

Cornerstone Montessori Elementary School

Governance Committee Meeting Minutes (minutes in blue)

Tuesday, August 29, 2023, 6:00 pm, Online

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

AGENDA

- 1) Call Meeting to Order 6:15pm
- 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 (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)
 - (b) 525 Tele-related Services (due 9/15/23)
 - (c) 103 Whistleblower (due 10/20/23)
 - (d) 609 Religious Accommodation (due 10/20/23)
 - (e) 704 EFT Policy (due 12/15/23)
 - (f) 509 Enrollment (due 1/19/24)
 - (g) 725.2 Records Retention for Special Education (due 6/22/24)
 - (h) 524 Internet Acceptable Use and Safety (due 6/20/23)
 - (i) [Interface with Equity Committee to ask them to review policies up for review prior to Governance discussion. Ask if they can look at Fall categorized policies before November Governance meeting.](#)
 - (j) 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? [Julaine will look at these items and see if it makes sense to combine them or keep them separate. Also will consult with the Equity Committee and Alyssa, potentially after her leave.](#)
- 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) Presentation and discussion of who CMES families are (number of homeless, travel times to CMES, location, demographics, etc) [Jean will contact Julie Richards to see if she can present on E St Paul demographics and changes in the recent past for September](#)
 - vi) Follow up review to page 2 terms for Financial Statements after they are distributed for a month or two.
 - vii) Audit- October (maybe November?) [Chris will ask Auditors to have Audit materials ready by October 10 for Consent Agenda packet and if any later will shift to November meeting.](#)
 - viii) Book report presentations- first session was in August, when should we schedule the next session? [January/February- remind Board members at November meeting](#)

- ix) Plan Board retreat for fall to help set priorities for the Board year.
- 5) Board retreat planning- date and possible topics
 - a) Review schedule poll results start at 12:00 pm on Sunday, October 15. Decide on 3 or 4 hour length based on amount of work to be accomplished on that day
 - b) Rohan is willing to help with prework/planning before meeting, schedule a standalone meeting with Julaine, Jean, Rohan, and Chris to plan
 - c) Discussion of expansion/growth
 - d) Discussion of Cruz-Guzman case status
 - e) Discussion of plans for employment retention credit funds
- 6) Review upcoming Board meeting tasks from schedule spreadsheet
- 7) Next Meeting
 - a) Tuesday, September 26, 2023 at 6:00 pm (Zoom link)
- 8) Any other business
- 9) Adjourn 7:16 pm