



City Garden Montessori School

Minutes

Board of Directors Meeting

Date and Time

Wednesday August 7, 2024 at 6:00 PM

This is an in-person meeting at 4209 Folsom Ave, St . Louis, MO 63110.

We will be live streaming the meeting via Zoom webinar at this link:

<https://us02web.zoom.us/j/88115198576?pwd=Rnl0cWNYaDZsdkdES3o2VE9hQnNMdz09>

The meeting will also be recorded and posted on the City Garden website
(citygardenschool.org/board)

Directors Present

D. Smith, J. Fouse, L. Vowell, S. Deuanepenh, S. Haigler, S. Shelton-Dodge (remote)

Directors Absent

J. Dixon, M. Howard

Guests Present

C. Huck, C. Isom, D. Blank, D. Fox (remote), M. Flohr (remote), M. Marshall

I. Opening Items

A.

Call the Meeting to Order

S. Deuanephenh called a meeting of the board of directors of City Garden Montessori School to order on Wednesday Aug 7, 2024 at 6:06 PM.

B. Record Attendance and Guests

C. Recess General Meeting to Convene Closed Session

S. Haigler made a motion to recess the general meeting to convene a closed session pursuant to RSMo Sunshine Law 610.21.3.

J. Fouse seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

M. Howard	Absent
S. Haigler	Aye
L. Vowell	Aye
S. Shelton-Dodge	Aye
D. Smith	Aye
S. Deuanephenh	Aye
J. Dixon	Absent
J. Fouse	Aye

D. Resume the General Meeting

General meeting was reconvened at 6:40 PM.

E. Mission Statement

F. Introductions and Public Comment

There was no public comment.

G. Welcome New Board Members and Introduce Board Officers for 2024-25

New member, Laura Vowell, was welcomed to the Board of Directors for a 3 year term beginning on July 1, 2024.

The 2024-25 Officers of the Board of Directors are:

- Sysco Deuanephenh, Chair
- Mia Howard, Vice-Chair
- Joelle Fouse, Treasurer
- Jesse Dixon, Secretary
- Donna Howard, Immediate Past-Chair

II. Action Items

A.

Approve Minutes from June 2024 Board Meeting

D. Smith made a motion to approve the minutes from 2023-24 Board Meeting on 06-03-24.

J. Fouse seconded the motion.

The board **VOTED** unanimously to approve the motion.

B. Approve May 2024 Financials

S. Haigler made a motion to approve the May 2024 financials.

L. Vowell seconded the motion.

The board **VOTED** unanimously to approve the motion.

C. Vote on New Board Member, Ben Huebner

S. Shelton-Dodge made a motion to approve the board membership of Benjamin Huebner.

D. Smith seconded the motion.

The Board Recruitment committee unanimously recommended approval of this candidate.

The board **VOTED** unanimously to approve the motion.

D. Approve 2024-25 Organizational Goals and Annual Plan

- These goals were revised after receiving the board's input
- The board requested quarterly updates be included as an agenda item at board meetings as a summary report
- The board would like to hear from the school principals regularly as well

There was great interest in the Academic Goals

- The board asked to see longitudinal data, to better understand how attendance in particular, affects academics.
- CG will be offering tutoring 4 days a week this year, instead of 2 days as last year. This tutoring will start sooner in the school year, two weeks after the start of school.
- There are plans to meet and partner with parents as well to try to eliminate the obstacles of poor daily attendance and to underscore the importance of additional instruction with tutoring .

J. Fouse made a motion to approve the CGMS organizational goals with quarterly updates.

S. Haigler seconded the motion.

The board **VOTED** unanimously to approve the motion.

III. Information Items

A.

New and Revised Policies for 2024-25

- The board was asked to review the policies presented and forward any questions to the Governance Committee
- The By-laws of the organization are under review and will be cross-checked by our legal counsel before being submitted to the board for approval this year

B. CEO Report

Christie turned her time over to Mike Flohr, who provided an update on the CGM Institute.

- MACTE was onsite observing the program, and deemed it a model program for infusing ABAR/ DEI with the Montessori curriculum
- We expect to be fully accredited by 2025
- There was great collaboration with our internal (CG staff - returning and new) adult learners
- We received a stellar response to this year's change in our model

C. Board Chair Report

Dr. Tenille Rose, who was approved for board membership at the June meeting, had a conflict with meeting dates and has resigned. We will try to keep her engaged by serving on a committee.

The Community Engagement subcommittee (Donna Smith, Sysco Deuanephenh, Mia Howard, Sherita Haigler, Dr. Alexandra Boyd) met and began a draft of the scope of work to give clarity to and assign a subcommittee member to each of the following areas of focus:

- Strategic Plan
- Budget Plan and Transparency - championed by the Finance Committee
- Organizational Structure
- Academic Excellence

The subcommittee will provide the board with quarterly updates.

IV. Closing Items

A. Adjourn Meeting

D. Smith made a motion to adjourn the August board meeting.

L. Vowell seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:55 PM.

Respectfully Submitted,

D. Fox

City Garden Montessori School

Minutes

Board of Directors Meeting

Date and Time

Wednesday September 4, 2024 at 6:00 PM

This is an in-person meeting at 4209 Folsom Ave, St . Louis, MO 63110.

We will be live streaming the meeting via Zoom webinar at this link:

<https://us02web.zoom.us/j/88115198576?pwd=RnI0cWNYaDZsdkdES3o2VE9hQnNMdz09>

The meeting will also be recorded and posted on the City Garden website
(citygardenschool.org/board)

Directors Present

B. Huebner, D. Smith, J. Fouse, L. Vowell, M. Howard, S. Deuanephenh, S. Haigler, S. Shelton-Dodge (remote)

Directors Absent

J. Dixon

Guests Present

A. Boyd, C. Huck, C. Isom, D. Blank, D. Fox, M. Flohr, M. Marshall, S. Miner, T. Harrell

I. Opening Items

A. Call the Meeting to Order

S. Deuanephenh called a meeting of the board of directors of City Garden Montessori School to order on Wednesday Sep 4, 2024 at 6:06 PM.

B. Record Attendance and Guests

C.

Recess General Meeting to Convene Closed Session

D. Smith made a motion to Recess General Meeting to convene a Closed Session In accordance with RSMo Sunshine Law, 610.21.3 (Personnel) and 610.21.2 (Contracts).

S. Haigler seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

L. Vowell	Aye
B. Huebner	Aye
J. Dixon	Absent
S. Haigler	Aye
D. Smith	Aye
S. Deuanephenh	Aye
J. Fouse	Aye
M. Howard	Aye
S. Shelton-Dodge	Aye

D. Resume the General Meeting

General meeting resumed at 7:07pm

E. Mission Statement

F. Introductions and Public Comment

No public comment

G. Welcome new board member Ben Huebner

II. Action Items

A. Approve Minutes from August 2024 Board Meeting

D. Smith made a motion to approve the minutes from Board of Directors Meeting on 08-07-24.

L. Vowell seconded the motion.

The board **VOTED** unanimously to approve the motion.

B. Approve June 2024 Financials - Fiscal 2024 Year-End

S. Haigler made a motion to Approve June 2024 Financials - Fiscal 2024 Year-End.

D. Smith seconded the motion.

The board **VOTED** unanimously to approve the motion.

