



Board of Trustees Executive Session Overview for 2020-2021

The recently updated [CDS bylaws](#) clarify the purpose and use of executive sessions during meetings of the Board of Trustees (Article V, Sec 5). The board plans to regularly schedule both open and closed executive sessions for the 2020-21 school year to ensure that:

1. The full board can collaborate with the Head of School on key strategic issues that may be of a sensitive or confidential nature.
2. There is a productive outlet for all trustees to share direct feedback or concerns with the Head of School.
3. The full board can discuss the performance of the Head of School on a regular basis to provide continuous feedback, rather than relying solely on a year-end evaluation.

For the 2020-21 school year, both open and closed executive sessions will be scheduled at the end of board meetings that do not include dinner afterward (Sept, Nov, Jan, & April) to respect the time of non-voting attendees. The board will first move into an open executive session with the Head of School, followed by a closed executive session.

Open executive sessions will be directed by an agenda. Trustees or the Head of School can submit items for discussion to the co-chairs prior to the board meeting. Items not on the agenda will not be discussed during an open executive session. If no agenda items are scheduled, the board will move directly into a closed executive session.

Per the bylaws, **closed executive sessions** will be used for the sole purpose of discussing the Head of School's contract, compensation, or performance. Discussion of other topics **will not** be permitted during a closed executive session. The board co-chairs will debrief with the Head of School after each session to share the nature of the discussion as well as the feedback offered by trustees (though not who raised the issues or commented on them).

At the conclusion of the 2020-21 school year, the executive committee will review and potentially modify the use of executive sessions to ensure they are achieving their intended purpose.