

Cornerstone Montessori Elementary School

Governance Committee Meeting Minutes (minutes in orange)

Tuesday, July 23, 2024, 6:00 pm, Online

Members: Chris Bewell, Rohan Chougule, 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:
 - (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):
 - (a) 413 Harassment (due 8/18/23, Julaine and Alyssa will review first) Alyssa and Julaine will continue to revise over summer, expect to have reviewed version for August
 - (b) 524 Internet Acceptable Use and Safety (due 6/20/23) Alyssa and Julaine have reviewed, recommending to send for approval at August Board meeting, **revised draft distributed by email 7/22/24. Send to Board for review at August meeting**
 - (c) 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.
 - (3) Policies in need of review this year:
 - (a) 806 Crisis Management Plan and Emergency Procedures: Alyssa will have revised version for August Board meeting
 - (b) 506 Behavior and Dismissal: Alyssa and Julaine (Equity- not reviewed by Equity) Alyssa has edited, including updating based on 2024 legislation regarding K-3 discipline, recommending to send for approval at August Board meeting, **draft distributed by email 7/22/24. Send to Board for review at August meeting**. Note that we do not have references to not using prone holds in this policy but we include in the following places that we do not use restrictive procedures:
 1. Total Special Education System (TSES) and escalation procedure documents
 2. Parent Handbook
 3. Employee Handbook
 - (c) 701 Purchasing, Procurement, and Contracting Policy and 701.1 Purchasing Procedure: **drafts distributed by email 7/22/24**. Recommending to send for approval at ~~August~~ **Emergency** Board meeting. **Send to Board for review at emergency meeting**
 - (i) Used MACS Model Policy as starting point
 - (ii) Communicated with Joe Alpierto to ensure we will comply with Federal law
 - (iii) Have incorporated all required changes per 2024 MN Statutes and US Federal going into effect as of 10/1/24
 - (d) 412 CMES Staff Sabbatical (due 6/21/25): Alyssa
 - (e) 514 Bullying Prohibition (due 6/21/25): Alyssa (Equity)
 - (f) 516 CMES Student Medication (due 6/21/25): Alyssa
 - (g) 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
 - (b) 702.1 Fixed Asset Procedure
 - (c) 705 Financial and Cash Management
 - (d) 705.1 Receipts Procedure
 - (e) Acceptance and Administration of Gifts
- (5) Equity committee- Julaine will discuss process of policy review with committee members during the next meeting
- 4) 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
 - 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) Request to have a “start here” Google Doc with links to locations of various resources- how to set up? What to include?
 - i) Jean and Julaine to meet next week to start working on this
 - ii) Easy link to orientation materials, how to use Zoom, how to use Google Docs, send Board Chair remote location if not attending meeting in person
 - iii) Add to August meeting as education session- what are Board community guidelines? Conduct as a discussion with agreed upon structure
- 6) Board succession planning
 - a) Board profile grid discussion- Jean distributed draft 7/22/24, will revise based on discussion Discussed what categories to include or not include, formatting, purpose. Jean will incorporate suggestions and feedback and send out a revised version before the next meeting.
 - b) Evaluation of needs of entire Board for future Board member recruitment and succession planning- when shall we discuss during this Board year? Will wait for Jean’s profile grid reformatting and incorporation of data then will use to guide planning.
- 7) Review upcoming Board meeting tasks from schedule spreadsheet
- 8) Next Meeting
 - a) Tuesday, August 27, 2024 at 6:00 pm (Zoom link)
- 9) Any other business
- 10) Adjourn 7:22 pm