C. Approve July 2024 Financials

L. Vowell made a motion to Approve July 2024 Financials.

B. Huebner seconded the motion.

The board **VOTED** unanimously to approve the motion.

The Board asked that the Principals considered all extra duty contracts required for the 2025-26 school year as part of the budgeting process.

D. Approve Contracts over \$10,000

D. Smith made a motion to Approve Contracts over \$10,000.

J. Fouse seconded the motion.

There were three contracts budgeted that had not yet been included in the details when the budget was approved for this fiscal year.

The board **VOTED** unanimously to approve the motion.

E. Approve New and Revised Policies for 2024-25

S. Shelton-Dodge made a motion to Approve New and Revised Policies for 2024-25 that were recommended by the Governance Committee.

J. Fouse seconded the motion.

- The flag and pledge policy is no longer required, so we have opted to remove this policy
- The bylaws are still under review and were not included in this vote
- The Governance Committee is reviewing all policies to recommend operational actions and procedures that should be implemented

The board **VOTED** unanimously to approve the motion.

III. Information Items

A. Whole Child Success Committee Update

The Committee name was changed from Academic Excellence Committee to Whole Child Success Committee to better represent the scope and purpose of the Committee.

The August meeting of the Committee focused on the Committee's scope. A proposal was created and shared with Principals to outline baseline protocols rooted in strong data reflection practices.

B. Governance Committee Update

Tabled until October meeting

C. Annual Goals Update and CEO Report

- Christie reviewed the Annual Goals dashboard with the Board
- PAC is on indefinite pause; City Garden is working on additional ways to engage with the parent and caregiver community going forward
- There is a common charter school application that has been developed and it will be online this fall

- NAACP has filed a Civil Rights Complaint with DESE against all schools and charters in the St Louis Region noting literacy discrepancies for all students of color. City Garden has initiated measures to address the literacy discrepancies and plans to fully cooperate with any investigation.

D. Board Chair Report

- Reminder to all board members to sign the Board Member Agreement for the 2024 - 25 school year
- Reminder to all board members to fill out the Board Member Matrix by Friday, September 13, 2024
- The Board Calendar will be updated to include the retreat on January 11, 2025

IV. Final Items

A. Questions and Comments

Joelle asked the Principals to share their thoughts about the first two weeks of the school year.

B. Reading Materials and Links

V. Closing Items

A. Adjourn Meeting

D. Smith made a motion to Adjourn Meeting.

M. Howard seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:00 PM.

Respectfully Submitted,
S. Miner

City Garden Montessori School

Minutes

Board of Directors Meeting

Date and Time

Wednesday October 2, 2024 at 6:00 PM

This is an in-person meeting at 4209 Folsom Ave, St . Louis, MO 63110.

We will be live streaming the meeting via Zoom webinar at this link:

<https://us02web.zoom.us/j/88115198576?pwd=RnI0cWNYaDZsdkdES3o2VE9hQnNMdz09>

The meeting will also be recorded and posted on the City Garden website
(citygardenschool.org/board)

Directors Present

B. Huebner, J. Dixon, J. Fouse, L. Vowell, S. Deuanepenh, S. Haigler, S. Shelton-Dodge

Directors Absent

D. Smith, M. Howard

Guests Present

C. Huck, D. Blank, D. Fox (remote), S. Miner

I. Opening Items

A. Call the Meeting to Order

S. Deuanepenh called a meeting of the board of directors of City Garden Montessori School to order on Wednesday Oct 2, 2024 at 6:04 PM.

B. Record Attendance and Guests

C. Recess General Meeting to Convene Closed Session

J. Dixon made a motion to Enter the closed session.

B. Huebner seconded the motion.

The board **VOTED** to approve the motion.

D. Resume the General Meeting

General Meeting resumed at 7:10pm

E. Mission Statement

F. Introductions and Public Comment

No public comment

II. Action Items

A. Approve Minutes from September 2024 Board Meeting

L. Vowell made a motion to approve the minutes from Board of Directors Meeting on 09-04-24.

B. Huebner seconded the motion.

The board **VOTED** unanimously to approve the motion.

B. Approve August 2024 Financials and Updated 2024-25 Budget Forecast

S. Haigler made a motion to Approve the August 2024 Financials and Updated 2024-25 Budget Forecast.

L. Vowell seconded the motion.

Budget re-forecast due to enrollment in PS/PK

The board **VOTED** unanimously to approve the motion.

C. Approve Expenditures Over \$10,000

J. Dixon made a motion to Approve additional expenditure over \$10,000.

S. Shelton-Dodge seconded the motion.

One new item, JH Interim Guide, flat rate covers pay and all expenses (lodging, travel, etc)

Cost is offset by not paying salary for JH Lead Guide who resigned

Temporary until new permanent JH Lead Guide hired

The board **VOTED** unanimously to approve the motion.

III. Information Items

A. Governance Committee Update

- Recalibrating work flow of the committee, due to the busy times of the school year for staff.

- Governance Committee has ambitious plans for this school year, to advance board priorities in a number of areas.

B. Annual Goals Update and CEO Report

- First Stepback Quarterly meeting was productive with focus on areas of success, change, and growth
- Areas of focus are the coaches and data usage, MTSS referral process for interventions, ECEC reading support
- Potential for a presentation of Transparent Classroom
- Potential for Observations in classrooms by Network and Board Members - working on finding best dates and times for classrooms
- Extending the timeframe for the Panorama survey to get to goal of 70% participation
- Working on filling communication gap left by absence of CCO
- CEO issued a letter to all families and staff regarding recent threats of violence in the St Louis area to address concerns

C. Board Chair Report

- Strategic planning proposals are being accepted - Christie and team are collecting
- Fall Affair Fundraiser is October 19, 2024 - all board members asked to attend and spread the word
- Board retreat scheduled for January 11, 2024

IV. Final Items

A. Questions and Comments

- Joelle Fouse asked if any potential updates/upgrades are being considered for the ECEC
 - David Blank stated there are no big improvements currently, but they are looking into new paint and flooring
 - David Blank and Christie Huck met with people regarding improving the outdoor spaces

B. Reading Materials and Links

V. Upcoming Board/Committee Meetings

A. Board and Committee Meetings

Board Meeting Schedule

- The first Wednesday of each month through June 2025

Committee Schedule Meeting

- Finance Meeting - the fourth Wednesday of each month through June 2025
- Governance Committee - October 25
- Whole Child Success Committee - October 22

VI. Closing Items

A. Adjourn Meeting

J. Fouse made a motion to Adjourn Meeting.

J. Dixon seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:58 PM.

Respectfully Submitted,
S. Miner

City Garden Montessori School

Minutes

Board of Directors Meeting

Date and Time

Wednesday November 6, 2024 at 5:30 PM

This is an in-person meeting at 4209 Folsom Ave, St . Louis, MO 63110.

