Meeting Minutes

Date: 02-20-19, 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 4:41 pm by Martha Silva.

2. Minutes from 11/28/18 were reviewed. Cindy Maschoff moves to adopt the minutes with a minor change. Amie Allor 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
   • Discussed possible candidates recommendations status. Committee will follow up with them and invite to attend next board meeting.
   • Discussed new possible candidates.

6. Discuss BOD Retreat.
   • Next retreat will be planned in September in order to include new board members.

7. Follow up with HS job description and other personnel roles documentation.
   • Head of school will send an email to board President and Secretary.

8. Discuss 2019 Parent Survey Questions
   • Committee will review last year’s questions, and then decide what needs to be evaluated this year. Format needs to be change to measure results.
   • Survey needs to be sent in March.

The meeting is adjourned at 5:25 pm
Next Meeting Date will be 3/20/19. 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 Parent Survey Results</td>
<td>Create Survey for next year-Review last year and decide what to evaluate</td>
<td>Gov. Committee</td>
<td>3/2019</td>
</tr>
<tr>
<td>2</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>3</td>
<td>Discuss Succession Plan</td>
<td>Document HS job description/task, and other personnel roles.</td>
<td>Cindy Maschoff</td>
<td>Completed</td>
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<td>Cindy will email Martha &amp; Travis.</td>
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<tr>
<td>4</td>
<td>Discuss BOD Retreat</td>
<td>Create Agenda as topics were discussed. Check if a speaker available from State Education.</td>
<td>Martha Silva, Cindy Maschoff</td>
<td>On Hold until Sept. date</td>
</tr>
<tr>
<td>5</td>
<td>Discuss BOD Retreat</td>
<td>Board evaluation results to be shared with board members. Include agenda item next meeting.</td>
<td>Martha Silva</td>
<td>Completed</td>
</tr>
</tbody>
</table>