

Cornerstone Montessori Elementary School

Governance Committee Meeting Minutes (minutes in green)

Friday, October 28, 2022, 2:00 pm, Online

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

AGENDA

- 1) Call Meeting to Order 2:04 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:
 - (a) 402 Disability Nondiscrimination- Julaine and Alyssa (ready for review) **Consent Agenda**
 - (b) 402.1 Section 504-ADA Grievance Procedures- Julaine and Alyssa (ready for review) **Consent Agenda**
 - (c) 492 Nepotism- Julaine and Alyssa (ready for review) **Consent Agenda**
 - (d) 522 Student Sex Nondiscrimination- Julaine and Alyssa (ready for review; note that CMES does not currently have a form and Alyssa has requested that we find some examples and draft one) **Consent Agenda, Chris will look to see if we have an old version on file somewhere, otherwise we will find examples from other schools**
 - (e) 534 Service Learning- Julaine and Alyssa (ready for review) **Consent Agenda**
 - ii) Policies in need of updating (approaching 3 years since last reviewed, due for review in fall 2022): **Chris will try to review these in upcoming weeks**
 - (a) 415 Purchase of Group Health Insurance- Chris
 - (b) 612.1 Title I Parent Involvement- Julaine and Alyssa (currently reviewing)
 - (c) 701 Purchasing Policy- Chris
 - (d) 701.1 Purchasing Procedure- Chris
 - (e) 702 Fixed Asset Policy- Chris
 - (f) 702.1 Fixed Assets Operating Procedures- Chris
 - (g) 705 Financial and Cash Management-Chris
 - (h) 705.1 Receipts Procedure-Chris
 - (i) 706 Acceptance and Administration of Gifts- Chris
 - (j) 709 Bus Transportation and Safety- Alyssa and Chris
 - (k) 725 Record Retention and MN Records Retention Schedule- Chris
 - (l) 725.1 General Records Retention Schedule for MN School Districts- Chris
 - a) For long-term future planning: What policies would need to be put in place for Jr High? **Ask established adolescent program schools what they implemented or adjusted**
- 2) 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) Understand the academic goals and how to support them
 - iv) Paris Dunning (ESABA Executive Director)
 - v) Sarah Plumb (former Jr High teacher from Oak Hill)
 - vi) Sunny Hollow Jr High teacher
 - vii) Visit to St Croix Montessori to visit Jr High site or operating Jr High site (Oak Hill, Lake Country, *Sunny Hollow-October 17, 2022, maybe Parkway*)

- viii) Presentation about elected officials for the area- who represents us in the area at different levels, who we contact for what
 - ix) Presentation and discussion of who CMES families are (number of homeless, travel times to CMES, location, demographics, etc)
 - x) Presentation by specialty teachers so the board understands what value they add to the students (ELL, literacy, math, and behavior specialists) and the efforts to increase testing scores- Behavior specialists presented in June, ELL and literacy will present in **November**.
 - xi) Follow up review to page 2 terms for Financial Statements after they are distributed for a month or two.
 - xii) Discussion of Frankel training- should we recap, pull out specific items to discuss, etc?
Consider for January meeting
 - xiii) Maybe add short segment (15-20 min) in the Jan/Feb retreat about best practices, why do we have retreats education
 - xiv) Review structure of policies with numbering, how we create new policies, review schedule and process, etc.
- 3) Succession planning
- a) Discussion of potential board members
 - i) Julaine will contact candidate 1 to arrange a Zoom meeting and a potential site visit. Also try to clarify what he can bring to the board for expertise, role, etc. Also invite him to attend another meeting.
 - ii) Jean had conversation with candidate 2. She is available to serve on a board, but her expertise may be better used as a consultant or other Equity centered efforts.
- 4) How to best use experts in board-relevant topics? Could we form an advisory group? A group of experts in reserve for situations that arise, not formal, list to call upon each individual as necessary
- 5) Should we/how to utilize social media, would we need policies to govern it? Jean, Chris, Alyssa, Carolyn previously discussed and contacted several firms before COVID but have put it aside. Goal is for marketing to outside individuals and another avenue for families to build community. Firms include Montessori-focused agencies that can provide some content. Concern: will these social media approaches market to the populations that we would like to target? Will those firms market appropriately to our target families? Are there other schools that are in a similar situation to us? What do they do? What about the Sanneh Foundation since they are on the east side and are targeting the same population?
- 6) Next Meeting
- a) Tuesday, ~~November 22~~ November 29, 2022 at 6:00 pm (Zoom link) *Do we want to adjust this date as it is the week of Thanksgiving?*
- 7) Any other business
- 8) Adjourn 3:38 pm