

Cornerstone Montessori Elementary School

Governance Committee Meeting Minutes (minutes in purple)

Tuesday, February 27, 2024, 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 election options
 - i) Discuss choices for Board composition and positions on ballot (see attached materials from Chris)
 - b) Bylaws update
 - i) MDE reviewed Bylaws as part of review of contract with UST. Statute changes implemented in mid 2023, need to add language outlining how to change governance structure of Board (teacher majority vs balanced composition). After we settle on language, need to have UST approve wording and must be approved by a majority of Board members at the next meeting. (see attached draft Bylaws from Julaine)
 - c) 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, Julaine and Alyssa will review first)
 - (b) 524 Internet Acceptable Use and Safety (due 6/20/23)
 - (c) 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?
 - (d) Policies aiming to add for review this year:
 - (i) 806 Crisis Management Plan and Emergency Procedures: Alyssa (summer 2024)
 - (ii) 406 Public and Private Personnel Data: Chris
 - (iii) 415 Purchase of Group Health Insurance: Chris
 - (iv) 506 Behavior and Dismissal: Alyssa and Julaine
 - (v) 513 Acceleration and Retention: Alyssa and Julaine
 - (vi) 691 Inclusive Education Program: Alyssa and Julaine (Equity)
- 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) 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) Recap of Marc Frankel MN Montessori presentation- February?
 - vi) Julie Richards- How to build community (part 2 of her previous presentation)

- vii) Julaine communicated with Sarah to coordinate an Equity-facilitated education session in the spring focused on why pronoun identification and usage is important *and why this is important for Board work and policies*, Sarah will let Julaine know when the presenter confirms date.
 - viii) Follow up review to page 2 terms for Financial Statements after they are distributed for a month or two.
 - ix) Book report presentations- schedule for end of Board year
 - x) Embracing Equity- can we get a session with them? Is that part of our contract?
 - xi) Cybersecurity and school- bring in an expert?
 - xii) David Greenberg- finance training, referred by Terry from UST (potentially outside normal Board meeting time) Met with Joe last week, put together proposal with a variety of consultation options. Looking at if Joe can provide enough information by himself or if David needs to meet with Carolyn, hourly rate is \$120, no time charged yet until we respond. Will look at budget scenarios (adding a classroom, etc), talk about how other Boards make decisions in planning.
 - xiii) Ten Square or another consulting company to introduce what they can do to help our Board (potentially outside normal Board meeting time)
- 5) Board group self review mechanism updates
 - a) Get individual Board member review mechanism decided, start process in late March/early April- Jean and Julaine will communicate about this after Jean returns from travel (March 10)
 - b) Settle on Board group review mechanism, start process in late March/early April- Jean and Julaine will communicate about this after Jean returns from travel (March 10)
 - 6) Board procedure updates
 - a) Using the Board Zoom account for hosting meetings has been a struggle for some Board members. Jean will work with Carolyn to record an accessible process for this.
 - b) Not all Board members are well-versed in using Google Drive and various tools. Jean will work with Carolyn to record a procedure for how to access specific Board resources using Google Drive, etc.
 - c) Jean came across [this checklist](#) of Board Service Readiness characteristics. Perhaps we should share with potential Board members as a mechanism to assess fit with Board work.
 - 7) SOAR update- have received 4 responses, goal is to have responses and compile to present at March Board meeting. Rohan will try to relate back to mission and vision.
 - 8) Review upcoming Board meeting tasks from schedule spreadsheet
 - 9) Next Meeting
 - a) Tuesday, March 26, 2024 at 6:00 pm (Zoom link)
 - 10) Any other business
 - 11) Adjourn 7:23 pm