We will be live streaming the meeting via Zoom webinar at this link:

<https://us02web.zoom.us/j/88115198576?pwd=RnI0cWNYaDZsdkdES3o2VE9hQnNMdz09>

The meeting will also be recorded and posted on the City Garden website
(citygardenschool.org/board)

Directors Present

B. Huebner, J. Dixon, L. Vowell, M. Howard (remote), S. Deuanephenh, S. Haigler, S. Shelton-Dodge

Directors Absent

D. Smith

Guests Present

A. Boyd, C. Huck, C. Isom, D. Blank, K. Lohrum, K. Young, M. Flohr, M. Marshall, S. Miner

I. Opening Items

A. Call the Meeting to Order

S. Deuanephenh called a meeting of the board of directors of City Garden Montessori School to order on Wednesday Nov 6, 2024 at 5:33 PM.

B. Record Attendance and Guests

C.

Recess General Meeting to Convene Closed Session

S. Haigler made a motion to enter the Closed Session.

J. Dixon seconded the motion.

The board **VOTED** unanimously to approve the motion.

D. 7:00pm - Resume the General Meeting

General Meeting resumed at 7:05pm

Sysco Deuanepenh requested that all present and on zoom give a brief introduction including how long they've been connected to City Garden.

E. Mission Statement

F. Introductions and Public Comment

No public comments

G. Statement Regarding Resignation of Board Member Joelle Fouse

- Joelle Fouse resigned on October 11th, due to some pending litigation.
- She did not have any access to City Garden funds or financial accounts.
- This situation prompted a review of the financial controls and ensured the proper protocols and procedures are currently in place.
- Sysco Deuanepenh will serve as the Interim Treasurer.

II. Action Items

A. Approve Minutes from October 2024 Board Meeting

J. Dixon made a motion to approve the minutes from Board of Directors Meeting on 10-02-24.

L. Vowell seconded the motion.

The board **VOTED** unanimously to approve the motion.

B. Approve September 2024 Financials

- Some items that appear over budget are a matter of timing and will balance over time as items are completed
- Expenses are favorable and currently below budget due to staffing changes
- School Stats are slightly behind in enrollment, but ahead of budget in attendance

S. Haigler made a motion to Approve the September 2024 Financials.

S. Shelton-Dodge seconded the motion.

The board **VOTED** unanimously to approve the motion.

III. Information Items

A. St. Louis University Charter Sponsor Evaluation

- The audit goes out in December, but student data is not released yet
- City Garden Met all requirements
- Above SLPS in ELA, Math, and Science
- The Science numbers are outstanding

B. Whole Child Success Committee Report

- ECEC Review
 - The majority of students in Kindergarten are currently 1 grade below in iReady, which provides a good view of areas that need the most focus in the baseline data
 - Attendance is slightly below the goal for the year. A process has been developed for addressing absences and working with parents, guides, and the Family Support Coordinator when necessary to improve attendance
 - Enrollment is down in part to the decision to move students from P2 to other classrooms, instead of filling the position left by a guide resignation
- EAEC Review
 - ELA scores are higher than Math
 - It would be beneficial to see data broken down by how long the students have been at City Garden to see the growth over the years
 - Goal of 70% of students meeting growth goals as set by iReady by end of the school year

C. Governance Committee Report

- Began working on the CEO evaluation and collecting data along the way
- Asking for Board to play a bigger role in fundraising
- Jo Pang is collaborating with the Committee on Community Engagement and discussed the potential of an online platform that would make decision making easier
- Dr. Boyd asked about the sharing of the CEO evaluation process with other schools/districts and offered to pilot a test group

D. CEO Report

- Charter school application system is up and running, which has given City Garden almost double the applications we saw at the same time last year
 - The process has been less complicated for families
 - There is now a ranking system when they apply to multiple schools
- Fundraising still has a ways to go, working with the new Director of Development is making an impact

- There will be an EOY campaign which will include a Board Member matching fund
- Kitty Lohrum will be conducting a Lunch and Learn for any committee/board members that want to learn more about fundraising on December 6
- The Fall Affair will be moved to Spring and renamed, with an official date still pending

E. Board Chair Report

Sysco Deuanepenh thanked everyone - Board, Guides, Committees, Staff - for their dedication and ongoing work

IV. Final Items

A. Questions and Comments

- Dr. Boyd stated The Biome School will be joining their portfolio
- Kisha Young asked for the SLU evaluation to be shared with the larger community - guides, staff, parents - in a way to help everyone see the bigger picture
 - Dr. Boyd will schedule some time to meet and discuss with guides and staff and determine the best way to share with the families
- Dr. Boyd was also invited to observe in some classrooms by both Principals

B. Reading Materials and Links

V. Closing Items

A. Adjourn Meeting

J. Dixon made a motion to Adjourn Meeting.

B. Huebner seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:09 PM.

Respectfully Submitted,
S. Miner

City Garden Montessori School

Minutes

Board of Directors Meeting

Date and Time

Wednesday December 4, 2024 at 6:00 PM

This is an in-person meeting at 4209 Folsom Ave, St . Louis, MO 63110.

We will be live streaming the meeting via Zoom webinar at this link:

<https://us02web.zoom.us/j/88115198576?pwd=RnI0cWNYaDZsdkdES3o2VE9hQnNMdz09>

The meeting will also be recorded and posted on the City Garden website
(citygardenschool.org/board)

Directors Present

B. Huebner, D. Smith, L. Vowell, M. Howard, S. Deuanepenh, S. Shelton-Dodge (remote)

Directors Absent

J. Dixon, S. Haigler

Guests Present

A. Boyd, C. Huck, C. Isom, D. Blank, K. Lohrum, K. Young, M. Flohr, M. Marshall, S. Miner

I. Opening Items

A. Call the Meeting to Order

S. Deuanepenh called a meeting of the board of directors of City Garden Montessori School to order on Wednesday Dec 4, 2024 at 6:08 PM.

B. Record Attendance and Guests

C. Recess General Meeting to Convene Closed Session

B. Huebner made a motion to Recess General Meeting to Convene Closed Session.

D. Smith seconded the motion.

The board **VOTED** unanimously to approve the motion.

D. 7:00pm - Resume the General Meeting

General meeting resumed at 7:15pm

E. Mission Statement

F. Introductions and Public Comment

No Public Comment

II. Action Items

A. Approve Minutes from November 2024 Board Meeting

D. Smith made a motion to Approve the November 2024 Board Meeting Minutes.

L. Vowell seconded the motion.

The board **VOTED** unanimously to approve the motion.

B. Approve October 2024 Financials

D. Smith made a motion to Approve the October 2024 Financials.

M. Howard seconded the motion.

The board **VOTED** unanimously to approve the motion.

- Currently under budget due to staffing changes
- As the bills for substitute teachers come in this will offset the difference
- The timing of the cash spending and philanthropy will impact the accountability plan
- Mia had a question about the Weighted Average Daily Attendance numbers
 - These were updated in September due to the under enrollment in PS/PK

C. Approval of 2023-24 Audit

B. Huebner made a motion to Approve the 2023 - 24 Audit.

L. Vowell seconded the motion.

The board **VOTED** unanimously to approve the motion.

