

# Cornerstone Montessori Elementary School

Governance Committee Meeting Minutes (minutes in purple)

Tuesday, April 4, 2023, 6:00 pm, Online

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

## AGENDA

- 1) Call Meeting to Order 6:02 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:
      - (1) Policies in need of updating (approaching 3 years since last reviewed, due for review this school year):
        - (a) 612.1 Title I Parent Involvement- **Ready for review send for consent agenda**
        - (b) 709 Bus Transportation and Safety- Alyssa and Chris
        - (c) 533 Wellness (due 2/18/23)
        - (d) 210.1 Conflict of Interest Statement (due 3/17/23)- Jean **minor changes, send for consent agenda**
        - (e) 223 Ongoing Board Training Policy (due 3/17/23)- Jean **no changes, send for consent agenda**
        - (f) 404 Employment Background Checks (due 5/19/23)- Chris
        - (g) 503.01 Homeless Children Attendance (due 5/19/23)- Chris
        - (h) 515 Protection and Privacy of Pupil Records (due 4/21/23)- **Ready for review send for consent agenda**
        - (i) 523 Gender Identity (due 8/13/22)- **Ready for review send for consent agenda**
        - (j) 524 Internet Acceptable Use and Safety (due 6/21/23)- Alyssa
        - (k) 802 Disposal of Property (due 6/23/23)- Chris and Joe **Jean will work on this**
      - ii) Staff education/training funding request policy or procedure- need to add language to Employee Handbook.
      - iii) For long-term future planning: What policies would need to be put in place for Jr High?
- 1) 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- due to upcoming funding projections, this may need to be a higher priority.
    - 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.
- 2) Succession planning
  - a) Discussion of board member make up for future years
  - b) Timeline for this year's elections:
    - i) information sent for current candidates after last meeting

- ii) due date was 3/31 Chris received nomination forms from Carolyn and Jeremy, profile form from Sarah. Chris will request a bit more information from Jeremy and Carolyn for profile packet for community.
  - iii) date to distribute to community after April board meeting when slate is approved by board
  - iv) election dates May 8-15, online
- 3) Next Meeting
- a) Tuesday, April 25, 2022 at 6:00 pm (Zoom link)
- 4) Any other business
- a) Julaine will initiate board member self-evaluations between April and May board meetings
  - b) Carolyn has agreed to be Treasurer/Finance Committee chair in 2023-24 board term
  - c) Discussion of scope of Development/Communication committee- this is really two different functions, need to remember what we need from the committee at this point
  - d) Discussion of meeting with Terry from UST regarding expansion application questions
- 5) Adjourn 6:59 pm