

Cornerstone Montessori Elementary School

Governance Committee Meeting Minutes (minutes in green)

Tuesday, July 25, 2023, 6:00 pm, Online

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

AGENDA

- 1) Call Meeting to Order 6:06 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) New policies and procedures
 - (a) Lead testing plan (updated MN requirement, see draft from Alyssa) for protocol, include reference to regulatory body's guidelines for testing. Will bring this for inclusion in the SS&SA to point out that MCM is responsible for remediation and the timeline required.
 - (b) Opioid overdose medication policy (new MN requirement, see example from Alyssa [here](#)) sample policy is very comprehensive. Julaine will email Alyssa to ask if she would like to adapt it or if Julaine should adapt to include CMES specific language. Goal is to present to Board at August meeting for approval.
 - (2) Policies in need of updating (approaching 3 years since last reviewed, due for review this school year):
 - (a) 411- Staff COVID-19 Vaccination and Testing Policy: Committee recommends that the Board revoke this policy but we will reserve policy 411 in case we need to replace and update a staff COVID-19 vaccination and testing policy in the future
 - (b) Review list of policies due for review (link in email)
 - (i) Julaine will reorganize master list and have an organized list for review by August meeting
 - ii) Staff education/training funding request policy or procedure- need to add language to Employee Handbook.
 - (1) Page 28, after first paragraph of Employee Training:
 - (a) Who: CMES employee
 - (b) What: training towards a skill, certificate or degree relevant to employment at CMES
 - (c) How: submit request to Head of School for initial vetting, Head of School is empowered to approve professional development funding that has already been included in the budget but may bring requests for funding beyond the approved budgeted amount to the Finance Committee for review. Requests should be submitted prior to training dates in order to be considered for reimbursement.
- 1) Education (orientation, ongoing education, etc.)
 - a) Education for next board meeting- Book report presentations, review Crisis Management Plan for Board members
 - 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) Presentation and discussion of who CMES families are (number of homeless, travel times to CMES, location, demographics, etc) Could we include this information at or before our retreat so we can better understand our community as we plan?

- 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 August for first session, will remind everyone at June meeting.
 - viii) Plan Board retreat for fall to help set priorities for the Board year.
- 2) Board member orientation
- a) Update on orientation and classes for newer Board members:
 - i) Orientation with two new board members.
 - ii) Nancy Dana will be doing a Zoom training for Employment Law on August 8 with three newer Board members.
 - iii) Jean recently read article on best practices for new Board member orientation and we are already including many of the recommendations. One more thing to include would be to give a bit more history on what the school and Board has done, considered, etc. Jean is aiming to meet with both of the two newest members to try to achieve this in August before the Board meeting.
 - iv) Jean will send an email to current Board members asking them to contact two new Board members to help facilitate introductions.
- 3) Board retreat planning- possible topics
- a) Discussion of Cruz-Guzman case status
 - b) Discussion of plans for employment retention credit funds
 - c) Ask Governance, Finance, and HOS Evaluation committees to review charters and ask to bring revised/updated charters
 - d) Community demographics (v from Education topic list)
 - e) Poll for date for retreat in August (include time when confirming date!)
- 4) Review August Board meeting tasks from schedule spreadsheet
- a) Crisis Management Plan- make sure to go over how to respond in a crisis at August Board meeting and add to Board orientation list, ask Alyssa to say a few words about Crisis Management protocol
- 5) Next Meeting
- a) Tuesday, August 22, 2022 at 6:00 pm (Zoom link)
- 6) Any other business
- 7) Adjourn 7:40 pm