

Cornerstone Montessori Elementary School

Governance Committee Meeting Minutes (minutes in **burnt orange**)

Tuesday, December 5, 2023, 6:00 pm, Online

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

AGENDA

- 1) Call Meeting to Order **6:12 pm**
- 2) Public Comment Period – Comments limited to 3 minutes per person
- 3) Goals for today's meeting:
 - a) Review retreat data
 - 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, Alyssa will review first)
 - (b) 609 Religious Accommodation (due 10/20/23, Chris will review first)
 - (c) 704 EFT Policy (due 12/15/23) Joe and Christine looked at the policy language and had no revisions. Joe did mention that our entire 700 series does not align with the Minnesota School Board Association. Send for Board approval at **next** meeting.
 - (d) 509 Enrollment (due 1/19/24, Chris will review first)
 - (e) 524 Internet Acceptable Use and Safety (due 6/20/23)
 - (f) 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?
 - (g) New Safe and Sick Time policy- necessary due to new MN laws, will be required Jan 2024. Joe A. found a model policy, distributed Oct 2023, and will share a policy that has been adopted by a MN charter school once he finds one. Julaine contacted Kraus-Anderson HR services for their input and received a draft policy as well (see attached). **Committee agreed that this clarifies the existing PTO rates and should be incorporated into the employee handbook, Julaine, Chris and Alyssa will work to get this incorporated into the handbook to go into effect on Jan 1, 2024.**
 - (h) Policies to potentially add for review this year (51 total policies, 524 gets reviewed every year, on average 17 policies should be reviewed each year, currently have 8 on the list for this year so need to add about 9 policies to better balance policy review)
 - (i) 806 Crisis Management Plan and Emergency Procedures: Alyssa (summer 2024)
 - (ii) 203 Consent Agenda: Jean
 - (iii) 206 Public Comments at Board Meetings: Jean
 - (iv) 406 Public and Private Personnel Data: Chris
 - (v) 415 Purchase of Group Health Insurance: Chris
 - (vi) 511 Fundraising: Jean
 - (vii) 506 Behavior and Dismissal: Alyssa and Julaine
 - (viii) 513 Acceleration and Retention: Alyssa and Julaine

- (ix) 691 Inclusive Education Program: Alyssa and Julaine (Equity)
- 4) Education (orientation, ongoing education, etc.)
 - a) Education for next board meeting- Book Club? (forgot to remind at November Board meeting, send out email if we settle on this) Rohan and Jean are asking Scott Fleming to present on how Global Academy formulated their growth plan. Depending on Scott's availability and desired presentation time, this may be as a separate event or incorporated into board meeting. Alternatively, committee felt that the Board would greatly benefit from work on determining the "North Star". Rohan is preparing to lead SWOT exercise with Board (Strengths Weaknesses Opportunities Threats) and may send out prework for Board members to help us stay to a reasonable amount of time during a Board meeting.
 - 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) Recap of Marc Frankel MN Montessori presentation- February (or January if Scott is not available)
 - viii) ~~Book report presentations- schedule for January, remind at November meeting- wait for end of school year~~
 - ix) Julaine will communicate with Sarah to coordinate an Equity facilitated education session in the spring
 - 5) Zoom/Open Meeting law discussion
 - a) Any updates from Jean no updates
 - 6) New Board member involvement ideas
 - a) Marketing Task Force is authorized, Jeremy meeting with Rohan, Jean, Chris, Tyler, and Alyssa.
 - 7) Review upcoming Board meeting tasks from schedule spreadsheet
 - a) Review lottery process (Jan), Quarterly report for UST typically due Jan 10
 - b) Add to spreadsheet monthly tasks for future years including – before lease ends (June 30, 2026, we need to give 9 months notice that we're interested in extending the lease so this date would be (please check my math) us requesting a lease extension by Sep 2025.
 - c) Other dates to include would be by Annually, by April 8th, CMES Board Chair and MCM ED review/agree to Exhibit A and Exhibit B. This date was chosen so CMES would know what to include in next year's budget.
 - 8) Next Meeting
 - a) Tuesday, January 23, 2024 at 6:00 pm (Zoom link)- do we need to meet before this? Tuesday, January 2 is the most logical choice if so. Jan 2 is available for all committee members.
 - 9) Any other business
 - a) How to handle dissemination of information about Boys Totem Town tour- discussed either waiting until scheduled January meeting or calling a special Board meeting in December to share information in a potentially closed meeting. Committee decided that having a closed meeting in December would be better to get the information out quickly and to allow all Board members to ask questions, have discussion. Julaine will survey key participants (Alyssa, Jean, Chris) to check availability on December 19 at 6 pm. Meeting will be primarily on Zoom, Julaine is available to be onsite at CMES. Will start as open meeting and then close for property discussion.
 - 10) Adjourn 7:19 pm