

# Cornerstone Montessori Elementary School

Governance Committee Meeting Minutes (minutes in green)

Tuesday, May 28, 2024, 6:00 pm, Online

Members: Chris Bewell, Rohan Chougule, Jean Melancon, Julaine Roffers-Agarwal (Chair),  
Alyssa Schwartz (until 6:35)

## AGENDA

- 1) Call Meeting to Order 6:05 pm
- 2) Public Comment Period – Comments limited to 3 minutes per person
- 3) Goals for today's meeting:
  - a) Update on additional parent candidate- has begun graduate school and does not think they have time to devote to Board work
  - b) Review policy progress
    - i) Policies to review:
      - (1) New policies and procedures (none this month)
      - (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, Julaine and Alyssa will review first) Alyssa and Julaine will continue to revise over summer
        - (b) 524 Internet Acceptable Use and Safety (due 6/20/23) Alyssa and Julaine communicating about edits
        - (c) Question from Alyssa: 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? Can we look at this over the next 6 months to a year? Governance will look at this and then ask Equity to review after we have a plan.
          - (i) Is it feasible to integrate these into one document? Would the policy be too unwieldy if all are combined? Chris will review the three and see if they could be logically combined.
          - (ii) 400 and 500 series are for students and staff- do we need to have two different policies in each series? Could we do one document that has numbers in both series ranges? Alyssa will ask legal consultant (see below)
          - (iii) Can we get a legal opinion on this? Ask MACS for a reference for someone. Alyssa will contact.
    - (d) Policies aiming to add for review this year:
      - (i) 806 Crisis Management Plan and Emergency Procedures: Alyssa (summer 2024)
      - (ii) 506 Behavior and Dismissal: Alyssa and Julaine (Equity) Edits from Alyssa attached, waiting to finish updating based on 2024 legislation regarding K-3 discipline
      - (iii) 513 Acceleration and Retention: Alyssa and Julaine- edits from Alyssa attached
      - (iv) 691 Inclusive Education Program: Alyssa and Julaine (Equity)
    - (e) Equity committee is scheduling meeting in June, Julaine will discuss process of policy review with committee members during that meeting
  - 4) Education (orientation, ongoing education, etc.)

- a) Education for next board meeting- **Committee tasks from Strategic Plan- what was not completed in 2023-24, planned activities for 2024-25**
- 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) Recap of Marc Frankel MN Montessori presentation
  - vi) Julie Richards- How to build community (part 2 of her previous presentation)
  - vii) Follow up review to page 2 terms for Financial Statements after they are distributed for a month or two.
  - viii) Book report presentations- schedule for end of Board year
  - ix) Embracing Equity- can we get a session with them? Is that part of our contract? Julaine has asked Sarah to help identify an appropriate Equity training geared towards Boards.
  - x) Cybersecurity and school- bring in an expert?
  - xi) David Greenberg- finance training, referred by Terry from UST
- 5) Board member self-evaluation meetings complete- review of feedback from Board members
  - a) **Meetings conducted with all Board members prior to May Board meeting**
  - b) **Feedback was more productive- better reflection on performance as Board members**
  - c) **Each member did craft individual personal development goals for next year**
  - d) Request to have a “start here” Google Doc with links to locations of various resources
  - e) Several members were not as familiar with laws listed in self evaluation document, perhaps we can use those as topics for Board education in 2024-25
- 6) Whole Board evaluation tool being sent out this week, will conduct discussion of entire Board during June Board meeting
- 7) Review upcoming Board meeting tasks from schedule spreadsheet
  - a) **Already signed HOS contract for 2024-25**
  - b) **Remind Board members to submit training records to Chris by July 1**
- 8) Next Meeting
  - a) **Tuesday, June 25, 2024 at 6:00 pm (Zoom link)**
- 9) Any other business
  - a) **Nancy Dana is willing to conduct Governance Board training (MACS course 100) with three newer Board members so two can complete their training and the newly elected member can have one training complete prior to the August meeting**
- 10) Adjourn 7:18 pm