

# Cornerstone Montessori Elementary School

## Governance Committee Meeting Agenda (minutes in green)

Tuesday, August 27, 2024, 6:00 pm, Online

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

### AGENDA

- 1) Call Meeting to Order 6:20 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) New policies and procedures (none this month)
        - (a) Student Journalism Policy- received email from MACS on 8/20 noting that this a new requirement from statute. Emailed Terry from UST and she is fairly certain that as we do not serve grades 6-12 we do not need this policy. She is waiting on an answer from MDE and will get back to Julaine when she has it. Will draft policy if necessary after receiving the response.
        - (b) Library Materials Policy- received email from MACS on 8/20 noting that this a new requirement from statute. Alyssa's interpretation is that this policy is not necessary as we don't have a staff member dedicated to library curation. Emailed Terry from UST, she is waiting on an answer from MDE and will get back to Julaine when she has it. Will draft policy if necessary after receiving the response.
      - (2) Policies with review dates [spreadsheet](#). Policies in need of updating (passed 3 years since last reviewed, due for review):
        - (a) 413 Harassment (due 8/18/23, Julaine and Alyssa will review first) Alyssa and Julaine are discussing how to proceed.
        - (b) Question from Alyssa: 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? Could we combine but have a staff version and a student version? Chris is looking at these. [Jean will begin reviewing this and update at a future meeting.](#)
      - (3) Policies in need of review this year:
        - (a) 412 CMES Staff Sabbatical (due 6/21/25): Alyssa
        - (b) 514 Bullying Prohibition (due 6/21/25): Alyssa (Equity)
        - (c) 516 CMES Student Medication (due 6/21/25): Alyssa
        - (d) 691 Inclusive Education Program (due 3/15/25): Alyssa and Julaine (Equity)
      - (4) Policies that could be reviewed early to rebalance policy review schedule:
        - (a) 702 Fixed Asset Policy (Chris and Joe)
        - (b) 702.1 Fixed Asset Procedure (Chris and Joe)
        - (c) 705 Financial and Cash Management (Chris and Joe)
        - (d) 705.1 Receipts Procedure (Chris)
        - (e) Acceptance and Administration of Gifts (Chris and Joe)
      - (5) Equity committee- Julaine will discuss process of policy review with committee members during the next meeting (September 10, 6 pm)
- 4) Education (orientation, ongoing education, etc.)
  - a) Education for next board meeting- continuation of Board Community Agreement process with Jess [ask Jess when she will get out information](#)
  - b) Any additions to list of future board level education topics

- i) Nancy Dana- governance training
  - ii) Understanding the budget
  - iii) Review of charter school relevant laws from Board member self evaluations
  - iv) Paris Dunning (ESABA Executive Director)
  - v) Presentation about elected officials for the area- who represents us in the area at different levels, who we contact for what
  - vi) Julie Richards- How to build community (part 2 of her previous presentation)
  - vii) Follow up review to page 2 terms for Financial Statements after they are distributed for a month or two.
  - viii) Embracing Equity- can we get a session with them? Is that part of our contract? Julaine has asked Sarah to help identify an appropriate Equity training geared towards Boards.
  - ix) Cybersecurity and school- bring in an expert?
  - x) David Greenberg- finance training, referred by Terry from UST
- 5) Board member self-evaluation meetings complete- review of feedback from Board members
- a) "Start here" Google Doc with links to locations of various resources- status
- Board succession planning
- b) Board profile grid discussion- Jean distributed revised draft 8/26/24, would like feedback **adding in key for specifying expertise vs interest for different areas**
  - c) Evaluation of needs of entire Board for future Board member recruitment- when shall we consider during this Board year?
    - i) Waiting for information to be completed in Board profile grid so we can then evaluate what we need
  - d) Teacher member replacement planning- during staff in service presentation Julaine emphasized that Jess is term-limited and CMES NEEDS at least licensed CMES-employed teacher serving on the Board. Jess is having licensed teachers sign up to attend at least one Board meeting this year. Alyssa and Julaine have discussed most likely candidates to join the Board
- 6) Review upcoming Board meeting tasks from schedule spreadsheet
- a) **Potential Board retreat dates- October 12, 13, 26, 27; contacted Alyssa to ask about her availability (October 12 is Yom Kippur, so not then)**
  - b) **Topics for retreat**
    - i) **What do we want our North Star to be? (opening)**
    - ii) **What do we want our relationship with MCM to be?**
    - iii) **What is our enrollment target? How can we strategize to achieve this?**
    - iv) **How much will each of these things cost?**
    - v) **How will we get the funding to support these things?**
    - vi) **What are we going to do and how do we make Advancement successful?**
  - c) **Pressing need to have a successful Advancement committee- scheduling an additional Governance Committee meeting to review the Advancement Committee charter and gather ideas for recruiting a new Committee chair.**
- 7) Next Meeting
- a) **Thursday, September 5, 2024 at 6:00 pm (Zoom link)**
  - b) ~~Tuesday, September 24, 2024 at 6:00 pm~~ **rescheduled to Wednesday, September 25, 2024 at 5 pm (Zoom link)**
- 8) Any other business
- 9) Adjourn **7:40 pm**