

Cornerstone Montessori Elementary School

Governance Committee Meeting Minutes (minutes in green)

Tuesday, October 22, 2024, 6:00 pm, Online

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

AGENDA

- 1) Call Meeting to Order 6:08 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: **No discussion of policies this meeting**
 - (1) New policies and procedures
 - (a) Student Journalism Policy- received email from MACS on 8/20 noting that this a new requirement from statute. Emailed Terry from UST and she is fairly certain that as we do not serve grades 6-12 we do not need this policy. She is waiting on an answer from MDE and will get back to Julaine when she has it. Will draft policy if necessary after receiving the response.
 - (b) Library Materials Policy- received email from MACS on 8/20 noting that this a new requirement from statute. Alyssa's interpretation is that this policy is not necessary as we don't have a staff member dedicated to library curation. Emailed Terry from UST, she is waiting on an answer from MDE and will get back to Julaine when she has it. Will draft policy if necessary after receiving the response.
 - (2) Policies with review dates [spreadsheet](#). Policies in need of updating (passed 3 years since last reviewed, due for review):
 - (a) 413 Harassment (due 8/18/23, Julaine and Alyssa will review first) Alyssa attended Title IX in late August, has reviewed information and main revisions will be to craft a Harassment Complaint Form from a sample form. Will complete this fall.
 - (b) 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? Could we combine but have a staff version and a student version? Chris is looking at these.
 - (c) Monitor outcome of MACS webinar presentation October 1 on Paid Leave Law for MN school employers to ensure our policies are compliant.
 - (3) Policies in need of review this year:
 - (a) 412 CMES Staff Sabbatical (due 6/21/25): Alyssa (Equity)
 - (b) 514 Bullying Prohibition (due 6/21/25): Alyssa (Equity)
 - (c) 516 CMES Student Medication (due 6/21/25): Alyssa
 - (d) 691 Inclusive Education Program (due 3/15/25): Alyssa and Julaine (Equity)
 - (4) Policies that could be reviewed early to rebalance policy review schedule:
 - (a) 702 Fixed Asset Policy (Chris and Joe)
 - (b) 702.1 Fixed Asset Procedure (Chris and Joe)
 - (c) 705 Financial and Cash Management (Chris and Joe)
 - (d) 705.1 Receipts Procedure (Chris)
 - (e) Acceptance and Administration of Gifts (Chris and Joe)
 - (5) Equity committee- Julaine shared policies appropriate for Equity committee review and requested that Equity review be complete over several months for Jan-Mar Governance Committee meetings

- 4) Education (orientation, ongoing education, etc.)
 - a) Education for next board meeting-
 - b) Any additions to list of future board level education topics
 - i) Nancy Dana- governance training
 - ii) Understanding the budget
 - iii) Review of charter school relevant laws from Board member self evaluations
 - iv) Paris Dunning (ESABA Executive Director)
 - v) Presentation about elected officials for the area- who represents us in the area at different levels, who we contact for what
 - 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) 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.
 - ix) Cybersecurity and school- bring in an expert?
 - x) David Greenberg- finance training, referred by Terry from UST
- 5) Board member self-evaluation meetings complete- review of feedback from Board members
 - a) "Start here" Google Doc with links to locations of various resources- status
- 6) Board succession planning
 - a) Now that we have information from Board profile grid, Evaluation of needs of entire Board for future Board member recruitment.
 - i) Priorities for skills of new Board member recruitment: project management, strategic planning, nonprofit governance
 - ii) Board blurb for October- write up something about what the Board does and what it is like to be a parent on the Board, soliciting parents to contact if interested. Julaine will draft and ask Sarah to provide feedback.
 - b) Teacher member replacement planning- during staff in service presentation Julaine emphasized that Jess is term-limited and CMES NEEDS at least licensed CMES-employed teacher serving on the Board. Jess is having licensed teachers sign up to attend at least one Board meeting this year. Alyssa and Julaine have discussed most likely candidates to join the Board. Jean and Julaine to talk to two of the licensed teachers to assess interest. Aiming for discussions by the late January Governance meeting.
- 7) Board retreat planning
 - a) Review agenda and priorities
 - b) Other preparations
- 8) Review upcoming Board meeting tasks from schedule spreadsheet
- 9) Next Meeting
 - a) Tuesday, November 26, 2024 at 6:00 pm (Zoom link)
- 10) Any other business
- 11) Adjourn 7:10 pm