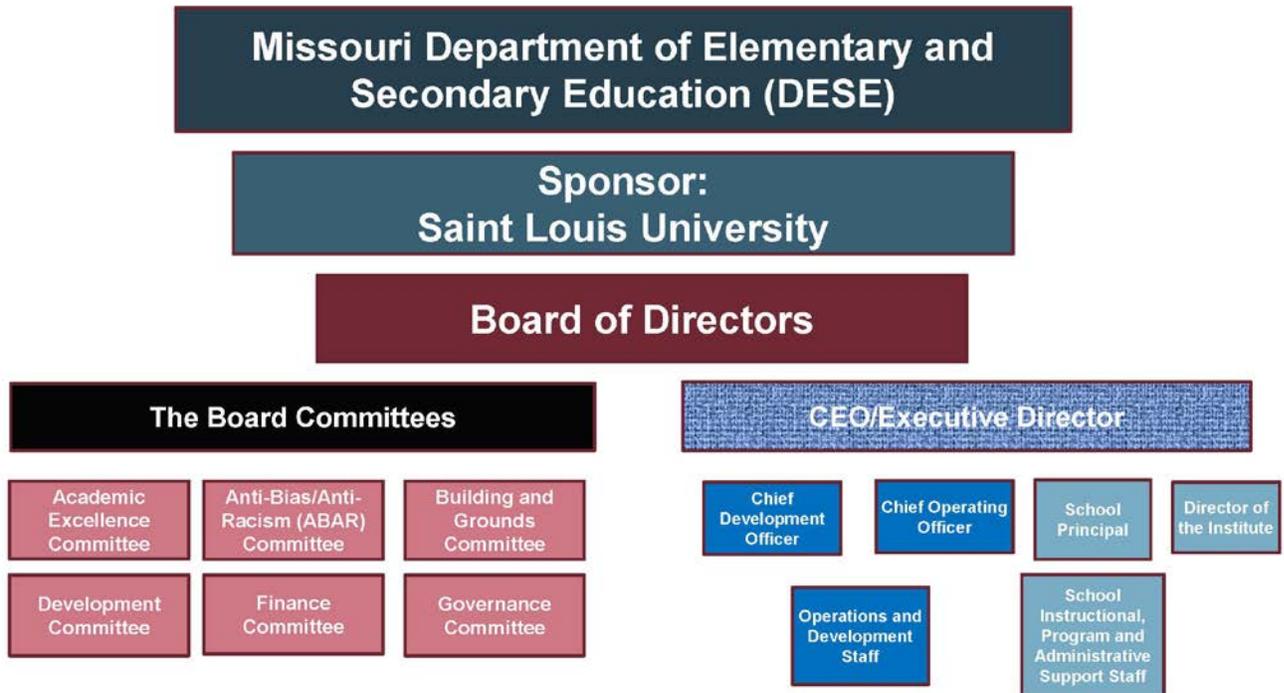


# City Garden Montessori School Governance Structure



## **DESE (Missouri Department of Elementary and Secondary Education)**

City Garden is ultimately accountable to the State of Missouri for our academic achievement and outcomes, use of public funds, governance and legal compliance.

## **Saint Louis University**

City Garden is accountable to Saint Louis University for ensuring that we are compliant with everything that is contained in our chartering document. This includes academic outcomes, curriculum implementation/adherence to the Montessori philosophy, program outcomes and implementation, parent engagement, fiscal management and responsibility, board governance and management, legal compliance and operational compliance.

## **Board of Directors**

City Garden is technically its own small “school district,” or Local Education Agency, as well as a 501(c) 3 nonprofit agency. The Board of Directors is the ultimate legal and fiscal authority for City Garden Montessori School, as both an LEA and a nonprofit organization. City Garden has most of the legal compliance and reporting requirements of school districts throughout the state.

The Board’s duty is to guide the mission and vision of the school, to ensure that City Garden is fulfilling its mission and vision, to ensure that the school has adequate resources available to support and implement the mission and vision, to ensure that the school’s resources are appropriately managed and distributed, to set and approve policy that supports the structure and mission of the school and to safeguard the school in regards to legal and political matters that impact the school’s operation and/or ability to implement the mission. The Board does not interact or oversee the daily operations of the school, but rather guides and makes decisions regarding “overarching” issues that impact the school and organization as a whole.

## **Committees of the Board**

The monthly board meetings are the regular, official business meetings of the board, where organizational decisions are made and committee reports are given. Much of the board work occurs in committees, which are responsible for making recommendations to the Board of Directors. City Garden's board currently has the following committees:

### ***Governance Committee***

The Governance Committee is responsible for ensuring that City Garden, and its board, are effectively governed. The duties of the Governance Committee include:

- Establishing and recommending board policies and procedures.
- Reviewing and updating legal documents, such as the organizational Articles of Incorporation, Bylaws, Conflict of Interest policy, the school's Charter, the school's Accountability Plan with Saint Louis University.
- Ensuring that the board is in compliance with all federal, state and local mandates, such as the Missouri Sunshine Law, Missouri Ethics Commission requirements, etc.
- Establishing and recommending effective board and committee recruitment policies and procedures, and ensuring that these policies and procedures are followed.
- Recruiting and vetting new board and committee members.
- Nominating board leadership annually.
- Coordinating the orientation of new board members.
- Coordinating board professional development.
- Coordinating evaluations of board members and board leadership.
- Ensuring effective communication among board members and from the board to the school community and the external community.
- Supports and ensures all Board Committees comply with the SLU Accountability report.

