

Cornerstone Montessori Elementary School

Governance Committee Meeting Minutes (minutes in blue)

Thursday, August 25, 2022, 6:00 pm, Online

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

AGENDA

- 1) Call Meeting to Order 6:02 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(?)
 - (b) 402.1 Section 504-ADA Grievance Procedures- Julaine and Alyssa(?)
 - (c) 415 Purchase of Group Health Insurance- Chris
 - (d) 492 Nepotism- Julaine and Alyssa(?)
 - (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 and Joe
 - (i) 701.1 Purchasing Procedure- Chris and Joe
 - (j) 702 Fixed Asset Policy- Chris and Joe
 - (k) 702.1 Fixed Assets Operating Procedures- Chris and Joe
 - (l) 705 Financial and Cash Management-Chris and Joe
 - (m) 705.1 Receipts Procedure-Chris and Joe
 - (n) 706 Acceptance and Administration of Gifts- Chris and Joe
 - (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(?)
 - (2) Need to put together guidelines for reviewing policies- what to include?
 - (a) Read for grammar, content, and clarity
 - (b) Confirm statute numbers and current statute language to ensure compliance
 - (c) Consult with topic related experts (Ex: special education director, HR consultant, accountant, etc) to ensure policy aligns with what we actually do as well as what we should be doing
 - (d) Discuss in Governance Committee
 - (e) Send to Board for approval, Consent Agenda if minor changes, part of Governance Committee presentation if more extensive
 - 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)

- 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) [arrange something between September and October board meetings, include staff as well as board members](#)
 - 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) Next Meeting
 - a) Tuesday, September 27, 2022 at 6:00 pm (Zoom link)
 - 4) Any other business
 - a) [Think about a mid-year board retreat to consider long term planning for expansion questions, lease plans, plans for potential employee retention credit funds, etc.](#)
 - b) [Consider board member candidates: someone to join mid-year? Candidates for next election?](#)
 - 5) Adjourn 6:41 pm