

# Cornerstone Montessori Elementary School

Governance Committee Meeting Agenda (minutes in orange)

Tuesday, July 22, 2025, 6:00 pm, Online

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

## AGENDA

- 1) Call Meeting to Order 6:03 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) New policies and procedures
        - (a) Board member oath of office- discuss two example policies distributed by UST (see reminder email sent 7/21/25) Committee preferred the template with the delineated items by topic (duty of care, etc). Sending to August Board meeting and will have the first item of business be for the Board to approve this and then request signed copies from all members.
      - (2) Policies with review dates [spreadsheet](#). Policies in need of updating (passed 3 years since last reviewed, due for review):

#	Title	Due date
703	Fund Balance	11/16/2024
410	Family and Medical Leave <a href="#">Employee Handbook</a>	8/18/2025
402	Disability Nondiscrimination Policy <a href="#">Employee Handbook</a>	11/15/2025
402.1	Section 504-ADA Grievance Procedures <a href="#">Employee Handbook</a> , <a href="#">Parent Handbook?</a>	11/15/2025
492	Nepotism <a href="#">Employee Handbook</a>	11/15/2025
522	Student Sex Nondiscrimination <a href="#">Parent Handbook</a>	11/15/2025
534	Service Learning <a href="#">Parent Handbook</a>	11/15/2025
415	Purchase of Group Health Insurance <a href="#">Employee Handbook</a>	1/17/2026
510	Flexible Learning <a href="#">Parent Handbook</a>	3/21/2026
725	Record Retention Policy and MN Records Retention Schedule	3/21/2026
725.1	General Records Retention Schedule for MN School Districts	3/21/2026
210.1	Conflict of Interest	4/18/2026
223	On Going Board Training Policy	4/18/2026
523	Gender Identity Policy <a href="#">Parent Handbook</a>	4/18/2026
612.1	Title I Parent Involvement <a href="#">Parent Handbook</a>	4/18/2026
503.01	Homeless Children Attendance <a href="#">Parent Handbook</a>	5/16/2026
526	Hazing <a href="#">Parent Handbook</a>	5/16/2026
533	Wellness <a href="#">Alyssa and Chris, hopefully review in early August</a>	5/16/2026
802	Disposal of Property	5/16/2026

404	Employment Background Checks <b>Employee Handbook</b>	6/20/2026
709	Bus Transportation and Safety <b>Parent Handbook</b>	6/20/2026

- 4) Education (orientation, ongoing education, etc.)
  - a) Education for next board meeting- **Community agreement for Board with Jess, Julaine to confirm she is available to facilitate at August Board meeting.**
  - b) Any additions to list of future board level education topics
    - i) Nancy Dana- governance training **Plan to ask Nancy to conduct a succinct “how to conduct good Board Governance” training in September and relate to existing CMES documents so that Board members have a good start to the year.**
    - ii) Understanding the budget- **Done January 2025**
    - 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. Asked Equity to find an equity centered Board training for March/April 2026.
    - ix) Cybersecurity and school- bring in an expert?
    - x) David Greenberg- finance training, referred by Terry from UST
- 5) 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, advancement
      - (1) Goal is to get Melissa Finnegan more involved in policy review on Governance, Julaine to contact her **Will email in the next two weeks**
    - ii) **Julaine has asked Chris to put together an alumni family contact list. Perhaps have Alyssa review the list and recommend those that would be the most responsive to targeted communication. Then Julaine will draft an email to go to those individuals.**
- 6) Review upcoming Board meeting tasks from schedule spreadsheet
  - a) Approve remainder of beginning of year documents (Employee Handbook, Parent Program Handbook, Parent Policy Handbook, Crisis Management Plan) will be revised by Alyssa and she typically has them ready just before the August Board meeting for review

Approve Q4 report for UST
Welcome new board members to 1st meeting
Outline orientation/training process
Review Parent Survey results
Accept HOS Evaluation EOY Report (CA)
Review enrollment projections for the year
Sign annual Conflict of Interest Statement
Approve waiver of Pledge of Allegiance requirement (CA)
Assign designated bank as depository for year (CA)
Delegate authority for electronic funds transfer (CA)

## 7) Next Meeting

- a) Tuesday, August 26, 2025 at 6:00 pm (Zoom link)
- 8) Any other business
  - a) Rohan conducting 2 hr orientation session with Tom and Megan in person on July 23 at CMES, will add a Zoom session if needed at a later date.
    - i) Presenting current goals of the Board:
      - (1) Support Advancement
      - (2) Financial sustainability
      - (3) Proactively responding to changes in federal and state policies
    - b) Julaine to contact MACS to request that they offer 300 training at some point through the year.
- 9) Adjourn 6:41 pm