



Telephone: 314-664-7646

1618 Tower Grove Ave, St Louis, MO 63110

Email Address: info@citygardenschool.org

Board of Directors Meeting Minutes

Date and Time: November 7, 2018 at 6:30 pm **Location:** Conference Room

Board Members in attendance: Donna Smith | Anthony Beasley | Sysco Deuanepenh | Liz Fathman
Shanika Harris | Andrea Nickrent | Claire Schell | Jarrod Sharp

Emeritus: Joel Achtenberg, Pat Hurst

Staff Members: Christie Huck | Nicole Evans | David Blank | Debra Fox | Faybra Hemphill | Bob Sweeny

Presenters/Guests: Theresa Fleck, Steve Sanchez

The mission of City Garden Montessori is to *redefine education* by developing the whole child in an excellent, inclusive, Montessori school; to *reimagine community* by creating spaces and systems that help to restore our collective humanity; and to *reinvigorate our world* by creating a culture in which individuals and communities thrive without disparities or barriers to success.

I. Welcome and Call to Order – **Donna Smith**

II. Introductions and Public Comment

We welcome Pat Hurst back into the fold in the role of Emeritus

III. Approval of Consent Agenda (Agenda, Minutes) + **Approved by vote with change in agenda of order of presentation** **M-AB/2-CS**

IV. LBH Development Update – **Theresa Fleck**

a. A recap about philanthropy that was first presented in August

b. The “Making Connections” worksheet was distributed, and asked to be completed and sent to Bob

V. Leadership Reports - Principal Report – **Nicole Evans +**

a. Review of the Programmatic Planning Meeting Report that was created by Attuned. They spoke with many of the stakeholders at CG, including teachers, parents, and students. The findings:

i. We received accolades about our climate/culture

ii. They suggested some “Quick Hits”

- Creation of a model classroom, in both environment and the work
- Making ABAR work more explicit within the curriculum

iii. The “Big Rock” they identified was more uniform and consistent (easily replicable) fidelity to Montessori

- Montessori trained teachers
- More Montessori lessons
- Good record keeping system
- Better use of Montessori materials in the classroom

b. The academic leadership team will identify three to five priorities, which will be shared at the next board meeting

VI. Board Development Activity

Building a Healthy and Effective Board – **Claire Schell**



VII. Action Items

a. Financials – **Sysco Deuanephenh**

i. September 2018 Financials + **Approved by vote** **M-SH/2-AB**

b. Approval of Policies AD through CBB + **Approved by vote** **M-AB/2-SD**

VIII. Items for Discussion

a. Strategic Plan

i. Strategic plan update and 12-month timeline of activities + - We will review and update this monthly

ii. Financial Greenlighting + - The greenlighting framework was shared, including the monthly cash flow projections through 2020

iii. Compensation Manual +

- The board was asked to read and give feedback/questions to Christie by November 11
- Christie and Debra would create a Google doc of the feedback/questions and share with the board
- Additionally, Christie will inquire with Lauren at Bellwether about the possibility of having a Zoom session to answer the questions, provide more context about how this manual should be utilized

iv. CAO Search – **Approved by vote** **M-CS/2-SH**

To create RFP to hire a search firm to help with recruitment

b. Board and Committee Recruitment Plan – **Shanika Harris**

i. A Recruitment Matrix design is in process

ii. It will be shared with committee chairs at the next meeting

c. Development Update – **Andrea Nickrent**

i. Fall Giving Appeal is underway, with letters being sent to over 1,500 individuals

ii. Gala sponsorship – We are using the “Making Connections” worksheet to help identify potential sponsors

iii. Giving Club – Levels have been determined and we are moving forward with our plan to encourage meaningful donations

iv. Phone calls – We are seeking the board’s help to make Stewardship calls

IX. Leadership Reports, continued

a. Board Chair Report – **Donna Smith +**

i. Board on Track has been proposed as possible online tool to help with board and ED evaluations, policies, board mentoring, etc.

ii. Donna will be setting up an online presentation and will invite the board to participate

iii. We will discuss the board work plan at the next meeting



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b. Executive Director Report – Christie Huck

- i. Christie has begun making asks to major donors to support the Strategic Plan. If you know of any who might be interested in investing, let her know
- ii. Chan Zuckerberg Initiative has pledged \$50,000
- iii. Through CZI, New Profit has invited CG to Boston to participate in an education “Live Learning Lab Experience” on December 5th. They have invited 50 potential funders to the event as well.

