

Cornerstone Montessori Elementary School

Governance Committee Meeting Minutes (minutes in purple)

Tuesday, January 24, 2023, 6:00 pm, Online

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

AGENDA

- 1) Call Meeting to Order 6:07pm
- 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) Policies in need of updating (approaching 3 years since last reviewed, due for review this school year):
 - (a) 612.1 Title I Parent Involvement- Julaine and Alyssa (currently reviewing) *scheduling to have completed by February meeting*
 - (b) 709 Bus Transportation and Safety- Alyssa and Chris
 - (c) 725 Record Retention and MN Records Retention Schedule- Chris *started reviewing recent information*
 - (d) 725.1 General Records Retention Schedule for MN School Districts- Chris *started reviewing recent information*
 - (e) 533 Wellness (due 2/18/23)- Chris *started reviewing recent information*
 - (f) 210.1 Conflict of Interest Statement (due 3/17/23)- Jean
 - (g) 223 Ongoing Board Training Policy (due 3/17/23)- Jean
 - (h) 404 Employment Background Checks (due 5/19/23)- Chris
 - (i) 503.01 Homeless Children Attendance (due 5/19/23)- Chris
 - (j) 515 Protection and Privacy of Pupil Records (due 4/21/23)- Alyssa
 - (k) 523 Gender Identity (due 8/13/22) *Julaine and Alyssa*
 - (l) 524 Internet Acceptable Use and Safety (due 6/21/23)- Alyssa
 - (m) 802 Disposal of Property (due 6/23/23)- Chris and Joe
 - (2) *Open Meeting Law* review (for retreat purposes) *retreat will be open to the public but we are not expecting to vote on anything during this meeting*
 - ii) Staff education/training funding request policy or procedure- need to add language to Employee Handbook
 - iii) For long-term future planning: What policies would need to be put in place for Jr High?
 - iv) *Template for agreement with employees for extra work or training- draft and then have review by attorney or HR service. Also discuss with Alyssa to see if this is a need (Julaine).*
- 1) 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) Visit to St Croix Montessori to visit Jr High site or operating Jr High site (*Oak Hill- November 11, 2022, Lake Country, Sunny Hollow-October 17, 2022, maybe Parkway*)
 - vi) Presentation about elected officials for the area- who represents us in the area at different levels, who we contact for what
 - vii) Presentation and discussion of who CMES families are (number of homeless, travel times to CMES, location, demographics, etc)

- viii) Follow up review to page 2 terms for Financial Statements after they are distributed for a month or two.
- ix) Book report presentations- when to schedule? Maybe August for first session?
- 2) Succession planning
 - a) Discussion of board member make up for future years
 - i) Discussed members up for election and new candidate
 - ii) Discussed committee member shifts, etc
 - b) Next meeting discuss committee chairs for next year as well as election candidates and preparation for those materials
- 3) How to best use experts in board-relevant topics?
- 4) Retreat planning
 - a) Follow up with Joe for financial modeling that was requested earlier in Jan (staff, rent, furniture/start up materials + income from predicted number of students)
 - i) LE classroom
 - ii) Jr high classroom
 - iii) LE + Jr high
 - iv) If we do nothing
 - b) Check with Joe to see if he is available on Feb 25 for at least part of the retreat
- 5) Next Meeting
 - a) Tuesday, February 28, 2022 at 6:00 pm (Zoom link)
- 6) Any other business
- 7) Adjourn 7:25 pm