

# Cornerstone Montessori Elementary School

Governance Committee Meeting Agenda

Tuesday, October 24, 2023, 6:00 pm, Online

Members: Chris Bewell, Rohan Chougule, Jean Melancon, Julaine Roffers-Agarwal (Chair)

## AGENDA

- 1) Call Meeting to Order 6:04 pm
- 2) Public Comment Period – Comments limited to 3 minutes per person
- 3) Goals for today's meeting:
  - a) Review retreat data Rohan will incorporate feedback from committee members. Jean and Rohan will meet to revise and distribute for review, then summary will be distributed to all Board members, committee chairs, HOS, and Dir. Of Business Ops.
  - b) Review policy progress
    - i) Policies to review:
      - (1) New policies and procedures (none this month)
      - (2) Policies in need of updating (approaching 3 years since last reviewed, due for review this school year):
        - (a) 413 Harassment (due 8/18/23, Alyssa will review first)
        - (b) 609 Religious Accommodation (due 10/20/23, Chris will review first)
        - (c) 704 EFT Policy (due 12/15/23) Joe and Christine looked at the policy language and had no revisions. Joe did mention that our entire 700 series numbering does not align with the Minnesota School Board Association.
        - (d) 509 Enrollment (due 1/19/24, Chris will review first)
        - (e) 524 Internet Acceptable Use and Safety (due 6/20/23)
        - (f) Question from Alyssa: This is a question to hold for later - we have a sex nondiscrimination policy (#522), a disability nondiscrimination policy (#402), and a general nondiscrimination policy that seems to be included in the parent handbook but nowhere else. I guess it's two questions: should we adopt the general nondiscrimination policy as its own policy? And, do we need three separate policies or is there a way to combine them? Julaine will look at this question for January Governance meeting
        - (g) New Safe and Sick Time policy- necessary due to new MN laws, will be required Jan 2024. Joe A. found a model policy, attached, and will share a policy that has been adopted by a MN charter school once he finds one Julaine will contact Kraus-Anderson HR services to ask for a model policy and for advice on how to handle substitute teachers (part time, on call staff): do we need to keep track of safe and sick time, what do we need to do? Also ask Joe the origins of the model policy.
        - (h) Policies to potentially add for review this year (51 total policies, 524 gets reviewed every year, on average 17 policies should be reviewed each year, currently have 8 on the list for this year so need to add about 9 policies to better balance policy review) Chris will send Word documents to Julaine and Jean for all of these policies
          - (i) 806 Crisis Management Plan and Emergency Procedures Alyssa (probably will review in summer 2024)
          - (ii) 203 Consent Agenda Jean
          - (iii) 206 Public Comments at Board Meetings Jean
          - (iv) 406 Public and Private Personnel Data Chris

- (v) 415 Purchase of Group Health Insurance **Chris**
  - (vi) 511 Fundraising **Jean**
  - (vii) 506 Behavior and Dismissal **Alyssa and Julaine**
  - (viii) 513 Acceleration and Retention **Alyssa and Julaine**
  - (ix) 691 Inclusive Education Program **Alyssa and Julaine (Equity)**
- 4) Education (orientation, ongoing education, etc.)
    - a) Education for next board meeting- **Ask Carolyn to present on Northeast Bank presentation (Jean to support); summary/discussion of Frankel presentation; discussion around legal limits regarding investment of excess funds to craft a motion to allow the Treasurer to reinvest CD proceeds and principle after the current CD matures.**
    - b) Any additions to list of future board level education topics
      - i) Nancy Dana- governance training
      - ii) Understanding the budget
      - iii) Paris Dunning (ESABA Executive Director)
      - iv) Presentation about elected officials for the area- who represents us in the area at different levels, who we contact for what
      - v) Julie Richards- How to build community (part 2 of her previous presentation)
      - vi) Follow up review to page 2 terms for Financial Statements after they are distributed for a month or two.
      - vii) Book report presentations- schedule for January, **remind at November meeting**
  - 5) Zoom/Open Meeting law discussion
    - a) Any updates from Jean
  - 6) New Board member involvement ideas
    - a) **Board member recruitment- will need a replacement Parent member, how to reconfigure for Community member seats for 2024-25 and beyond, how to get a replacement Teacher member after 2024-25 Board year**
    - b) **Ask new Board member to head a marketing task force, with assistance and background information from Jean**
  - 7) Review upcoming Board meeting tasks from schedule spreadsheet **Nothing specific, talk about Give to the Max**
  - 8) Next Meeting
    - a) Need to reschedule from Tuesday, November 28, 2023 at 6:00 pm (Zoom link)- Does Tuesday, December 5 work or do we want to schedule later? **Yes, December 5 at 6:00 pm**
  - 9) Any other business
  - 10) Adjourn **7:46 pm**