

Cornerstone Montessori Elementary School

Governance Committee Meeting Minutes (minutes in purple)

Thursday, January 5, 2023, 10:00 am, Online

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

AGENDA

- 1) Call Meeting to Order 10:04am
- 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:
 - ii) Policies in need of updating (approaching 3 years since last reviewed, due for review in fall 2022): **Note I removed the policies that Chris reviewed and distributed that need little to no changes.**
 - (a) 612.1 Title I Parent Involvement- Julaine and Alyssa (currently reviewing)
 - (b) 701.1 Purchasing Procedure- Chris ready for board approval
 - (c) 702 Fixed Asset Policy- Chris (need review by Joe) will send to board for approval and then ask Joe to review in the next few months; will resend to the board if Joe suggests revisions
 - (d) 702.1 Fixed Assets Operating Procedures- Chris (need review by Joe) will send to board for approval and then ask Joe to review in the next few months; will resend to the board if Joe suggests revisions
 - (e) 709 Bus Transportation and Safety- Alyssa and Chris
 - (f) 725 Record Retention and MN Records Retention Schedule- Chris
 - (g) 725.1 General Records Retention Schedule for MN School Districts- Chris
 - (h) **533 Wellness (due 2/18/23)- Chris. Wording on all children able to eat regardless of ability to pay is more accessible in other locations so won't include language here.**
 - (i) For next month- let's review Open Meeting Law policy with reading of information from State of MN and Kraus-Anderson communications to ensure that we are in compliance, etc. Julaine and Jean will review and bring thoughts.
 - iii) Staff education/training funding request policy or procedure- need to add language to Employee Handbook
 - a) For long-term future planning: What policies would need to be put in place for Jr High?
- 2) Education (orientation, ongoing education, etc.)
 - a) Education for next board meeting- CMES ELL specialist presentation
 - b) Any additions to list of future board level education topics
 - i) Nancy Dana- governance training
 - ii) Understanding the budget- due to upcoming funding projections, this may need to be a higher priority.
 - iii) Understand the academic goals and how to support them
 - iv) Paris Dunning (ESABA Executive Director)
 - v) Sarah Plumb (former Jr High teacher from Oak Hill)
 - vi) Sunny Hollow Jr High teacher
 - vii) Visit to St Croix Montessori to visit Jr High site or operating Jr High site (Oak Hill- November 11, 2022, Lake Country, Sunny Hollow-October 17, 2022, maybe Parkway)
 - viii) Presentation about elected officials for the area- who represents us in the area at different levels, who we contact for what
 - ix) Presentation and discussion of who CMES families are (number of homeless, travel times to CMES, location, demographics, etc)

- x) 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- Behavior specialists presented in June, literacy presented in November, ELL will present in January.
 - xi) Follow up review to page 2 terms for Financial Statements after they are distributed for a month or two.
 - xii) Discussion of Frankel training- should we recap, pull out specific items to discuss, etc?
 - xiii) Potential idea as an alternative to reading and discussing *Onward* by Elena Aguilar: ask board members to each read one book, article, attend a training, lecture on a topic relevant to board activities, etc., and then present a short summary of something that might be helpful to implement, consider, etc. Potentially have this at board meetings a few (3 or 4) times a year when one or more members present to give members more time to identify and complete the task. Will discuss in board member self evaluation meeting with Board Chair. Topic area ideas:
 - (1) Work of the board
 - (2) Strategic plan areas (equity, financial sustainability, community building, etc)
 - (3) Long term educational trend
 - (4) Montessori approach
- 3) Succession planning
- a) Discussion of board member make up for future years Committee would like to recruit an additional Community Board Member- would a former Board member be willing to serve? Would prefer to add another Community member before or at the same time as adding another Parent member to maintain balance of perspectives. Also, addition of a Community member with more funding connections may benefit the ability to bring in additional funding. Also discussed strengths of current board members for different roles within committees.
 - b) HOS Evaluation Committee chair discussion Julaine and Jean will contact current candidate to discuss responsibilities and potentially set up a meeting with Jane Reilly as well. Will also ask Jane Reilly to continue to be involved in annual HOS assessment survey creation as she has experience with the platform and may be willing to dedicate that small amount of time to this task.
- 4) How to best use experts in board-relevant topics?
- 5) Retreat planning
- a) Should we use an expert to facilitate discussion at board retreat?
 - b) Agenda- discussed thoughts on potential agenda items. Committee felt that the agenda at this time should be focused on discussion of Expansion: what information we have, what are scenarios, what questions does the board need answered to make a decision on CMES's future. Committee also needs to review Powerpoint slides from last year's Retreat (with included notes) to ensure there are no other topics to be discussed. Not enough time to finish Agenda. Julaine, Chris, and Jean will meet again on Wednesday, January 11 at 10 am on Zoom to continue crafting Agenda.
- 6) Next Meeting
- a) Tuesday, January 24, 2022 at 6:00 pm (Zoom link)
- 7) Any other business
- 8) Adjourn 11:50 am