### ***Finance Committee***

The Finance Committee ensures organizational fiscal responsibility and accountability. The duties of the Finance Committee include:

- Reviewing and approving the school's budget. The annual budget is first drafted in January of the prior year and approved no later than June 30, for the fiscal year that begins July 1. The budget is then amended quarterly; the Finance Committee works with the CEO/Executive Director and the Director of Finance and Operations to revise the budget based on anticipated needs and actual revenues and expenditures.
- Reviewing/ monitoring revenues and expenditures. Each month the Finance Committee reviews the monthly financial statements and bank statements and bank reconciliations. Significant transactions in the bank statements are discussed. At least quarterly, the Finance Committee also reviews cash flow projections.
- Establishing and recommending fiscal policies and procedures, such as internal and external controls (checks and balances), banking policy, how financial statements are prepared, investment policies, etc.
- Monitoring the annual fiscal/ organizational audit and preparation of the 990 to the IRS.
- Providing oversight and support to the CEO/Executive Director and the finance/ business office staff.
- Supports and ensures compliance with the SLU Accountability report, specifically the Fiscal Health requirements.

### ***Development Committee***

The Development Committee is responsible for guiding and overseeing resource development (fundraising) for the school. The committee is composed of leads of all sub-committees plus additional ad-hoc members as needed.

#### **The duties of the Development Committee include:**

- Reviewing and approving the school's annual development plan. The development plan is drafted in conjunction with the school's annual budget and is approved no later than June 30, for the fiscal year that begins July 1. The plan includes goals and strategies for bringing in the resources needed to meet the school's financial needs.
- Reviewing/ monitoring resource development outcomes. The Development Committee receives a monthly development report, cash flow statement and a report from development staff regarding progress toward meeting organizational goals.
- Establishing/ recommending policies and procedures regarding resource development.
- Overseeing the implementation of resource development activities and programming, including parent giving, major donor cultivation, corporate and foundation contributions, the annual gala, events, communications, stewardship, and tracking of donations and donor information.
- Soliciting volunteer time, determining volunteer projects, and maintaining a volunteer pool to deploy during fundraising preparations and events. Project-specific.
- Providing oversight and support to the CEO/Executive Director, director of development, and development staff.

### ***Building and Grounds Committee***

The Building and Grounds Committee is responsible for ensuring that City Garden has adequate/ effective facilities and grounds to implement the school's mission and programming. The duties of the Building and Grounds Committee include:

- Establishing and recommending annual facilities planning that supports program implementation.
- Reviewing and monitoring legal matters pertaining to facility's needs, i.e., lease agreements, occupancy requirements, warranty agreements, liability matters, etc.
- Developing, reviewing and recommending any significant changes to the building or grounds.
- Reviewing and monitoring building and grounds maintenance.
- Evaluating and re-bidding vendor contracts as needed.
- Developing and monitoring organizational commitment to environmental sustainability as it pertains to the built environment and operational practices.
- Developing ongoing maintenance/capital improvement plan.
- Providing oversight and support to the CEO/Executive Director and facilities staff.

### ***Anti-Bias/ Anti-Racism (ABAR) Committee***

The Anti-Bias/ Anti-Racism (ABAR) Committee of the Board is responsible for ensuring that City Garden is fulfilling its commitment to being an anti-biased/ anti-racist institution, and guiding the organization in implementing this component of its mission. Specifically, the ABAR Board Committee will:

- Analyze City Garden's governance components—its policies, structures and processes—through an ABAR lens and identify and prioritize areas to revise and change.
- Develop a process for organizational evaluation related to anti-bias/ anti-racism.

- Work with administration and faculty to analyze school wide data and outcomes to assess additional areas for development, in order to strengthen the school's ABAR commitment.
- Develop a mechanism for staff, parents and students to share and/ or report incidents of discrimination and micro-aggressions, as well as a process to respond to such incidents.
- Identify and assemble resources (organizations, curricula, books, websites, individuals, etc.) to support City Garden's implementation of ABAR principles.
- Stay abreast of the work of the faculty ABAR committee and the PAC ABAR Committee, working in collaboration with these committees to fulfill City Garden's ABAR commitment.
- Work with administration to guide City Garden's role within the larger (external) community to lead and/ or promote anti-bias/ anti-racism education, training and dialogue.

### ***Academic Excellence and Support Committee***

The Academic Excellence Committee is responsible for ensuring that City Garden, and its board, have the language, the knowledge and the measurement tools in place to effectively oversee the academic needs of students. The duties of the committee include:

- Ensure that the City Garden Montessori School Board of Directors are sufficiently informed about academic goals, progress, and challenges to be able to credibly provide support and accountability to the school's leadership team
- Support the CEO/Executive Director, the School Principal and the leadership team in the development of detailed North Star Graduate Outcomes that align Missouri Learning Standards, Montessori philosophy, ABAR curriculum, and other mission-specific outcomes into a documented and scalable instructional guide for leaders and teachers
- Support the CEO/Executive Director, the School Principal and the leadership team in the design and development of a comprehensive assessment system aligned to the North Star Graduate Outcomes
- Monitor progress of the development of the City Garden Montessori School's Montessori Training Institute.

### **The School's Administrative Leader**

#### ***Chief Executive Officer***

#### **Christie Huck**

The Chief Executive Officer is responsible for overseeing and managing the organization as a whole. The Chief Executive Officer is directly responsible to the Board, acting as a liaison between the school and the Board, working in coordination with the Board in guiding the mission and vision of the school, and helping to inform the Board's decision-making. The Chief Executive Officer is the only employee the Board hires, fires and evaluates.

The Chief Executive Officer is responsible for overall management of the organization, including strategic planning, fiscal management, resource development, legal matters, human resources, external relationships (i.e., state representatives, local political and civic leaders, strategic partnerships, major funders, etc.) and public relations. The Chief Executive Officer oversees the Chief Operations Officer, the Chief Development Officer, the School Principal, and the Administrative Coordinator.