

Cornerstone Montessori Elementary School

Governance Committee Meeting Minutes (minutes in green)

Tuesday, November 29, 2022, 6:00 pm, Online

Members: Chris Bewell, Jean Melancon, Julaine Roffers-Agarwal (Chair), Alyssa (7:00-7:29)

AGENDA

- 1) Call Meeting to Order 6:05pm
- 2) Public Comment Period – Comments limited to 3 minutes per person
- 3) Goals for today's meeting:
 - a) Review policy progress
 - i) Discussion about staff education/training funding request policy or procedure Outcome of discussion: referred back to minutes from 3/23/21 Governance Committee meeting and still agree with creating a contract for continued employment (payback period) for staff members that have Montessori/state certification but if we were going to contribute to further a staff member's education an appropriate amount is the equivalent amount as a Montessori orientation course (maybe a particular course or two during a term). Look at adding language to the Employee Handbook to cover this.
 - ii) Policies to review:
 - iii) Policies in need of updating (approaching 3 years since last reviewed, due for review in fall 2022):
 - (a) 415 Purchase of Group Health Insurance- Chris Send to Joe for review, then to Board
 - (b) 612.1 Title I Parent Involvement- Julaine and Alyssa (currently reviewing)
 - (c) 701 Purchasing Policy- Chris Send to Joe for review, then to Board
 - (d) 701.1 Purchasing Procedure- Chris Send to Joe for review, then to Board
 - (e) 702 Fixed Asset Policy- Chris Send to Joe for review, then to Board
 - (f) 702.1 Fixed Assets Operating Procedures- Chris Send to Joe for review, then to Board
 - (g) 705 Financial and Cash Management-Chris Send to Joe for review, then to Board
 - (h) 705.1 Receipts Procedure-Chris Send to Joe for review, then to Board
 - (i) 706 Acceptance and Administration of Gifts- Chris Send to Joe for review, then to Board
 - (j) 709 Bus Transportation and Safety- Alyssa and Chris
 - (k) 725 Record Retention and MN Records Retention Schedule- Chris
 - (l) 725.1 General Records Retention Schedule for MN School Districts- Chris
 - 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) Discussion of *Onward* by Elena Aguilar in book club style- consult with Jess or someone else who has read the book and see if it is appropriate for the whole board to read.
- 3) Succession planning
- a) Discussion of potential board member- Julaine contacted today and will text him if he does not respond by Friday
 - b) Discussion of getting newer board members involved in committee work and outreach
 - c) HOS Evaluation Committee Chair- Move forward with contacting potential candidate and discussion the idea; also ask Jane Reilly or Alyssa for ideas (former parents, etc)
 - d) Discussion of Community member seats coming up for election- could we convince current members to stay for terms less than three years to stagger the election of Community member seats?
- 4) How to best use experts in board-relevant topics?
- a) Should we use an expert to facilitate discussion at board retreat?
- 5) Next Meeting
- a) Tuesday, January 24, 2023 at 6:00 pm (Zoom link) *Unless we need another meeting before the January Board meeting December 20, 2022 at 6:00 pm (Zoom link)*
- 6) Any other business
- 7) Adjourn *7:41 pm*