

# Cornerstone Montessori Elementary School

Governance Committee Meeting Agenda

Tuesday, March 7, 2023, 6:00 pm, Online

Members: Chris Bewell, Jean Melancon, Julaine Roffers-Agarwal (Chair) [Alyssa Schwartz \(until 6:16\)](#)

## 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) Policies in need of updating (approaching 3 years since last reviewed, due for review this school year):
        - (a) 612.1 Title I Parent Involvement- Julaine and Alyssa [Julaine and Alyssa have a plan to review](#)
        - (b) 709 Bus Transportation and Safety- Alyssa and Chris
        - (c) 725 Record Retention and MN Records Retention Schedule- Chris [send with no changes](#)
        - (d) 725.1 General Records Retention Schedule for MN School Districts- Chris [send with no changes](#)
        - (e) 533 Wellness (due 2/18/23)
        - (f) 210.1 Conflict of Interest Statement (due 3/17/23)- Jean [will review before 3/28](#)
        - (g) 223 Ongoing Board Training Policy (due 3/17/23)- Jean [will review before 3/28](#)
        - (h) 404 Employment Background Checks (due 5/19/23)- Chris
        - (i) 503.01 Homeless Children Attendance (due 5/19/23)- Chris
        - (j) 515 Protection and Privacy of Pupil Records (due 4/21/23)- Alyssa [Julaine and Alyssa have a plan to review](#)
        - (k) 523 Gender Identity- Alyssa [Julaine and Alyssa have a plan to review](#)
        - (l) 524 Internet Acceptable Use and Safety (due 6/21/23)- Alyssa
        - (m) 802 Disposal of Property (due 6/23/23)- Chris and Joe
      - (2) New policy to discuss
        - (a) Draft Flexible Learning Policy from Chris [policy 510, Alyssa will present to staff at staff meeting on 3/13 and get feedback. Committee will consult over email if needed and send to board if changes are minimal.](#)
    - ii) Staff education/training funding request policy or procedure- need to add language to Employee Handbook.
    - iii) Template for agreement with employees for extra work or training- Julaine and Alyssa emailed about this and Alyssa does have a template she uses for Montessori training sponsorship so feels this is sufficient.
    - iv) For long-term future planning: What policies would need to be put in place for Jr High?
- 1) 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) Paris Dunning (ESABA Executive Director)
    - iv) Presentation about elected officials for the area- who represents us in the area at different levels, who we contact for what

- v) Presentation and discussion of who CMES families are (number of homeless, travel times to CMES, location, demographics, etc)
  - vi) Follow up review to page 2 terms for Financial Statements after they are distributed for a month or two.
  - vii) Book report presentations- when to schedule? Maybe August for first session? Good response from board members. Thoughts on how to set up information sharing: Google Doc? Some sort of discussion board? Maybe a Google Form that feeds into a list that is accessible by the group? [To make this easier for all board members to access and remind us all of where to add items, the link will be added to the Board meeting Agenda each month](#)
- 2) Succession planning
- a) Discussion of board member make up for future years
  - b) Timeline for this year's elections:
    - i) [Chris is sending out letter and form to request information for candidates tomorrow](#)
    - ~~ii) date to send out information for current candidates~~
    - iii) due dates for return [March 31](#)
    - iv) date to distribute to community [April 21](#)
    - v) election dates [May 8-15, online again](#)
- 3) Retreat recap/discussion of how to use going forward
- a) [Expansion-](#)
    - i) [helpful to send out a survey to parents to assess their interest/enthusiasm for expansion](#)
    - ii) [application for UST- submitting an application does not force us to open an expansion, we can't move forward/make a decision if UST doesn't approve us for an expansion; expansion application is due to UST first business day in June \(June 1\). Committee recommends that CMES submits an application for expansion this year to add 7-8<sup>th</sup> grade.](#)
- 4) Next Meeting
- a) Tuesday, March 28, 2022 at 6:00 pm (Zoom link)
- 5) Any other business
- 6) Adjourn [7:22 pm](#)