

Cornerstone Montessori Elementary School

Governance Committee Meeting Minutes (minutes in green)

Tuesday, May 30, 2023, 6:00 pm, Online

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

AGENDA

- 1) Call Meeting to Order 6:04pm
- 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) Policies in need of updating (approaching 3 years since last reviewed, due for review this school year):
 - (a) 709 Bus Transportation and Safety- Alyssa and Chris Adding verbiage to specify that “personal electronic devices are not to be used on the bus as outlined in Policy 524 Internet Acceptable Use and Safety.” Ready for Board review, consent agenda.
 - (b) 404 Employment Background Checks (due 5/19/23)- Chris ready for Board review, consent agenda; discussion of if we should repeat background checks for long time employees, will consult with other schools, MACS, UST to ask what frequency is suggested, etc.
 - (c) 524 Internet Acceptable Use and Safety (due 6/21/23)- Julaine and Alyssa reviewed ready for Board review, consent agenda.
 - ii) Staff education/training funding request policy or procedure- need to add language to Employee Handbook. Discuss at June meeting so we can have something to incorporate into the Employee Handbook for August approval
- 1) Education (orientation, ongoing education, etc.)
 - a) Education for next board meeting- Board year timeline with all standing committees’ activities
 - 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)
 - 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) Succession planning
 - a) 2023-24 officers and committee chairs will present for approval at June Board meeting.
 - i) Officers
 - (1) Chair- Julaine
 - (2) Vice chair- Jean
 - (3) Treasurer- Carolyn
 - (4) Secretary- Jess (pending confirmation from her)
 - ii) Committee chairs
 - (1) Finance- Carolyn
 - (2) Governance- Julaine

- (3) Advancement- Tyler
- (4) HOS Evaluation- Carolyn
- b) Board member candidate Discussion of potential board member candidate and long term Board planning
- 3) Discussion of draft Equity committee charter Have feedback for Sarah, Jean will contact her to arrange Zoom discussion with Jean and Julaine
- 4) Summary of Board member self evaluations
 - a) Increase Board member visibility: coordinated intentional attendance at school events, high visibility Board member nametags to wear at events, asked Alyssa to include school events that Board members are welcome to attend in her Board report monthly Determine how to order nametags, goal to have them available for Back to School Night events
 - b) Annual reminder of location of Board member resources at the beginning of Board year, also a document with Board year timeline so members know what to expect/when particular events happen during the year Send out email with links to resources in July (substitute for July board meeting)
 - c) Schedule retreat in fall to give board a unified priority list for the Board year (make sure to get input from Alyssa beforehand if she cannot attend)
 - i) Rethink/reframe expansion: what should our focus be? What might we work on to make a potential expansion possible/improve CMES's status?
 - ii) Consider how to spend Employee Retention Credit amount (long term and short term)
 - iii) What are priorities for fundraising/grant writing?
- 5) School leader compensation survey results CMES is just below average, should try to keep compensation in line with market to make sure hiring a potential replacement would not be a shock to the CMES budget

Next Meeting

- a) Tuesday, June 27, 2022 at 6:00 pm (Zoom link)
- 6) Any other business
- 7) Adjourn 7:26 pm