

Cornerstone Montessori Elementary School

Governance Committee Meeting Minutes (minutes in orange)

Tuesday, September 27, 2022, 6:00 pm, Online

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

AGENDA

- 1) Call Meeting to Order 6:06 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: none this month
 - ii) Policies in need of updating (approaching 3 years since last reviewed, due for review in fall 2022):
 - (1) Julaine is currently reviewing list of policies and dates they were last reviewed
 - (a) 402 Disability Nondiscrimination- Julaine and Alyssa (JRA sent to AS)
 - (b) 402.1 Section 504-ADA Grievance Procedures- Julaine and Alyssa (JRA sent to AS)
 - (c) 415 Purchase of Group Health Insurance- Chris
 - (d) 492 Nepotism- Julaine and Alyssa (JRA sent to AS)
 - (e) 522 Student Sex Nondiscrimination- Julaine and Alyssa
 - (f) 534 Service Learning- Julaine and Alyssa
 - (g) 612.1 Title I Parent Involvement- Julaine and Alyssa
 - (h) 701 Purchasing Policy- Chris
 - (i) 701.1 Purchasing Procedure- Chris
 - (j) 702 Fixed Asset Policy- Chris
 - (k) 702.1 Fixed Assets Operating Procedures- Chris
 - (l) 705 Financial and Cash Management-Chris
 - (m) 705.1 Receipts Procedure-Chris
 - (n) 706 Acceptance and Administration of Gifts- Chris
 - (o) 709 Bus Transportation and Safety- Alyssa and Chris
 - (p) 725 Record Retention and MN Records Retention Schedule- Chris(?)
 - (q) 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?
- 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) **Jean has been in contact with her, she is leaving education, Jean will update with further information as she gets it.**
 - 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) *potentially in October/November outside of board meeting Lake Country has been in operation the longest and has the most established program but is farthest away; Oak Hill is in an interesting place given that they have just transitioned to a Charter School from a private school; Sunny Hollow is closest and is AML certified. Consider what the goal of the visit is: are we aiming to see the program in action or to see the space and discuss starting up the program with the staff involved? Start with*

having the entire board view the Sunny Hollow space (non-school time) and then have the Expansion TF members visit the other programs in small groups during the school day to observe the programs and then compare.

- 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.
- 3) Board member recruitment
- a) Jean communicated with potential board member, will meet in mid-October and give us an update next meeting
 - b) Jean forwarded email from Board Connector website recently with potential board candidate. Jean will meet with him on Zoom tomorrow afternoon, has sent background on CMES for homework ahead of meeting.
 - c) Jean suggested another local potential board member (former Montessori teacher) that she is in contact with, will give us updates as she gets them.
- 4) Next Meeting
- a) Tuesday, October 25, 2022 at 6:00 pm (Zoom link)
- 5) Any other business
- a) Joint board meeting potentially in February per discussion with Taylor and Christine
 - b) Plan for a CMES retreat in January: will help expansion TF and equity TF have a deadline to help increase productivity, also will aid in modifying mid-year HOS goals for mid-year review.
 - c) Send email to CMES board for Marc Frankel training October 14, 9-11:30 am
- 6) Adjourn 6:53 pm