Send them to training at UW-River Falls. All four will do their training starting this summer in E1, together: Ms. Rebecca M., Ms. Caroline B., Nicole from another elementary school, and Sarah S. a special education teacher at a neighboring school district.

d. Retreat and Calendar for 2019

- i. We traditionally do a retreat in June to go over mission and vision, and goal-setting for the year. Rather than one 4-hour meeting in June, we will have a two hour meeting in June, then in August have a 2-hour meeting focused on setting the agenda for the year and discussing committees. We will be a Doodle Poll for June.

e. ECASD School Board Members for Fall

- i. Our contract is up for renewal next year. Will want to be in touch with members of the Board of Education.

*Elizabeth Harder, Rebecca Brustad left the meeting.

9. Other Business

Approval of Consultant

- a. Mark moved to approve the consultant. Shannon seconded. Passed unanimously.

10. Adjourn

2:00pm

The next Governance Board meeting will be in June.

Governance Board Self Assessment Results

Summary of the board self evaluation results from March 2019:

I pulled out the highest and lowest ranked items that we could rate, to make it easier to see what we have been doing well and what we could improve upon. I have included all of the comments under each category. – Jeremy Gragert

Evaluate the following statements about board operations:

Highest:

- Board members know, understand and support the mission and vision of the school.
- The school has a strategic plan that supports the mission and vision.
- The strategic plan informs the work of the board.

Lowest:

- Board members are actively engaged in the work of the school.

How can the board do better in these areas?

- Be more informed about what is happening at the school and how to get involved.
- We need to review the strategic plan at least quarterly and maybe figure out a way to have committees self assess their work?
- Consistent, purposeful meetings. Combining committees. Expectations of observations in classrooms each quarter. Replacing absent members.

Evaluate the following statements about board meetings:

Highest:

- Board meetings are well planned with a clear agenda.

Lowest:

- The board clearly communicates it's policies, minutes and records to the school community.

How can the board do better in these areas?

- Have more public documents about the school and the governance board.

Evaluate the following statements on board education:

Highest:

- The board has an effective process to assist new members with board practices.
- The board receives appropriate education and information on current issues relevant to the work of the board.

Lowest:

- Board members keep informed about Wisconsin charter school law.

How can the board do better in these areas?

- Could always do more board education.
- I think we do a good job. It just seems there is never enough time to fit it all in.
- I'm just not sure of these things.
- Allow time within for board meetings to familiarize themselves with charter law, or provide links at least a week ahead of time for members to read.

Evaluate the following statements about board committees:

Highest:

- Committee chairs submit monthly reports consistently.

Lowest:

- Committee complete tasks satisfactorily and in a timely manner.

How can the board improve in these areas?

- We have discussed how over the past years we have added committees and not eliminated any. I think we are at a point that we need to decrease the number of committees given the limited number of board members to staff them.
- Finalize some of the committee structure and committee statements. Somehow have the meet more regularly.
- Committee structure needs to be looked at. I think how many people on a committee with the right skill sets makes a difference.

Evaluate the following statements about board communications:

Highest:

- Board members promote a positive image of the school community.

Lowest:

- The school community understands the structure and purpose of the Governance Board.

How can the board improve in these areas?

- More info about the Governance Board available in print.
- Do we ever submit the minutes to a well-known location for review?