

GOVERNANCE BOARD MINUTES
CHIPPEWA VALLEY MONTESSORI CHARTER SCHOOL
400 Cameron Street, Eau Claire
Tuesday, December 3, 2019
6:00-8:00 p.m.

1. Call to Order Regular Meeting

6:05pm

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

3. Roll Call - Verification of Quorum

In Attendance: John Kleven, Jeremy Gragert (Secretary), Pam Hermodson, Melissa Manor, Joshua Christianson, Abbie Williams, Barb Barkley Ellingson, Rebecca Brustad (President), Elizabeth Harder, Mark Lundin (Treasurer), Ex-Officio: Todd Johnson (Principal)

Absent: Candice Odeen, Maddy Blaser, Shannon Paulus (Vice President), Dr. Torres (Board of Education)

Guest: Dr. Mary Ann Hardebeck

4. Public Participation/Forum

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 - November 5th, 2019
 - i. Moved by John, seconded by Abbie. Approved unanimously.
- b. Minutes of Exec Board Meeting - November 21st, 2019
 - i. For information only

7. Principal Search

- a. Guest Speaker - Dr. Hardebeck
 - i. Rebecca welcomed Dr. Hardebeck. Dr. Hardebeck presented on the process for a search for a new Principal, led a discussion, and answered questions.
 - ii. Dr. Hardebeck presented the following proposed process:
 - 1. The more notice, the better, for having time to search for a new leader.
 - 2. Will not announce an interview date this time, because we are not sure what the response will be.
 - 3. Some candidates want to be very public and others want to be more confidential. What we say in the interview process, stays in the interview process. It is confidential. People need to say what they need to say.

4. A screening committee will be set up. Early thoughts are that 3 of the four executive committee members would be on screening committee, and Rebecca would be on the interview panel. Also on the panel: a parent, a teacher, a support staff person, executive director of Human Resources, exec director of administration, or teaching and learning. Dr. Hardebeck serves as more of a moderator.
5. Will try to interview around 5 candidates.
6. Develop about 9 questions for the interview, but some have several parts. Do an inherent bias training as well. Usually time for one or two questions from the applicant.
7. Leads to a second interview, with the idea to get to two finalists. Finalists would meet with Rebecca and Dr. Hardebeck, less formally. May or may not reconvene the panel, before making a recommendation. May have to start process over.
8. Would bring a closed session agenda item to discuss the final recommended candidate at the GB meeting. Would keep it confidential until the Board of Education approves it.

Dr. Hardebeck answered a variety of questions from the GB regarding the search:

Question about the likely ratio of internal vs external candidates?

Dr. Hardebeck: We could see more outside candidates with this position. What we see is that people want to come to Eau Claire and the school district has a great reputation.

Question: When do the candidates have a chance to find out about the school? Is there extra time to do that?

Dr. Hardebeck: Will send notice to area Montessori schools and it would have information about the school, but candidates will do their own research.

Question: Advice for crafting questions, and incorporating language specific to Montessori?

Dr. Hardebeck: You can bring challenges you are facing as a school, or interests, and district staff creates questions based on them. Can certainly recommend specific language particular to the school. Have to be careful to ask each candidate the same questions.

Question: Timeline for hire so that the new person can work with Todd?

Dr. Hardebeck: Would hire the person on a consulting basis if they could start early. Hoping for February interviews. Would have time for 2-3 interview cycles before we would need a new principal.

Dr. Hardebeck thanked the GB and left the meeting.

The GB discussed the makeup of the interview committee, and how to have input on the final questions. Rebecca feels confident she can represent the GB on the interview committee. The GB felt comfortable with her doing so.

Todd will send out a link to the GB with the actual job description once it goes out. It will go out nationally. The GB could create a list of where we would like it to go, and Todd could make sure the post gets out to them. Todd has an advertising budget.

The GB could create a list of our priorities, perhaps by creating a Task Force, that could quickly create that. Rebecca volunteered to be on the task force and lead it, and Barb, Josh, and Liz volunteered too. Candice expressed interest prior as well, so she will be asked to join. Shannon may be interested as well. Rebecca will send out an email to set up a time for the Task Force to meet next week, to begin work on this.

The GB will take responsibility for reaching out to the Parent Group to have them select the Parent rep on the screening committee. Discussed options for how to have the Parent Group decide their own parent rep.

8. Contract Review

a. Update from December 2nd School Board Meeting

Mark reported on what happened at the meeting:

Todd gave a report, and addressed the 4K bussing issue and how it relates to the challenge of adding more diversity.

Commissioners pointed out that the school needs to work on diversity, and getting close to the districts numbers of 17%. We are currently at 11%.

School has a diversity plan that hasn't been updated in 5 years. There was a request that we have a Diversity Plan to share with the Board of Education.

It was decided to have the Executive Board work on an update of the Diversity Plan that with Todd and approve it. Josh moved to have Exec Board refresh and improve the Diversity Plan. Melissa seconded. Approved unanimously. Exec could circulate it early for feedback from the full GB.

Dr. Bica asked for the Forward exam data for the school.

Todd will gather some answers to commissioner questions.

8. Committee Structure

a. Finalize Structure and Membership

- i. Mark moved to approve a recommendation that Josh sent out via email on December 2 regarding proposed changes to committee structure, recommended by the Task Force. Pam seconded. Passed unanimously.

9. Committee and Other Reports

- a. Board Development Committee
- b. Communications Committee
- c. Community Engagement Committee
- d. Enrollment and Diversity Committee
- e. Exec Committee
- f. Identity Committee
- g. LEAP Committee
- h. Parent Group
- i. ECASD Board of Education
- j. Principal's Report

No reports.

10. Items for discussion/action

None

11. Other Business

None

12. Adjourn

John motioned to adjourn, Barb seconded. Adjourned at 8:00pm.

The next Governance Board meeting is Tuesday, January 7th, 2020 at 6:00-8:00 p.m.