

Cornerstone Montessori Elementary School

Governance Committee Meeting Agenda (Minutes in orange)

Wednesday, September 25, 2024, 5:00 pm, Online

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

AGENDA

- 1) Call Meeting to Order 5:05 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
 - (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.
 - (c) Monitor outcome of MACS webinar presentation October 1 on Paid Leave Law for MN school employers to ensure our policies are compliant.
 - (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 attended Title IX seminar in late August, has reviewed information and main revisions will be to craft a Harassment Complaint Form from a sample form. Will complete this fall. Also, feedback from UST on final annual evaluation noted the Title IX coordinator information on the website was unable to be found, Alyssa is working with Chris to make that more accessible. Chris has added Title IX information to the bottom of the landing page.
 - (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.
 - (3) Policies in need of review this year:
 - (a) 412 CMES Staff Sabbatical (due 6/21/25): Alyssa (Equity)
 - (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 bring policies appropriate for Equity review to the next meeting (October 1, 6 pm) and request that Equity review be complete by February Governance Committee meeting (due date is up for discussion) **One by end of January, one by end of February, one by end of March so Governance doesn't have too much back at once to process.**
- 4) Education (orientation, ongoing education, etc.)
 - a) Education for next board meeting- Audit?
 - 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 **Julaine will use Jean's feedback and then distribute to all Governance members for review.**
- 6) Board succession planning
 - a) Board profile grid discussion- Jean asked Board members to fill out, ~~just need info from Chris and Alyssa~~ **All information now filled in and available.**
 - b) Now that we have information from Board profile grid, Evaluation of needs of entire Board for future Board member recruitment.
 - i) **Have list of parents who were interested in Board/Committee/Task Force involvement. Julaine contacted one parent that noted they were interested in serving on the Board by text, will ask Alyssa to connect by another communication method. Also, ask Alyssa if any of the parents might be good candidates for community center liaison position(s).**
 - ii) **Priorities for skills of new Board member recruitment: project management, strategic planning, nonprofit governance**
 - c) 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, three have signed up so far. Alyssa and Julaine have discussed most likely candidates to join the Board.
- 7) Review upcoming Board meeting tasks from schedule spreadsheet
- 8) Next Meeting
 - a) Tuesday, October 22, 2024 at 6:00 pm (Zoom link)
- 9) Any other business **schedule a meeting to plan retreat- October 1 at 7 pm (Zoom link)**
- 10) Adjourn **6:06 pm**