- No issues were found in the Audit
- The internal controls that have been established are working correctly
- Selected statistics go to DESE due to the financial threshold
- Follow an annual process that the Board approves the Audit and corresponding minutes
 - This information is later posted in the newspaper (St Louis American)

III. Information Items

A. Whole Child Success Committee Report

- Attendance is slightly below the target of 95%, but not so much that it is problematic
- ECEC Notes
 - Preschool students tend to have more absences/tardies due to the more relaxed nature of the schooling
 - Kindergarten tends to be more inline with the EAEC data
- EAEC Notes
 - A process has been implemented to follow that outlines tracking absences (excused vs unexcused) and tardies
 - Fidelity is being given to the Guides to get accurate information and tracking each day
 - Reorienting the staff to the process and making sure they understand the importance of the data
 - Certain groups tend to have more absences/tardies due to medical issues, transportation, housing
 - Mike Flohr will look for ways to track the trends based on catchment
- Family Surveys for Fall 2024 were reviewed
 - ECEC Notes - Family-School Relationship Survey
 - Parents are surprised that we administer assessments at this young age and often struggle with the results, especially if interventions are recommended
 - Parents want more resources for ways to help their children learn at home
 - EAEC Notes - Family-School Relationship Survey
 - School Climate is impacted by how the families engage with the school (reading newsletter, attending activities, talking to their children about their learning), and the transitions from one level to another
 - School Fit can be influenced by the activities, clubs, and extracurriculars offered to the students
 - Teacher satisfaction and retention can greatly influence the student perceptions
 - School Safety results are related to a feeling of belonging, school incidents in the national news, and adjustments happening in the discipline policies
 - The next survey will come out in March/April 2025

B. Governance Committee Report

- Governance will pilot structures in January 2025 that focus on strategic planning, policy, and organizational structure
- Board Recruitment is a main priority due to board members being in their last year
 - The main areas of focus are
 - Diversity that represents the school community
 - having a Montessorian on the board
 - current board members playing a bigger role in recruitment and selection
- Kitty Lohrum spoke about relationship mapping in regards to fundraising
 - ways to engage people in our mission, especially if they know more than one person on the board
 - helping people to understand why we are so passionate about City Garden
 - using research to find and engage new board members

C. CEO Report

- So far in December, City Garden has raised \$30,000 towards our fundraising goal
 - There is also a board contribution of \$35,000
- Review of the Annual Performance Report from DESE showed that City Garden earned 125.5 points out of a possible 154.0, which is an increase over the last two years
 - The Report focuses on Academic Achievement (Performance), Continuous Improvement, and Assessment Participation Rates
 - If above 85% for three years, we can ask for another 10 year renewal
 - If below 85%, some additional work is needed for the 10 year renewal
- Annual Goals Progress Update was shared
 - Baseline academic data is higher than anticipated
 - Budget is on track with a Budget Task Force starting in January
 - Staff morale is low, but we are working to improve this and finding areas that need the most focus
 - Hiring for 2025-26 school year is starting now
 - First draft of the 2025-26 calendar has been created
 - There is a large focus on communications (internal and external), as well as social media

D. Board Chair Report

- There is no January Board Meeting
- The Board Retreat is January 11, 2025

IV. Final Items

A. Questions and Comments

- Susie Shelton-Dodge inquired about the TEP for Summer 2025
 - There are several staff currently enrolled with the expectation that their will be more once hiring for 2025-26 is completed
 - Professional Development plan with SLPS is in process
 - Satellite training with other school districts begins in February 2025
 - MACTE accreditation for Upper Elementary will take place in Summer 2025

B. Reading Materials and Links

V. Closing Items

A. Adjourn Meeting

M. Howard made a motion to Adjourn the December 2024 Board Meeting.

D. Smith seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:05 PM.

Respectfully Submitted,
S. Miner

City Garden Montessori School

Minutes

Board of Directors Meeting

Date and Time

Wednesday February 5, 2025 at 6:00 PM

This is an in-person meeting at 4209 Folsom Ave, St . Louis, MO 63110.

We will be live streaming the meeting via Zoom webinar at this link:

<https://us02web.zoom.us/j/88115198576?pwd=RnI0cWNYaDZsdkdES3o2VE9hQnNMdz09>

The meeting will also be recorded and posted on the City Garden website
(citygardenschool.org/board)

Directors Present

B. Huebner, J. Dixon (remote), M. Howard, S. Deuanepenh, S. Haigler, S. Shelton-Dodge (remote)

Directors Absent

D. Smith, L. Vowell

Guests Present

C. Huck, C. Isom, K. Lohrum, K. Young, S. Miner

I. Opening Items

A. Call the Meeting to Order

S. Deuanepenh called a meeting of the board of directors of City Garden Montessori School to order on Wednesday Feb 5, 2025 at 6:04 PM.

B. Record Attendance and Guests

C.

Recess General Meeting to Convene Closed Session

S. Haigler made a motion to Recess General Meeting to Convene Closed Session.

M. Howard seconded the motion.

The board **VOTED** unanimously to approve the motion.

D. 7:00pm - Resume the General Meeting

General Meeting resumed at 7:28pm

E. Mission Statement

F. Introductions and Public Comment

No public comment

II. Action Items

A. Approve Minutes from December 2024 Board Meeting

J. Dixon made a motion to approve the minutes from Board of Directors Meeting on 12-04-24.

S. Shelton-Dodge seconded the motion.

The board **VOTED** unanimously to approve the motion.

B. Approve December 2024 Financials

B. Huebner made a motion to Approve the December 2024 Financials.

S. Haigler seconded the motion.

- Accountability Plan - expect to end the year at 12% due to the differences in timing of funding and expenses
- Ben Huebner asked about any anticipated changes in funding due to the new Presidential administration's decisions
 - City Garden Administration is staying up to date with any changes and decisions that are happening

The board **VOTED** unanimously to approve the motion.

C. Expenditures Over \$10,000

S. Haigler made a motion to Approve Expenditures over \$10,000.

S. Shelton-Dodge seconded the motion.

- Montessori Makers Group - until 6/30/25 - Hannah Richardson, Montessori Specific Recruiting
- Virtual Humanity - Project based virtual administrative support for Christie and others in Network

- This money was already in the budget, but is now being allocated to these specific items

The board **VOTED** unanimously to approve the motion.

D. Preschool Tuition for the 2025-26 School Year

M. Howard made a motion to Approve the Preschool Tuition for the 2025-26 School Year.

S. Haigler seconded the motion.

- The increase is comparable to inflation increases
- Income A & B typically receive free education due to funding - all those who currently qualify are receiving funding

The board **VOTED** unanimously to approve the motion.

