

Cornerstone Montessori Elementary School

Governance Committee Meeting Agenda

~~Tuesday, October 28~~, Wednesday, November 5, 2025, ~~6:00~~ 2:00 pm, Online

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

AGENDA

- 1) Call Meeting to Order 2:09 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
 - (2) Policies with review dates [spreadsheet](#). Policies in need of updating (passed 3 years since last reviewed, due for review). Note that Alyssa mentioned there were no major changes to the parent and employee handbooks this year so no input on upcoming policy review. There are some new requirements that we need to implement for Family and Medical Leave.:

#	Title	Due date
703	Fund Balance- Revised copy from Finance attached send for approval at November Board meeting	11/16/2024
410	Family and Medical Leave	8/18/2025
402	Disability Nondiscrimination Policy	11/15/2025
402.1	Section 504-ADA Grievance Procedures	11/15/2025
492	Nepotism	11/15/2025
522	Student Sex Nondiscrimination	11/15/2025
534	Service Learning	11/15/2025
415	Purchase of Group Health Insurance	1/17/2026
510	Flexible Learning	3/21/2026
725	Record Retention Policy and MN Records Retention Schedule	3/21/2026
725.1	General Records Retention Schedule for MN School Districts	3/21/2026
210.1	Conflict of Interest	4/18/2026
223	On Going Board Training Policy	4/18/2026
523	Gender Identity Policy	4/18/2026
612.1	Title I Parent Involvement	4/18/2026
503.01	Homeless Children Attendance	5/16/2026
526	Hazing	5/16/2026
802	Disposal of Property	5/16/2026
404	Employment Background Checks	6/20/2026
709	Bus Transportation and Safety	6/20/2026

- 4) Education (orientation, ongoing education, etc.)

- a) Education for next board meeting- Recruiting new Board members- carry over from retreat agenda
- b) Any additions to list of future board level education topics
 - i) Nancy Dana- governance training **Done September 2025**
 - ii) Understanding the budget- **Done January 2025**
 - 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. Asked Equity to find an equity centered Board training for March/April 2026.
 - ix) Cybersecurity and school- bring in an expert?
 - x) David Greenberg- finance training, referred by Terry from UST
- 5) Board succession planning
 - a) Now that we have information from Board profile grid, Evaluation of needs of entire Board for future Board member recruitment.
 - i) Priorities for skills of new Board member recruitment: project management, strategic planning, nonprofit governance, advancement
 - (1) Goal is to get Melissa Finnegan more involved in policy review on Governance, Julaine contacted her, waiting for response. Note that Melissa previously had commitments on Tuesday evenings so committee meeting schedule will need to be shifted. No response from Melissa at this time.
 - (2) Soliciting Board members- ideas for places to advertise (2 parent, 3 community member spots available), biggest need is for a replacement treasurer- ask Carolyn about her professional restrictions and how to work with that.
 - (a) MACS
 - (b) MSBA
 - (c) ESABA?
 - (d) MN Montessori Network?
 - (e) Put together a job description in November to post on these sites, any other ideas- Jean will send previous description from Propel listings
- 6) Board training update
 - a) Julaine emailed with MACS staff to ask if they would be offering Board 300 course and they will not be offering a 300 course. They are willing to offer a 100 course on our site and open it up to incoming Board members from other schools. So we will need to find an opportunity for Tom and Megan to fulfill their 300 requirement.
- 7) Review upcoming Board meeting tasks from schedule spreadsheet

Adopt budget revision if necessary (Finance has started this)
Publish Quarterly Newsletter to Friends of the School (Advancement is working on this!)
Conduct Give to the Max campaign (Advancement is combining this with quarterly newsletter)
Approve HOS Evaluation process, goals and Professional Development Plan
- 8) Next Meeting
 - a) Tuesday, ~~November 25~~ December 2, 2025 at ~~6:00~~ 1:00 pm (Zoom link)

- 9) Any other business Julaine and Rohan to meet to debrief about retreat Wednesday, November 12 at 1 pm
- 10) Adjourn 2:51 pm