

Type: Board Governance
Title: Board/Staff Communications
Date of Board Approval: May 2018
Notes:

Purpose

The Board strongly believes that Board development and ongoing education on the Board's roles and responsibilities results in a stronger education institution and sets a good example for City Garden Montessori School (CGMS) employees and students. All Board members are expected to complete all required training and participate in additional learning opportunities throughout their years of Board service.

New Board Member Orientation

The Executive Director and Board chair will provide each new Board member with training and resources necessary for the new member to understand and actively participate in Board service. The role of the board and individual Board members will be discussed. New Board members will be provided access to the strategic plan, CGMS policies, the budget and all other governing documents. In addition, new members will be provided the most recent Annual Performance Report, test scores and other information regarding CGMS's performance. The Board chair and Executive Director shall set aside such time as is necessary to answer any questions arising from the study of these documents and shall cooperate fully in assisting the new member to become an informed and active Board member.

Individual Board Training and Education

All Board members will be required to complete established and board-approved Anti-Bias Anti-Racism training within their first year of Board membership. CGMS will pay for said training.

Board members are encouraged to seek out opportunities to learn by attending conferences and meetings, participating in webinars and online learning opportunities, and reading books and publications relevant to Board service. The Board will annually designate part of the annual budget for costs associated with these learning opportunities. The Board chair and Executive Director may periodically recommend or forward education opportunities to Board members.

Full Board Training

The Board will periodically designate training opportunities for the full Board. The Board strongly encourages the participation of all Board members. All Board members are encouraged to identify areas of improvement for the Board to focus on and request training that may be beneficial to the entire Board.

Board Member Expectations

Board members are expected to be good stewards of all of CGMS's funding including federal, state, local and donated funds. When CGMS funds are used to register a Board member in a conference or learning opportunity and pay for travel expenses, the Board member is expected to fully participate and may be required to provide a report to the full Board regarding the information received. If a Board member fails to attend a learning opportunity, fails to cancel a registration in time for CGMS to receive a full refund of expenses incurred or otherwise causes CGMS to incur excess fees or expenses, the Board may require the Board member to fully reimburse CGMS and may refuse to pay future fees or expenses on behalf of the Board member until reimbursement is received. Exceptions will be made in emergency situations.

Legal Citations:

State reference: Section 162.091; 162.203 RSMo.