X. Included in Board Packet as reading material +

- a. November Board Brief – Building a Healthy Board
- b. October meeting minutes from ABAR, Building and Grounds, Development and Governance committees
- c. Development Dashboard
- d. Updated Board Meetings and Event Schedule

XI. Upcoming Events and Initiatives

- 11/13 Governance Committee, 8:30 AM
- 11/14 Finance Committee, 5:30 PM
- 11/15 Building and Grounds Committee, 9:00 AM
- 11/15 ABAR Committee, 6:00 PM
- 11/16 ColorBrave, 5:30 PM
- 11/18 Regional Identity Caucus (ABAR), 3:30 to 5:30 PM
- 11/28 Development Committee, 7:00 PM
- 11/30 to 12/2 Crossroads Antiracism Organizing and Training 2.5 Day Workshop
- 12/ 8 Board and Staff Winter Party, 6:30 PM Location TBD
- 12/21 Primary Winter Concert, 10 AM
- 12/24 to 1/4/2019 Winter Break

XII. Questions and Comments

XIII. Closed Session 610.021.3- Motion to discuss hiring and employment matters.

Roll Call vote

Donna Smith - Yea | Anthony Beasley- Yea | Sysco Deuanephenh - Yea | Liz Fathman - Yea | Shanika Harris - Yea

Andrea Nickrent - Yea | Claire Schell - Yea | Jarrod Sharp - Yea

XIV. Adjourned to Closed session at 9:23 PM

Visitors: None



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Board of Directors Meeting Minutes

Date and Time: October 3, 2018 at 7:30 pm **Location:** Chase Park Plaza Board Room

Board Members in attendance: David Desai-Ramirez | Sysco Deuanepenh | Liz Fathman (by phone) | Shanika Harris
Claire Schell (by phone) | Jarrod Sharp

Staff Members in attendance: Christie Huck | Nicole Evans | David Blank | Debra Fox | Bob Sweeny

Presenters/Guests: Theresa Fleck, Steve Sanchez

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- I. Welcome and Call to Order – **David Desai-Ramirez, Vice-Chair**
- II. Introductions and Public Comment - None
- III. Approval of Consent Agenda (Agenda, Minutes) + - **Approved by Vote** **M-SD/2-SH**
- IV. LBH Development Update – **Theresa Fleck**
Theresa provided handouts to board members to help us build a solicitation contact list. This exercise will be repeated with the full board.
- V. Action Items
 - a. Approval of 2018-19 Work Plan as our guiding, living document - **Approved by Vote** **M-SD/2-SH**
 - b. Financials – **Sysco Deuanepenh**
 - i. July 2018 Financials + - **Approved by Vote** **M-DDR/2-SH**
 - ii. August 2018 Financials + - **Approved by Vote** **M-DDR/2-SH**
 - c. Renewal of Board Membership for Claire Schell - **Approved by Vote** **M-SH/2-JS**
 - d. Approval of Policies AH, ECA and JFCJ - **Approved by Vote** **M-CS/2-LF**
- VI. Items for Discussion
 - a. Strategic Plan – Updated Greenlighting Schedule
 - i. The draft, which includes financial aspects of the project, is not quite ready
 - ii. With the time we have left with Bellwether, the focus will also address the following elements
 - The creation of talent and compensation philosophies
 - Model codification work
 - Competencies map – what are the most important skills needed to work at City Garden
 - Solid plans for launching the Institute, especially the Elementary training program
 - A look at the legal and governance structures
 - A communications plan to roll out the strategy to staff and parents