III. Information Items

A. Whole Child Success Committee Report

- The focus of the most recent meeting was on Culture and Climate with asks for Whole Child Success Committee, Network, Staff
- There was a request to create a goal specific to school safety
 - Fall data can be used to set a goal to improve in the Spring Survey
- EAEC placed a focus on Nautilus and Professional Development
- Team is working to build data reporting - Sarah Miner and Mia Howard will collaborate on this while Mike Flohr is out

B. Governance Committee Report

- Very few policy updates from the state at this time
- CEO Evaluation is on track
- Community Engagement Committee has the first meeting
 - Lots of energy and excitement from those involved
 - Breakout rooms were utilized to discuss hopes, fears, and concerns
 - One concern is how to meet all of the needs of the group virtually vs in person
 - 26 people are included - 9 Caregivers, 9 Staff, 2 Board Members, and 6 Administration Members
- The Board Retreat was in January and included a focus on relationship mapping lead by Kitty Lohrum
- Board Recruitment is expedited due to changes in board members with an application deadline of 2/14/25

C. CEO Report

- City Garden's Future City Team Receives Black & Veatch Award at Regionals
- City Garden was named Member of Year at the Diverse Charters Schools Coalition (DCSC)
- City Garden received a PRiME award for ELA Growth
- There is a focus on awareness and action due to the administration policies coming down the line
- Potential changes from the state of Missouri for the school calendar - specifically the start date
- The employee share of the retirement system may increase
- Changes in DEI and how they impact our community
- Application deadline for 2025-26 school year is 3/1/25
 - currently there are more applications than actual seats available
 - There was a very good turnout for the EAEC Open House on 2/1/25
- Fundraising help is needed from the Board
 - Sunlight and Soil event on 3/8/25 - Board members are asked to attend and invite friends and family
 - Day of Giving 4/16/25 - 4/17/25
 - Team leaders are needed
 - Volunteers to make phone calls
 - Corporate and Community Sponsors
 - Help with Grants
 - check with employers and community members for any grant opportunities

D. Board Chair Report

- Board Retreat
 - This was a good day for grounding themselves and focusing on how to support Christie and the school
- Board recruitment
 - The group focused on this goal and process
- Updating Strategic Planning
- Budgeting Process
 - Challenging themselves to get a more complete budget to expedite the review and approval
 - Planning on approval at March Board Meeting
- Relationship Mapping
 - Kitty Lohrum lead the team in relationship mapping exercises

IV. Final Items

A. Questions and Comments

None

B. Reading Materials and Links

V. Closing Items

A. Adjourn Meeting

J. Dixon made a motion to Adjourn the February 2025 Board Meeting.

M. Howard seconded the motion.

The board entered into a second closed session after the general session convened.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:00 PM.

Respectfully Submitted,

S. Miner

City Garden Montessori School

Minutes

Board of Directors Meeting

Date and Time

Wednesday March 5, 2025 at 6:00 PM

This is an in-person meeting at 1618 Tower Grove Ave, St. Louis, MO 63110.

We will be live streaming the meeting via Zoom webinar at this link:

<https://us02web.zoom.us/j/88115198576?pwd=RnI0cWNYaDZsdkdES3o2VE9hQnNMdz09>

The meeting will also be recorded and posted on the City Garden website
(citygardenschool.org/board)

Directors Present

B. Huebner, D. Smith, L. Vowell, M. Howard, S. Deuanephenh, S. Haigler (remote), S. Shelton-Dodge (remote)

Directors Absent

J. Dixon

Guests Present

C. Huck, C. Isom, D. Blank, D. Fox, K. Lohrum, M. Marshall

I. Opening Items

A. Call the Meeting to Order

S. Deuanephenh called a meeting of the board of directors of City Garden Montessori School to order on Wednesday Mar 5, 2025 at 6:02 PM.

B. Record Attendance and Guests

C.

Recess General Meeting to Convene Closed Session

M. Howard made a motion to recess the general meeting to convene a closed session in accordance with RSMo Sunshine Law, 610.21.1 (Legal), 610.21.2 (Contracts) and 610.21.3 (Personnel), which require a roll call vote.

D. Smith seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

J. Dixon	Absent
M. Howard	Aye
B. Huebner	Aye
S. Deuanephenh	Aye
S. Haigler	Aye
D. Smith	Aye
L. Vowell	Aye
S. Shelton-Dodge	Aye

D. 7:00pm - Resume the General Meeting

The General Meeting reconvened at 7:25 pm

E. Mission Statement

F. Introductions and Public Comment

There was no public comment.

Christie spoke about the water main breaks at the EAEC, and commended the staff for jumping in to help wherever it was needed.

II. Action Items

A. Approve Minutes from February 2025 Board Meeting

L. Vowell made a motion to approve the minutes from Board of Directors Meeting on 02-05-25.

S. Haigler seconded the motion.

The board **VOTED** unanimously to approve the motion.

B. Approve January 2025 Financials

D. Smith made a motion to approve the January 2025 financials.

L. Vowell seconded the motion.

The board **VOTED** to approve the motion.

C. Approve Draft of the 2025-26 Budget

D. Smith made a motion to approve the draft of the 2025-26 budget.

B. Huebner seconded the motion.

The board will approve the final version in June 2025.
The board **VOTED** unanimously to approve the motion.
The board reviewed a draft of the updated Teacher Salary Scale.

D. 2025-26 School Calendar

S. Shelton-Dodge made a motion to approve the 2025-26 school Calendar.
M. Howard seconded the motion.
The board **VOTED** unanimously to approve the motion.

III. Information Items

A. Whole Child Success Committee Report

Mia Howard gave a mid-year update regarding the 2024-2025 academic growth goals.
Highlights of the reflections and action steps:

For the EAEC

- Recommitment to using the district standardized assessments
- Using Transparent classroom to track lessons
- Joint principal/ instructional coach walkthroughs
- Use the MTSS process to seek help for any students who have not been making gains
- Celebrate our wins!

For the ECEC

- Montessori Early Intervention (MEI) Process
- Reading Pathway progress
- Caretaker involvement to lay foundation for parent conferences
- Leveraging the afternoon work cycle

The full presentation has been uploaded to the board meeting minutes.

B. Governance Committee Report

Jesse Dixon was unable to attend this month's board meeting, and in his place, Donna Smith reported that the main focus for the committee is:

- To grow and support the Community Engagement Committee; who have scheduled the first ColorBrave convening since COVID
- To continue the recruitment of potential board members for the 2025-26 school year

C. CEO Report

- The charter school lottery, which took place earlier this week. It was our first time using the Common App and this year's lottery took only 15 seconds to complete. There were 420 applications to City Garden for the 2025-26 school year.
- The Sunlight and Soil event is this Saturday at the ECEC. Due to the flood, we had to find another location, and Crystal Isom made the Early Childhood building available to us. Thank you, Crystal!
- The Stakeholder Survey has been completed. Christie will send the report to the board, and share a synthesis of recommended actions during the April board meeting.

D. Board Chair Report

We are working to incorporate micro-learning opportunities into our monthly meetings. Some of the topics being considered:

- The calculation of WADA
- The Montessori theory of development
- Succession planning
- Nautilus Approach to discipline and behavior
- Fundraising

If anyone has other topics to recommend, please reach out to Sysco.

IV. Closing Items

A. Adjourn Meeting

D. Smith made a motion to adjourn the March 2025 board meeting.

L. Vowell seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:20 PM.

Respectfully Submitted,

D. Fox

Documents used during the meeting

- 2025-26 Budget Presentation_3-5-2025_1.pdf
- CGM WCS Board Deck March 2025.pdf

City Garden Montessori School

Minutes

Board of Directors Meeting

Date and Time

Wednesday April 2, 2025 at 6:00 PM

This is an in-person meeting at 1618 Tower Grove Ave, St. Louis, MO 63110.

