

# Cornerstone Montessori Elementary School

## Governance Committee Meeting Minutes (minutes in purple)

Friday, August 5, 2022, 10:30 a.m. Online

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

### AGENDA

- 1) Call Meeting to Order- 10:34 am
- 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) 410 Family and Medical Leave (due 4/16/22) Julaine and Chris met with Jenny from Kraus-Anderson to understand the limits of our health insurance policy and what we can do. We can, in fact, pay the employer portion of the premiums for employees who are on leave if we would like and so are incorporating wording to say that in the current version. Revised to incorporate wording recommended by Jenny, will send to board for August.
      - (b) 410.1 Extended Family and Medical Leave (due 4/16/22) Chris recommends incorporating into 410. Recommend rescinding after revised version of 410 is passed, send to board for August.
    - ii) Policies in need of updating (approaching 3 years since last reviewed):
      - (1) Julaine is currently reviewing list of policies and dates they were last reviewed. Will attempt to have list updated in time for the meeting. Julaine will take a few (3-4 policies) to review for September meeting.
  - a) For long-term future planning: What policies would need to be put in place for Jr High?
  - b) Update to Bylaws/Articles of Incorporation to conform to Charter School law- Jean has distributed updated notes and redlined versions of both documents. While our goal was to have a revised version for July Governance Committee meeting and to present at the August Board meeting, we may need extra time to review and discuss. Discussed changes, will send for Consent Agenda for August Board meeting.
- 2) Approve Slate of Board Officers for 2022-23
  - a) Chair Julaine Roffers-Agarwal
  - b) Vice-Chair Jean Melancon
  - c) Treasurer Jean Melancon
  - d) Secretary Jess Goff
- 3) Committee Chairs for 2022-23
  - a) Governance- Julaine
  - b) Finance- Jean
  - c) Development- Carolyn
  - d) HOS Evaluation- Jane Reilly (until mid year)
- 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- 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, 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 fall.*
  - xi) Follow up review to page 2 terms for Financial Statements after they are distributed for a month or two.
  - xii) Board member liability- discussion of guidelines and scenarios (*Maybe goal of this topic in September? August) examples of intentionally and unintentionally violating Open Meeting Law, conflicts of interest examples, media/public information distribution during crisis management examples*)
- 5) Next Meeting
    - a) Thursday, August 25, 2022 at 6:00 pm (Zoom link)
  - 6) Any other business
  - 7) Adjourn *11:33 am*