

Cornerstone Montessori Elementary School

Governance Committee Meeting Minutes (in purple)

Tuesday, June 29, 2021, 5:30 p.m. (Online)

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

Guest: Say Vang (acting Head of School for July-Jan 2022)

AGENDA

- 1) Call Meeting to Order 5:36 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:
 - (1) Closed meeting procedure discussed what other things we would want added to procedure, would like to keep it as a practical document instead of a policy.
 - (a) Related material:
 - (i) <https://www.mncharterschools.org/utilities/restricted-file.php?ID=3348&strType=download#auth-form>
 - (ii) <https://aspenacademymn.org/wp-content/uploads/2019/09/Policy-205.pdf>
 - (iii) <https://www.house.leg.state.mn.us/hrd/pubs/openmtg.pdf>
 - (2) We need to draft an Employee Agreement related to internet use to include in the Employee Handbook before fall. Revised form, discussed who needs to sign this sort of form: agreed that full-time, part-time, or substitute capacity need to sign but contract employees do not.
 - (3) Need to review Education Bill from just adjourned MN legislature to ensure that we are in compliance (see link [here](#)); monitor over the next several months and address as necessary
 - (4) For long-term future planning: What policies would need to be put in place for Jr High?
- 4) Education (orientation, ongoing education, etc.)
 - a) Education for next board meeting- Amber Rose presenting on demographics of the east side of St Paul
 - b) Any additions to list of future board level education topics
 - i) Nancy Dana- governance training
 - ii) Understanding the budget
 - iii) Understand the academic goals and how to support them
 - iv) Paris Dunning (ESABA Executive Director)
 - v) Sarah Plumb (Jr High teacher from Oak Hill)
 - vi) Sunny Hollow Jr High teacher (hoping for presentation next school year- update?)
 - 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 by auditor with financial topics Audit may be in October, so with that as well.
 - ix) Presentation about elected officials for the area- who represents us in the area at different levels, who we contact for what
 - x) Presentation and discussion of who CMES families are (number of homeless, travel times to CMES, location, demographics, etc)
 - xi) 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
 - xii) Follow up review to page 2 terms for Financial Statements after they are distributed for a month or two. Maybe in September? As preparation for audit in October/November

- xiii) Equity consultant presentation before process begins
- 5) Next Meeting
 - a) Tuesday August 3, 2021 at 5:30 pm at CMES (plus Zoom link)
- 6) Any other business
 - a) Clarification of logistics and technology for on site/Zoom meetings- what is available from MCM, who needs to be present on site (staff member, at least one board member)
- 7) Adjourn 6:52 pm