We will be live streaming the meeting via Zoom webinar at this link:

<https://us02web.zoom.us/j/88115198576?pwd=RnI0cWNYaDZsdkdES3o2VE9hQnNMdz09>

The meeting will also be recorded and posted on the City Garden website

(citygardenschool.org/board)

Directors Present

B. Huebner (remote), D. Smith (remote), J. Dixon (remote), L. Vowell (remote), M. Howard (remote), S. Deuanepenh (remote), S. Haigler (remote), S. Shelton-Dodge (remote)

Directors Absent

None

Guests Present

C. Huck (remote), Crystal Isom (remote), D. Blank (remote), J. Achtenberg (remote), K. Lohrum (remote), K. Young (remote), S. Miner (remote)

I. Opening Items

A. Call the Meeting to Order

S. Deuanepenh called a meeting of the board of directors of City Garden Montessori School to order on Wednesday Apr 2, 2025 at 6:05 PM.

B. Record Attendance and Guests

C. Recess General Meeting to Convene Closed Session

D. Smith made a motion to Recess General Meeting to Convene Closed Session.

S. Haigler seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

S. Shelton-Dodge Aye

D. Smith Aye

S. Haigler Aye

S. Deuanephenh Aye

J. Dixon Aye

M. Howard Aye

B. Huebner Aye

L. Vowell Aye

D. 7:00pm - Resume the General Meeting

E. Mission Statement

F. Introductions and Public Comment

There were no public comments this month.

II. Action Items

A. Approve Minutes from March 2025 Board Meeting

S. Shelton-Dodge made a motion to approve the minutes from Board of Directors Meeting on 03-05-25.

S. Haigler seconded the motion.

The board **VOTED** unanimously to approve the motion.

B. Approve February 2025 Financials

D. Smith made a motion to Approve the February 2025 Financials.

L. Vowell seconded the motion.

- Financials have been consistent over the past few months with a favorable increase in WADA.
- Salaries are favorable due to delays in hiring, but are partially offset by substitution costs.
- Our Fund Balance is currently 11% with our target for the year being 12%.
- Our forecast is favorable with a surplus between revenue and expenses.
- Attendance is currently at 93.1 just below our target of 93.5.

The board **VOTED** unanimously to approve the motion.

III. Information Items

A. Governance Committee Report

Community Engagement Committee

- A major focus of the Governance Committee recently has been the Community Engagement Steering Committee with the goal being a way for the Board to see the bigger picture, to be able to make policy and other decisions that really draw from the various voices of the City Garden Committee.
- A community driven approach was important in shaping the board and the schools long term goals and strategic planning.
- Mia Howard provided insight as a member of the Community Engagement Steering Committee
 - Exciting to see the collaboration of staff, board members, caregivers, and administration
 - So much work is being done to achieve success for the 2025-26 school year and knowing that some goals on the list are already underway
- The hope is to continue some version of this in the future

Board Recruitment and Selection

- There are some great candidates with good experience
- Interviews are set up with the current board members
- Hope to invite them to the May Board meeting

CEO Evaluation

- Currently on track with input from a range of voices.
- This year's evaluation process is more robust than in the past.

Board Evaluation

- Each board member must complete a self assessment with a goal of 100% participation
- The focus is how are they doing and what can they do better in the future

B. CEO Report

- Review of important dates coming up during the last part of the school with an ask for help in fundraising.
- Update on the water main breaks with a promise from the City that they will replace the entire portion in front of the school.
- Budget sessions were held with all staff members to review updates for the 2025-26 school year and address any questions/concerns.
- Highlighted the two great events in March - Sunlight & Soil and ColorBrave

- good turn out for both
- great to see the community connecting in different ways
- Admissions update
 - The ECEC Spring Fling was a success
 - First time running the lottery in the new applications system was a good experience and easier than how it has been in the past.
- Federal/State Changes
 - City Garden is keeping an eye on any changes that may impact us
 - Open enrollment change would allow students to attend any school regardless of catchment, but this is not currently a requirement for charter schools
 - SLPS Retirement program will increase the employer share of the pension contribution from 12.5% to 14%.

C. Board Chair Report

- Proposed date for the Spring/Summer Board Retreat is Saturday, May 31, 2025
- Board Member transitions
 - 3 members will be terming out at the end of the 2024-25 school year
- A mini board training will be provided at the end of the board meetings, with this month focusing on WADA (Weighted Average Daily Attendance)
 - Sysco provided an overview of WADA and how it impacts funding

IV. Final Items

A. Questions and Comments

There were no additional questions or comments

B. Reading Materials and Links

V. Closing Items

A. Adjourn Meeting

J. Dixon made a motion to Adjourn the April Board Meeting.

B. Huebner seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:54 PM.

Respectfully Submitted,
S. Miner

City Garden Montessori School

Minutes

Board of Directors Meeting

Date and Time

Wednesday May 7, 2025 at 6:00 PM

This is an in-person meeting at 1618 Tower Grove Ave, St. Louis, MO 63110.

We will be live streaming the meeting via Zoom webinar at this link:

<https://us02web.zoom.us/j/88115198576?pwd=RnI0cWNYaDZsdkdES3o2VE9hQnNMdz09>

The meeting will also be recorded and posted on the City Garden website
(citygardenschool.org/board)

Directors Present

B. Huebner, D. Smith, J. Dixon (remote), L. Vowell, M. Howard, S. Deuanepenh, S. Haigler, S. Shelton-Dodge (remote)

Directors Absent

None

Guests Present

A. Boyd, C. Huck, D. Blank, K. Lohrum, K. Young, M. Flohr, M. Marshall, S. Miner

I. Opening Items

A. Call the Meeting to Order

S. Deuanepenh called a meeting of the board of directors of City Garden Montessori School to order on Wednesday May 7, 2025 at 6:06 PM.

B. Record Attendance and Guests

C.

Recess General Meeting to Convene Closed Session

S. Haigler made a motion to Recess General Meeting to Convene Closed Session.

D. Smith seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

S. Shelton-Dodge Aye

L. Vowell Aye

D. Smith Aye

S. Deuanephenh Aye

M. Howard Aye

S. Haigler Aye

B. Huebner Aye

J. Dixon Aye

D. 7:00pm - Resume the General Meeting

General Meeting resumed at 7:03 PM

E. Mission Statement

F. Introductions and Public Comment

There were no Introductions and Public Comment this month

II. Action Items

A. Approve Minutes from April 2025 Board Meeting

D. Smith made a motion to approve the minutes from Board of Directors Meeting on 04-02-25.

L. Vowell seconded the motion.

The board **VOTED** unanimously to approve the motion.

B. Approve March 2025 Financials

L. Vowell made a motion to Approve the March 2025 Financials.

B. Huebner seconded the motion.

- Revenue and expense are consistent with the rest of the year
- Due to WADA the numbers are favorable
- Philanthropy is low, but Day of Giving at the end of the month will help
- Preschool numbers are down due to lower enrollment
- Salaries and benefits are favorable due to hiring, but are partially offset with our substitute services
- We are still expecting to end the year with a surplus
- Attendance is lower than projected, but very close to goal

The board **VOTED** unanimously to approve the motion.

