

Cornerstone Montessori Elementary School

Governance Committee Meeting Minutes (minutes in purple)

Tuesday, September 26, 2023, 6:00 pm, Online

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

AGENDA

- 1) Call Meeting to Order
- 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) New Safe and Sick Time policy- necessary due to new MN laws, will be required Jan 2024. Joe A. is finding a model policy and will share when he has it. Julaine will send an email to Joe A. about sample policy and check with MACS as well. Also discuss with HR service at Kraus Anderson after we get school-specific guidance. Biggest question is for substitutes, etc. who are paid hourly- how should we address leave accrual?
 - (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)
 - (b) 525 Tele-related Services (due 9/15/23)- Reviewed by Alyssa and SpEd staff, no edits needed. Very closely aligned to statute, no need for Equity to review, send to Board for approval.
 - (c) 103 Whistleblower (due 10/20/23) Jean reviewed and has comments. No changes needed. Will send to Equity and then to Board for approval.
 - (d) 609 Religious Accommodation (due 10/20/23)
 - (e) 704 EFT Policy (due 12/15/23) Ask Dieci to review as they are best equipped with expertise.
 - (f) 509 Enrollment (due 1/19/24)
 - (g) 725.2 Records Retention for Special Education (due 6/22/24)- Alyssa and SpEd staff reviewed and have updates. Very closely aligned to statute, no need for Equity to review, send to Board for approval.
 - (h) 524 Internet Acceptable Use and Safety (due 6/20/23)
 - (i) 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?
- 4) Education (orientation, ongoing education, etc.)
 - a) Education for next board meeting- Audit. will ask for update from Abdo and Dieci
 - 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
 - viii) Scott Flemming- history with Global Academy and how he guided their board in their planning and growth, short time frame after fall retreat
- 5) Board retreat planning- update on planning status
 - a) Julaine to send out food sign up
 - b) Rohan will send out reminders for prework on Thurs 9/28 and Monday 10/2. Also include some information on how other school have made SMART plans.
 - c) Julaine will email Joe A. to ask if there is a particular time he is available during the retreat. Rohan is going to email Joe a reminder for his contributions to the packet.
 - d) Updates on plan for after prework is returned
 - e) Retreat planning meeting Thurs 10/5 1 pm on Zoom
 - 6) Zoom/Open Meeting law discussion will look at what other institutions similar to CMES are doing and ask how they are staying in compliance with Open Meeting Law. Governance will discuss again before bringing this to the Board.
 - 7) Review upcoming Board meeting tasks from schedule spreadsheet
 - 8) Next Meeting
 - a) Tuesday, October 24, 2023 at 6:00 pm (Zoom link)
 - 9) Any other business
 - 10) Adjourn 7:18 pm