



## Free Horizon Montessori

### Governance Committee January Meeting

**Date & Time:** Monday, January 11, 2021 5:00pm-6:00pm

**Location:** <https://jeffco-k12-co.zoom.us/j/9143062666?pwd=V3crN0crZ0pOL3pxSUxRYWVKdDFoZz09>

**Meeting Contact:** Leslie Arboleda, (720) 925-1632

Agenda Item Description	Action	Presenter	Time (minutes)
<b>Governance Committee Roles</b>	Review specific duties and responsibilities of committee members, specifically regarding recruitment, communication, on-boarding and training new board members, and the election process	Leslie	10
<b>Assign Committee Roles</b>	Review which committee members will take on which roles	Leslie	5
<b>Election &amp; Recruitment</b>	Begin preparing for upcoming election, determining a timeline, assigning tasks, and discussing past and new recruitment strategies	Julie	20
<b>Communication</b>	Determine best means of communicating with the community	Leslie	5
<b>On-Boarding &amp; Training Process</b>	Review BOD Policy Manual to determine best practices for current training and on-boarding process for new Board members	Leslie	10
<b>Policy Manual Changes</b>	Discuss proposed changes to BOD Policy Manual regarding composition of each committee	Julie	10