C. Form 990

L. Vowell made a motion to Approve Form 990.

D. Smith seconded the motion.

- Form 990 is based on audited Financial from 2023-24
- This is completed yearly
- Sysco Deuanepenh will sign for 2024-25 school year

The board **VOTED** unanimously to approve the motion.

D. Contracts Over \$10,000

S. Haigler made a motion to Approve Contracts over \$10,000.

M. Howard seconded the motion.

Contracts include

- The Together Group - training for the Admin team and already part of the budget.
- Encompass Resolution - a board directed HR Consulting that was already in the budget.
- Virtual Humanity - Administrative Assistant helping the CEO and HR. This was not in the budget, but is offset due to lower salary costs.

The board **VOTED** unanimously to approve the motion.

III. Information Items

A. Nomination of New Board Members

Three positions are needed to fill current and upcoming vacancies. Current nominees are:

- Kyle Shaffer
 - Extensive background in education and academic leadership
 - Consulting practice that coaches academic leaders and other change management leaders
 - Hopeful that he will join the Whole Child Success Committee
- Nicole Johnson
 - Attorney with a long committed background on social justice issues, equity, anti-bias, and anti-racism
 - Lots of interest in education
 - Will join the Governance Committee

Still in need of one position to be filled and looking into different options. Also discussing guiderails around having parents or alumni as Board Members.

M. Howard made a motion to Move Nomination of New Board Members from an Information Item to an Action Item.

L. Vowell seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

B. Huebner	Aye
S. Shelton-Dodge	Aye
L. Vowell	Aye
M. Howard	Aye
J. Dixon	Aye
S. Haigler	Aye
D. Smith	Aye
S. Deuanephenh	Aye

M. Howard made a motion to Approve the Addition of two New Board Members.

D. Smith seconded the motion.

- Jesse Dixon will invite them to the Board Retreat of 5/31/2025

The board **VOTED** unanimously to approve the motion.

Roll Call

S. Haigler	Aye
L. Vowell	Aye
M. Howard	Aye
J. Dixon	Aye
D. Smith	Aye
S. Deuanephenh	Aye
S. Shelton-Dodge	Aye
B. Huebner	Aye

B. Whole Child Success Committee Report

Instructional and Implementation Coaching

- Focus on coaching to be more sustainable and effective to help guides progress towards better student outcomes
- Coaching is supportive, non-evaluative, and grounded in adult learning theory
- Coaching involves child study, lesson study, and Teacher Education Program aligned mentorship
- Lead Guides and Assistant Guides will have the same coach and some dual coaching sessions to focus on alignment
- Third year we have been doing coaching
- Structure of tools used for coaching Lead guides and Assistant guides need to align with the role and length of time a person has been in that role

ECEC Climate and Culture Survey

- Reports from Crystal Isom (former Principal) and Amy Willems (Instructional Coach and Interim Principal)
- Shared ownership of culture is becoming evident in the collective behaviors, values, and relationships
- Staff turnover at the beginning of the year has lead to a healing and renewal in the building
- Implementation of Run for the Roses by Amy Willems
 - She places a bowl of roses out and the staff members race to grab one to publicly present to another staff member who has helped or supported them
- Will send an end of year staff survey to revisit a lot of the indicators from the TNTP (The New Teacher Project) survey done earlier in the year
- Utilizing Transparent Classroom to evaluate metrics on lessons given

EAEC Climate and Culture Survey

- Used TNTP survey and in-house surveys
- Of the 22 TNTP surveys sent out only 12 were completed
 - This was sent out in December, which may not be an ideal for Guides
 - The survey was only sent to Lead Guides
- Guides feel they have a high workload, but also a very high sense of belonging
- Connected the TNTP domains to the Student Growth goals and School Culture
- Staff are proud to work for City Garden and want to be here long-term, but have concerns with the workload, pay, and clarity on roles
- Some staff stated they don't complete surveys because they don't feel like they matter, but hopefully highlighting that our work is based directly on surveys will change that mindset
- 100% retention of Lead Guides

C. Day of Giving and Mini Fundraising Training

- Kitty Lohrum provided a mini Fundraising Training with a focus on how we can raise money during our Day of Giving May 21st - 22nd
- Giving has changed more since COVID and the addition of Donor Advised Funds (DAF) than it has in decades
- More of a focus on relationships and relationship mapping
- Principal gifts become possible due to small gifts
- LinkedIn is the best social media to use to build philanthropy
- Asked all Board Members to share their City Garden Why with her as a testimony

D. Community Engagement Steering Committee (CESC): Priorities for the 2025-26 School Year and Key Takeaways from CESC Process

- Community Engagement is a top priority for the Board and Governance Committee, so it was very important to hear the community voices in our goals and planning for next year
- A diverse group was created from both buildings, administration, and caregivers
- The goal of the committee was to review and recommend specific goals for the coming year to the Board based on survey results from the school community
- The committee used a Consent Decision Making Process to finalize the goals/priorities for 2025/26 school year
- 100% of participants agreed that the group effectively practiced Inclusive Governance and the CESC will have a positive impact on City Garden
- While some of the goals/priorities are already underway, the committee had to determine what other areas to prioritize based on need, capacity, and cost
- Christie Huck presented the proposed City Garden Annual Priorities in the following categories:
 - Student Academic Growth
 - Student Culture
 - Governance and Financial Sustainability
 - Staff Culture
 - Operations
 - Family Engagement
 - Community Outreach and External Relations

Donna Smith and Mia Howard discussed how the proposed priorities will be integrated with the current/ongoing priorities.

E. CEO Report

Christie Huck discussed some recent and upcoming events in the School Community

- Teacher Appreciation Week during the first week of May
- City Garden Block Party was moved to Monday, May 5th due to rain on Saturday, May 3rd
 - It was a huge success with about 700 people
- MAP Testing for 3rd to 8th grade this week
- MAP Testing Kick off Parade was on Friday, May 2nd
- Volunteer Appreciation Party was on Friday, April 25th
 - Throughout the school year, City Garden had 350 volunteers over 3,000 hours, not including all of the Committees

ECEC Principal Search is underway.

- There have been some great applicants, each participating in one interview this week
- They will then participate in staff/caregiver/leadership interviews

- The top 2 or 3 (at most) will advance to the whole day on campus interview session

Admissions

- There were about 600 applicants for 200 spots via the common application
- The common application has proven to be a very efficient way to do admissions
- PreK is in better shape than it was a year ago

Brightbeam

- A national nonprofit creating a mini documentary on charter schools that are pushing the envelope to ensure all children have access to great schools
- They will be featuring 3 schools in St Louis, including City Garden
- Onsite filming will take place on 5/19, 5/21, and 5/22

Retirements

- Deb Fox
- Lynn deLearie

PRiME Center at SLU

- We are partnering with the PRiME Center at SLU to work on data compliance, and reporting
- 5 schools have joined together with the Missouri Charter Schools Association to work with PRiME to hire a PRiME employee that will do data compliance and reporting for all 5 schools

F. 2025-26 Board Leadership Slate

The Board Leadership Slate for the 2025/26 school year is:

- Jesse Dixon - Board Chair (for one to two years)
- Mia Howard - Vice Chair (continuing in current role)
- Laura Vowell - Secretary
- Ben Huebner - Treasurer

Board Members leaving at the end of the 2024/25 school year

- Donna Smith - will continue to volunteer on Governance Committee
- Susie Shelton-Dodge
- Sysco Deuanepenh - will continue to volunteer on Finance Committee

Jesse Dixon will have conversations with all Board Members, including the 2 new members to determine their interest in Executive Committee roles and the timing of the monthly board meetings. Jesse will evaluate ways to make the board meeting time more

efficient including pre-recording portions, pre-reading and asking questions from the packet, what aspects can be completed through committee work.

