

Cornerstone Montessori Elementary School

Governance Committee Meeting Minutes (minutes in brown)

Tuesday, August 3, 2021, 5:30 p.m.

Members: Chris Bewell, Jean Melancon, Maisah Outlaw, Julaine Roffers-Agarwal (Chair)

AGENDA

- 1) Call Meeting to Order 5:36 pm
- 2) Public Comment Period – Comments limited to 3 minutes per person
- 3) Goals for today's meeting:
 - a) Review policy progress
 - i) Policies to review:
 - (1) Closed meeting procedure- Draft attached Julaine will investigate answers to questions from committee members: which items need records kept for 3 years vs 5 years, what is the required time of notice for a closed meeting, etc. Will bring draft back to next meeting.
 - (a) Related material:
 - (i) <https://www.mncharterschools.org/utilities/restricted-file.php?ID=3348&strType=download#auth-form>
 - (ii) <https://aspenacademymn.org/wp-content/uploads/2019/09/Policy-205.pdf>
 - (iii) <https://www.house.leg.state.mn.us/hrd/pubs/openmtg.pdf>
 - (2) Need to review Education Bill from just adjourned MN legislature to ensure that we are in compliance (see link [here](#)); monitor over the next several months and address as necessary Will contact Alilayah at UST with inquiries about if we need to draft new policies and if our religious accommodation policy is sufficient for new requirement.
 - (3) For long-term future planning: What policies would need to be put in place for Jr High?
- 4) Education (orientation, ongoing education, etc.)
 - a) Education for next board meeting- Amber Rose presenting on demographics of the east side of St Paul
 - b) Any additions to list of future board level education topics
 - i) Nancy Dana- governance training
 - ii) Understanding the budget
 - iii) Understand the academic goals and how to support them
 - iv) Paris Dunning (ESABA Executive Director)
 - v) Sarah Plumb (Jr High teacher from Oak Hill)
 - vi) Sunny Hollow Jr High teacher (hoping for presentation next school year- update?) Maisah will contact again and let us know at next meeting.
 - vii) Visit to St Croix Montessori to visit Jr High site or operating Jr High site (Oak Hill, Lake Country, Sunny Hollow, maybe Parkway)
 - viii) Presentation by auditor with financial topics (maybe with audit in October)
 - ix) Presentation about elected officials for the area- who represents us in the area at different levels, who we contact for what
 - x) Presentation and discussion of who CMES families are (number of homeless, travel times to CMES, location, demographics, etc)
 - xi) Presentation by specialty teachers so the board understands what value they add to the students (ELL, literacy, math, and behavior specialists) and the efforts to increase testing scores
 - xii) Follow up review to page 2 terms for Financial Statements after they are distributed for a month or two. (Preparation for audit in October/November) Maisah will assist Chris with

- determining which terms to include, Chris can provide initial definitions and then we send to Joe to help define the remaining
- xiii) Equity consultant before process begins
- 5) Next Meeting
 - a) Tuesday August 24, 2021 at 5:30 pm at CMES (plus Zoom link)
 - 6) Any other business –
 - a) Slate of officers to present to the Board at August meeting-
 - i) Chair- Jean Melancon
 - ii) Vice Chair- Julaine Roffers-Agarwal
 - iii) Secretary- Jess Goff (Julaine will confirm that Jess said she would continue)
 - iv) Treasurer- Jean Melancon
 - 7) Adjourn 6:17 pm