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- iii. Christie will share the financial greenlighting draft with the board, as well as the compensation manual. The board is asked to be prepared to have a robust discussion during the November board meeting

b. ABAR Committee – Claire Schell

- i. The committee has added a permanent item at the end of the meeting agenda to allow members to weigh in on issues they would like brought before the board
- ii. We would like to acknowledge and recognize the work of the ColorBrave subcommittee and the milestones they have reached to determine the schedule, topics, facilitation, expectations and follow-up for this year's sessions
- iii. The Coalition for Neighborhood Diversity and Housing Justice has made some strides as well; doing the work in project teams aligned with service, policy, and community
- iv. The committee has been tasked with developing an ABAR training module for the board, and asks that if any board members have topics that they would like to dive more deeply into or need more core knowledge about, to let Claire know

VII. Leadership Reports

a. Executive Director Report – **Christie Huck +**

- i. Christie updated the board on today's visit by the Chan-Zuckerberg Initiative
- ii. City Garden will be awarded a number of honors by the Missouri Charter Public School Association meeting this week: Innovative Education School of the Year, Charter School of the Year, and Amy Denother, one of our Junior High Guides, as Charter School Teacher of the Year.

b. Principal Report – **Nicole Evans +**

- i. We were planning to share test scores with you at this meeting, but just learned from DESE that MAP scores will not be released until November, and not in time for the next board meeting
- ii. With the delay in MAP scores, we plan to share the Fall NWEA scores at the November meeting
- iii. Last week, we hosted a group recommended by the Opportunity Trust to perform an independent audit on the school's Academic Plan
 - The group had meaningful feedback regarding our program and instructional practices
 - The group confirmed that we need to continue with our Big MAC (Montessori, ABAR, Culture/ Climate/ Conscious Discipline) work
 - We are awaiting the formal report and will share that at the next board meeting

VIII. Included in Board Packet as reading material +

- a. Board Brief - CG Finance 101 PPT
- b. September meeting minutes from ABAR, Building and Grounds, Development and Governance committees
- c. School Dashboard
- d. Revised Board Meetings and Event Schedule



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e. Board Roster

IX. Upcoming Events and Initiatives

- 10/9 - Hispanic & LatinX Cultural Festival: 9:30 AM and 6:00 PM
- 10/16 Governance Committee: 8:30 AM
- 10/17 Finance Committee: 5:30 PM
- 10/18 Building and Grounds Committee: 9:00 AM
- 10/18 ABAR Committee: 6:00 PM
- 10/19 ColorBrave: 5:30 PM
- 10/21 Regional Identity Caucus (ABAR): 3:30 to 5:30 PM
- 10/24 Development Committee: 7:00 PM
- 11/4 - Admissions Open House: 2 to 3:30 PM
- 11/30 to 12/2 – Crossroads Antiracism Organizing and Training

X. Questions and Comments

XI. Closed Session 610.021.2 - Motion to discuss real estate

Roll Call vote

David Desai-Ramirez - Yea | Sysco Deuanephenh- Yea | Liz Fathman - Yea | Shanika Harris- Yea | Claire Schell - Yea | Jarrod Sharp - Yea

XII. Adjournment at 9:00 PM

Visitors: None



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Board of Directors Meeting Minutes

Date and Time: September 5, 2018 at 6:30 pm **Location:** Conference Room

Board Members in attendance: Donna Smith | Anthony Beasley | David Desai-Ramirez | Sysco Deuanephenh | Liz Fathman
Shanika Harris | Terrence Harris | Andrea Nickrent | Claire Schell | Jarrod Sharp | Tony Tillman

Emeritus: Joel Achtenberg

Staff Members: Christie Huck | Nicole Evans | David Blank | Debra Fox | Faybra Hemphill | Bob Sweeny