G. Board Chair Report

- Board Retreat is on Saturday, May 31st
- Donna Smith, Susie Shelton-Dodge, and Sysco Deuanephenh terms are ending
- Board Evaluation is due May 12, 2025 with a goal of 100% participation
- 75% of Board Members have attended 75% or more of meetings
- 100% of Board Members have given in 2024/25
- 2025/26 Board Meeting potential time changes to the current schedule with a focus on utilizing the time effectively as well as the time of committee meetings

IV. Closing Items

A. Adjourn Meeting

D. Smith made a motion to Adjourn the May 2025 Board Meeting.

L. Vowell seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

S. Deuanephenh	Aye
L. Vowell	Aye
B. Huebner	Aye
S. Haigler	Aye
S. Shelton-Dodge	Aye
M. Howard	Aye
J. Dixon	Aye
D. Smith	Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:12 PM.

Respectfully Submitted,
S. Miner

City Garden Montessori School

Minutes

Board of Directors Meeting

Date and Time

Wednesday June 4, 2025 at 6:30 PM

This is an in-person meeting at 4209 Folsom Ave, St. Louis, MO 63110.

We will be live streaming the meeting via Zoom webinar at this link:

<https://us02web.zoom.us/j/88115198576?pwd=RnI0cWNYaDZsdkdES3o2VE9hQnNMdz09>

The meeting will also be recorded and posted on the City Garden website
(citygardenschool.org/board)

Directors Present

B. Huebner, D. Smith, J. Dixon (remote), M. Howard, S. Deuanephenh, S. Shelton-Dodge (remote)

Directors Absent

K. Shaffer, L. Vowell, N. Johnson, S. Haigler

Guests Present

C. Huck, D. Blank, K. Lohrum, M. Flohr, M. Marshall, S. Miner

I. Opening Items

A. Call the Meeting to Order

S. Deuanephenh called a meeting of the board of directors of City Garden Montessori School to order on Wednesday Jun 4, 2025 at 6:47 PM.

B. Record Attendance and Guests

C.

Recess General Meeting to Convene Closed Session

D. Smith made a motion to Recess General Meeting to Convene Closed Session.

B. Huebner seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

D. Smith	Aye
J. Dixon	Aye
L. Vowell	Absent
K. Shaffer	Absent
M. Howard	Aye
S. Shelton-Dodge	Aye
B. Huebner	Aye
N. Johnson	Absent
S. Deuanephenh	Aye
S. Haigler	Absent

D. 7:00pm - Resume the General Meeting

General Meeting resumed at 7:23pm

E. Mission Statement

F. Introductions and Public Comment

There is no public comment this month.

Welcome new board members Nicole Johnson and Kyle Shaffer.

II. Action Items

A. Approve Minutes from May 2025 Board Meeting

D. Smith made a motion to approve the minutes from Board of Directors Meeting on 05-07-25.

M. Howard seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

K. Shaffer	Absent
D. Smith	Aye
S. Shelton-Dodge	Aye
J. Dixon	Aye
L. Vowell	Absent
N. Johnson	Absent
S. Haigler	Absent
M. Howard	Aye
S. Deuanephenh	Aye
B. Huebner	Aye

B. Approve April 2025 Financials

M. Howard made a motion to Approve the April 2025 Financials.

B. Huebner seconded the motion.

- Revenue and Expenses are consistent
- David Blank made some updates to the forecast through April 2025
 - We are expecting to be in a surplus of \$278,000 for the year, with a healthy cash balance of 13%
- Attendance are slightly improved since the last meeting, but below the budgeted number
- The forecast is down slightly from the previous forecast due to the following:
 - MOQPK numbers are down because some families we initially thought qualified, do not qualify
 - Some building expenses were higher than expected
 - This number should go down once insurance pays for some of the costs from the flooding

The board **VOTED** unanimously to approve the motion.

C. Approval of Fiscal Year 26 Budget and FY26 Contracts Over \$10,000

D. Smith made a motion to Approve the Fiscal Year 26 Budget and FY26 Contracts Over \$10,000.

B. Huebner seconded the motion.

The board **VOTED** unanimously to approve the motion.

Key Aspects of the 2025-26 Budget

- New Lead Guide Salary Schedule with a pay increase
- Pay increase for Assistant Guides
- Increase in the Retirement Contribution to 14% on 1/1/2026
- Higher enrollment numbers than 2024-25 School Year
- Attendance is budgeted at 93.5%
- Strategic Planning Funding added to the budget for 2025-26
- Philanthropy will balance out due to some restricted funds ending
- Additional big expense of 14% retirement

D. Approval of 2025-26 Board Leadership Slate

D. Smith made a motion to Approve the 2025-26 Board Leadership.

S. Shelton-Dodge seconded the motion.

- Jesse Dixon - Chair
- Mia Howard - Vice Chair
- Ben Huebner - Treasurer

- Laura Vowell - Secretary

The board **VOTED** unanimously to approve the motion.

III. Information Items

A. CEO Report

- Our 13th graduating class graduated 26 8th graders on 5/27
- Several City Garden students performed extremely well at the Science Fair with one student advancing on to the National Competition
- BWorks partnership continued with the 4th grade bike class and the first City Garden Bike Bus in May
- Day of Giving exceeded our goal of \$400,000 with several people donating at the end to get the goal
- The use of the Common app for enrollment has been helpful and successful
 - There was some over enrollment to account for expected attrition
 - We will keep admitting until the end of July with higher grades limiting enrollment first
- New ECEC Principal selection will be announced soon
- Summer School starts on 6/9/25
- Three day leadership retreat for Admin Team in early June
- City Garden Montessori Institute (our Teacher Education Program) starts on 7/7/2025

B. Governance Committee Report

- There is much discussion regarding at what point it makes sense to bring in parents as Board Members, with the requirements below.
 - 2 parent board members at a time
 - specific agreements around personnel and legal
 - additional ongoing support for parent board members throughout term
 - onboarding support and guidance for other board members on how to leverage and honor the voices of parents on a board
 - a more focused meeting will occur in the coming weeks

C. Board Chair Report

Board Retreat on May 31, 2025

- Discussed how to engage the community with lots of thing to review and decide regarding:
 - Strategic Planning
 - Goals for Board and how to achieve them
 - Being Efficient and Effective
 - Inclusivity

- Being available for the community
- Term ending on June 30, 2025
 - Susie Shelton-Dodge
 - Donna Smith
 - Sysco Deuanepenh

IV. Closing Items

A. Adjourn Meeting

D. Smith made a motion to Adjourn the June 2025 Board Meeting.

M. Howard seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:03 PM.

Respectfully Submitted,
S. Miner