

Cornerstone Montessori Elementary School

Governance Committee Meeting Agenda (minutes in green)

Tuesday, February 25, 2024, 6:00 pm, Online

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

AGENDA

- 1) Call Meeting to Order 6:02 pm
- 2) Public Comment Period – Comments limited to 3 minutes per person
- 3) Goals for today's meeting:
 - a) Review policy progress- NOT REVIEWING POLICIES THIS MONTH
 - i) Policies to review:
 - (1) New policies and procedures
 - (a) Student Journalism Policy- received email from MACS on 8/20 noting that this a new requirement from statute. Emailed Terry from UST and she is fairly certain that as we do not serve grades 6-12 we do not need this policy. She is waiting on an answer from MDE and will get back to Julaine when she has it. Will draft policy if necessary after receiving the response.
 - (b) Library Materials Policy- received email from MACS on 8/20 noting that this a new requirement from statute. Alyssa's interpretation is that this policy is not necessary as we don't have a staff member dedicated to library curation. Emailed Terry from UST, she is waiting on an answer from MDE and will get back to Julaine when she has it. Will draft policy if necessary after receiving the response.
 - (2) Policies with review dates [spreadsheet](#). Policies in need of updating (passed 3 years since last reviewed, due for review):
 - (a) 413 Harassment (due 8/18/23, Julaine and Alyssa will review first) Alyssa attended Title IX in late August, has reviewed information and main revisions will be to craft a Harassment Complaint Form from a sample form. Would like to consult with an attorney. January update: changes to Title IX because of new administration, some already and more anticipated, Alyssa is contacting an attorney we have worked with before.
 - (b) Monitor outcome of MACS webinar presentation October 1 on Paid Leave Law for MN school employers to ensure our policies are compliant.
 - (3) Policies in need of review this year:
 - (a) 412 CMES Staff Sabbatical (due 6/21/25): Alyssa (Equity)
 - (b) 514 Bullying Prohibition (due 6/21/25): Alyssa (Equity)
 - (c) 516 CMES Student Medication (due 6/21/25): Alyssa
 - (d) 691 Inclusive Education Program (due 3/15/25): Alyssa and Julaine (Equity)
 - (4) Policies that could be reviewed early to rebalance policy review schedule:
 - (a) 702 Fixed Asset Policy (Chris and Joe)
 - (b) 702.1 Fixed Asset Procedure (Chris and Joe)
 - (c) 705 Financial and Cash Management (Chris and Joe)
 - (d) 705.1 Receipts Procedure (Chris)
 - (e) Acceptance and Administration of Gifts (Chris and Joe)
 - (5) Equity committee- Julaine shared policies appropriate for Equity committee review as well as Governance process for reviewing policies and requested that Equity review be complete over several months for Jan-Mar Governance Committee meetings. Equity has other activities so may not have time to review these policies this year.
- 4) Education (orientation, ongoing education, etc.)
 - a) Education for next board meeting-incorporate more discussion of strategic plan parts and planning for the 2025-26 budget (prioritization)

- b) Any additions to list of future board level education topics
 - i) Nancy Dana- governance training **break up Frankel training and assign to each Board member to review and summarize at the February Board meeting (DONE), then have Nancy come to present at a future meeting to reinforce and expand on topics.**
 - ii) Understanding the budget- **Done January 2025 Discussed having Nancy come in September to do a succinct “how to conduct good Board Governance” training session and then relate to existing CMES documents so that Board members have a good start to the year.**
 - iii) Review of charter school relevant laws from Board member self evaluations
 - iv) Paris Dunning (ESABA Executive Director)
 - v) Presentation about elected officials for the area- who represents us in the area at different levels, who we contact for what
 - vi) Julie Richards- How to build community (part 2 of her previous presentation)
 - vii) Follow up review to page 2 terms for Financial Statements after they are distributed for a month or two.
 - viii) Embracing Equity- can we get a session with them? Is that part of our contract? Julaine has asked Sarah to help identify an appropriate Equity training geared towards Boards.
 - ix) Cybersecurity and school- bring in an expert?
 - x) David Greenberg- finance training, referred by Terry from UST
- 5) Board member self-evaluation meetings complete- review of feedback from Board members
 - a) “Start here” Google Doc with links to locations of various resources. Jean has current version and is making categories so that we can add resources as appropriate. **Jean has been revising and plans to send versions to Carolyn and Rachel to test. Will also include Committee Chair resource document.**
- 6) Board succession planning
 - a) New Board member training- Rachel has scheduled 300 training course on Friday, February 28 with Nancy Dana so will have completed all three courses by the end of her first year.
 - b) Once Rachel was approved as Advancement Committee Chair, Julaine realized that it would be useful to put together a Committee Chair resource document. Alyssa and Chris reviewed and Julaine sent to Rachel. Any feedback from other Governance members? **Made a few revisions, will post in Board Google Drive folder.**
 - c) Now that we have information from Board profile grid, Evaluation of needs of entire Board for future Board member recruitment.
 - i) Priorities for skills of new Board member recruitment: project management, strategic planning, nonprofit governance, advancement
 - (1) Goal is to get Melissa Finnegan more involved in policy review on Governance, Julaine to contact her
 - ii) **Suggestion to directly connect with Paris at ESABA for suggestions for new Community Board members. Jean will contact Rachel to connect her with Paris which will also be valuable for Advancement Committee work. Jean will connect Chris with Paris as well, then Chris will send a short description from the Board member nomination packet.**
 - iii) **It appears that our previous posting on Propel has expired, Rohan will research how to renew the posting.**
 - iv) **Julaine will review email from Alyssa about potential parent Board members and follow up with them.**
 - v) **Discussed Board member classes and term end dates for open seats, will shift terms for Community member seats so that they end on different years.**
 - d) Teacher member replacement planning- during staff in service presentation Julaine emphasized that Jess is term-limited and CMES NEEDS at least licensed CMES-employed teacher serving on the Board. Jess is having licensed teachers sign up to attend at least one Board meeting this year. Alyssa and Julaine have discussed most likely candidates to join the Board, Jean and Julaine

communicated with licensed teachers to assess interest and bring back reports to late January meeting.

- i) Jean's teacher has decided against serving on Board
 - ii) Update from Julaine- talked with three licensed teachers recently, two are considering seriously, one has a scheduling conflict but would be very interested if Board meetings were any other night than Tuesday
 - iii) Discussion of responses and future actions **Julaine will send a survey to current Board members to assess willingness to adjust the Board meeting schedule starting July 1, 2025.**
- 7) Marketing Task Force to Advancement Committee transition- update **Chris, Alyssa, Meg, and Rachel met before the February Board meeting and have some action items.**
 - 8) Strategic Planning to be discussed at separate meeting with Julaine, Jean, Rohan, and Alyssa
 - 9) Review upcoming Board meeting tasks from schedule spreadsheet
 - a) Julaine will contact Board members to distribute evaluation forms and schedule one-on-one meetings
 - 10) Next Meeting
 - a) Tuesday, March 25, 2025 at 6:00 pm (Zoom link)
 - 11) Any other business
 - 12) Adjourn **7:21 pm**