Meeting Minutes

Date: 10/17/18, 4:30 pm – 5:30 pm  
Meeting: Governance Committee Meeting  
Location: Keystone Montessori

Members Present: Cindy Maschoff (Head of School), Amie Allor (Staff Member) and Martha Silva (Secretary).

Members Not Present: Robert Raimondo (Member).

Agenda Items

1. The meeting was called to order at 4:38 pm by Martha Silva.

2. Minutes from 8/16/18 were reviewed. Amie Allor moves to adopt the minutes. Cindy Maschoff seconds the motion and it passes 3:0. Motion passed by Cindy Maschoff, Amie Allor and Martha Silva.

3. Call to Public – No Public.

4. Discuss Action Items from previous meeting
   • Reviewed all items and updated the chart.

5. Discuss new BOD members candidates status
   • Committee will follow up with other possible candidates recommendations.

6. Discuss BOD Retreat.
   • 2017 BOD retreat survey results will be review by committee.
   • Discussed possible dates for retreat. Need to check with board to select what works for all.
   • Discussed possible topics to discuss at retreat.

7. Discuss succession planning
   • Head of school will define her current tasks in more detail and roles of other admin personnel within structure.
   • Final copy needs to be submitted to sign after adding and review new goal.

The meeting is adjourned at 5:37 pm

Next Meeting Date will be determined.  Location Keystone Montessori
## Meeting Minutes

### Open Action Items

<table>
<thead>
<tr>
<th>Item #</th>
<th>Agenda Item</th>
<th>Actions</th>
<th>Assigned To</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Discuss BOD Retreat</td>
<td>Discuss 2 possible date options with board.</td>
<td>Martha Silva</td>
<td>Completed</td>
</tr>
<tr>
<td>2</td>
<td>Discuss BOD Retreat</td>
<td>Format 2017 board survey and share with Gov. committee for review</td>
<td>Martha Silva</td>
<td>Completed</td>
</tr>
<tr>
<td>3</td>
<td>Discuss Succession Plan</td>
<td>Document HS job description/task, and other personnel roles.</td>
<td>Cindy Maschoff</td>
<td>12/2018</td>
</tr>
<tr>
<td>4</td>
<td>Discuss Parent Survey Results</td>
<td>Create Survey for next year</td>
<td>Gov. Committee</td>
<td>2/2019</td>
</tr>
<tr>
<td>5</td>
<td>Discuss new BOD Members’ candidates</td>
<td>Committee will follow up with possible candidates.</td>
<td>Gov. Committee</td>
<td>On-going</td>
</tr>
<tr>
<td>6</td>
<td>Discuss Parent Survey Results</td>
<td>Present results using a chart or other to BOD.</td>
<td>Martha Silva</td>
<td>Done.</td>
</tr>
</tbody>
</table>