Presenters/Guests: Theresa Fleck, Steve Sanchez

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- I. Welcome and Call to Order – **Donna Smith, Chair**
- II. Introductions and Public Comment
- III. Approval of Agenda +*- **Accepted as written** **M-AB/2-LF**
- IV. Approval of Minutes from June 2018 Meeting +*- **Approved by vote** **M- SD/2-TH**
- V. Approval of Minutes from July 2018 Special Meeting +*- **Approved by vote** **M-SH/2-CS**
- VI. Leadership Reports

a. Board Chair Report – **Donna Smith**

b. Executive Director Report – **Christie Huck @**

- i. We are looking forward to our 10 Year Birthday Community Celebration tomorrow night. So far, over 300 people have RSVP'd. SLU's President, Dr. Fred Pestello, will be on hand and will speak to the gathering.
- ii. On Friday, City Garden is receiving a Proclamation from the City of St Louis in honor of our 10 years, and our charter renewal. CG has been invited and in addition to our leadership team, our 8th Grade students will be in the Board of Aldermen meeting room at City Hall to participate in the proceedings.
- iii. City Garden will also be the focus of a case study developed by the Century Foundation, who leads research regarding school integration and equity issues (among other things). TCF staff will spend four days onsite, September 17-21, observing in classrooms and interviewing teachers, students, parents and leaders.
- iv. City Garden is one of eight schools across the United States that has been selected by Chan Zuckerberg Initiative (CZI) to be the focus of a case study regarding whole child education. Representatives will spend a day at City Garden observing in classrooms and interviewing teachers, leaders and students. We will then be invited to be part of a cohort of schools to share and learn about best practices regarding whole child education. We will also become eligible for some funding opportunities.

c. Principal Report – **Nicole Evans @**

- i. We have decided to continue with our broad work of BIG M.A.C. and narrowing in on three overall goals: , Montessori, ABAR, and Climate/Culture/Compassionate Accountability
- ii. NWEA testing is underway, and results will be available for our next board meeting. It is our fervent hope that the state MAP testing results from our 2017-2018 school year will be ready by then as well.

Approved October 3, 2018



- iii. In addition to our SLU outcomes, we have added school-wide goals for 2018-19:
 - That all City Garden students will show one year or more of academic growth
 - That the percentage of Black students scoring proficient or advanced on MAP and NWEA will be 60% in Language Arts and 40% in Math (this is in alignment with the SLU performance contract)
 - That every student will engage in ABAR work and will exhibit a sense of agency, as developmentally appropriate
- iv. The board requested that Dr. Evans
 - Send the 2017 MAP results, for context
 - Provide a tool that would assist the board in evaluating and understanding test results and their efficacy

VII. LBH Development Update – **Theresa Fleck**

The board reviewed the fundraising plan for this year.

- a. The Case Statement that will drive all of our fundraising activities is still in development
- b. “Charidy” Day, a crowd-funding initiative, was introduced
- c. This year’s goal is \$830,000

VIII. Committee Reports

a. Finance – **Sysco Deuanepenh**

- i. May 2018 Financials + *- **Approved by vote** **M-DDR/2-TT**
- ii. FYE 18 Financials +* - **Approved by vote** **M-DDR/2-TT**

A shout out to Liz Harris and the school administration for all of the work they have done to keep the Primary 1 and 2 classrooms filled to capacity

- iii. Motion for Reliance Bank Access +* - **Approved w/ spelling correction by vote** **M-LF/2-CS**

iv. Facilities Subcommittee Update

- Discussion about financing plan for building purchase
 - a. An exercise in fits and starts due to the complexity of the ownership structure
 - b. Christie and David Blank are spearheading efforts to finalize things, with the support of David D-R, Jarrod and the subcommittee
- Report on work with IFF - IFF is embarking on a facility feasibility study, which will outline potential facilities options as City Garden grows.

b. Discussion about adopting a Consent Agenda +

- i. The board agreed to try this
- ii. Financials will be approved independently, and not included on the consent agenda

IX. Approval of Strategic Plan +* - **Approved by vote** **M-SD/2-AB**

- a. We are working with Bellwether on an accountability and responsibility plan for the greenlighting process



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- b. Christie will create a mini greenlight process for the next 6-12 months and send it to everyone
 - c. It was recommended that we add a section of "Greenlighting" to deal with governance-- what does the legal and governance structure look like, and the board's capacity and makeup
 - d. Bellwether is working on a communications plan to help us role all this out
 - e. Kudos to the CGMS Leadership Team for putting this all together
- X. Discussion of 2018-19 Work Plan +
- a. Board members were asked to send any feedback on the work plan to Donna before the next meeting
 - b. Committee chairs were asked to review the priorities drafted and create work plans for their committees
- XI. Included in Board Packet as reading material
- a. Board Brief - September +
 - b. June meeting minutes from ABAR, Building and Grounds and Governance committees +
 - c. Revised Board Meetings and Event Schedule +
- XII. Upcoming Events and Initiatives
- 9/6 – 10 Year Community Celebration: 4:30 to 6:30 PM
 - 9/8 – Jr High Car Wash Fundraiser: 9:00 to 11:00 AM
 - 9/15 – Back to School BBQ at Tower Grove Park: 1:00 to 3:00 PM
 - 9/16 – Regional Identity Caucus (ABAR): 3:30 to 5:30 PM
 - 9/21 – ColorBrave: 5:30 to 7:00 PM
 - 9/28 – Grandfriend's Day: 9:00 to 11:30 AM
- XIII. Questions and Comments
- XIV. Adjournment *- at 8:30 PM

Visitors: None

Approved October 3, 2018



Board of Directors Meeting Minutes

Date and Time: July 13, 2018 at 8:00 AM via Zoom Teleconference <https://zoom.us/j/858444713>

Board Members in attendance: Anthony Beasley | Joel Achtenberg | Sysco Deuanepenh | Shanika Harris
Terrence Harris | Claire Schell | Donna Smith | Jarrod Sharp | Tony Tillman

Staff Members in attendance: Christie Huck | Nicole Evans | David Blank | Debra Fox | A. Faybra Hemphill | Bob Sweeny

- I. Welcome and Call to Order – **Donna Smith, Chair**
- II. Introductions and Public Comment
- III. Approval of Agenda + - Accepted with change in order of items
- IV. Approval of Food Service Proposal +* - **Approved by unanimous vote** **M-TT/2-JS**
- V. Discussion and Vote on Bellwether Proposal +* - **Approved by unanimous vote** **M-SH/2-AB**
 - o To design and implement the roadmap of the strategic plan
 - o The Opportunity Trust is supporting this phase; committing the money but with the understanding that we need to bring in donors to invest in this and our future growth
 - o Will be added to the existing budget as a restricted donation, with expenses expressed as a separate line item and reported out separately
 - o Governance Committee will be pulled in as well
- VI. Discussion and Vote on IFF Proposal +* - **Approved by unanimous vote** **M-SD/2-TH**
 - o In order to expand the number of students beginning in 2020, we need a comprehensive space plan to accommodate more students
 - o This will provide the plan and work with HKW to implement to increase the capacity of the existing facility
 - o The Opportunity Trust is supporting this as well as the design team
 - o They will also assist us in devising an approach for future school expansion
- VII. Questions and Comments
- VIII. Closed Session 610.021.2 - Motion to discuss contracts/property at 8:40 AM **M-SD/2-AB**
Roll Call vote: Anthony Beasley- Yea | Sysco Deuanepenh - Yea | Shanika Harris - Yea | Terrence Harris -Yea | Claire Schell - Yea
Donna Smith - Yea | Jarrod Sharp - Yea | Tony Tillman - Yea
- IX. Adjournment * at 8:50 AM

Visitors: