

Cornerstone Montessori Elementary School

Governance Committee Meeting Agenda

Thursday, January 2, 2024, 2:00 pm, Online

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

AGENDA

- 1) Call Meeting to Order 2:05pm
- 2) Public Comment Period – Comments limited to 3 minutes per person
- 3) Goals for today's meeting:
 - a) Review policy progress- NOT REVIEWING POLICIES THIS MONTH
 - 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.
 - (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 in late August, has reviewed information and main revisions will be to craft a Harassment Complaint Form from a sample form. Would like to consult with an attorney.
 - (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. Alyssa and Chris discussed. As the 400 series applies to employment and the 500 series applies to students, we should keep the policies within separate series separate but we could examine combining the 500 (student) nondiscrimination related policies (514 Bullying, 522 student sex nondiscrimination, 526 Hazing). As long as we are consulting an attorney about 413, perhaps we could also ask if combining the policies is an advisable approach or if it would be better to leave them separate.
 - (c) Monitor outcome of MACS webinar presentation October 1 on Paid Leave Law for MN school employers to ensure our policies are compliant.
 - (d) [May need to add language about making sure children will eat even if their families do not pay for food to some policy, Chris thinks that the Wellness policy is the most logical place for this to comply with 124D.111 and will update.](#)
- (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) *Chris sent to Joe for input*
 - (b) 702.1 Fixed Asset Procedure (Chris and Joe) *Chris sent to Joe for input*
 - (c) 705 Financial and Cash Management (Chris and Joe) *Chris sent to Joe for input*
 - (d) 705.1 Receipts Procedure (Chris) *Chris sent to Joe for input*
 - (e) 706 Acceptance and Administration of Gifts (Chris and Joe) *Chris sent to Joe for input*
- (5) Equity committee- Julaine shared policies appropriate for Equity committee review as well as Governance process for reviewing policies and requested that Equity review be complete over several months for Jan-Mar Governance Committee meetings
- 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 *break up Frankel training and assign to each Board member to review and summarize at the February Board meeting, then have Nancy come to present at a future meeting to reinforce and expand on topics.*
 - ii) Understanding the budget- *ask Carolyn to present at January meeting, then hopefully have revised budget in February*
 - 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
 - xi) *Frankel Trend newsletters- what is strategic planning and how do you know when you are doing it vs working on action items*
- 5) Charter school advocacy- Chris has added some materials to the CMES website, members please review and give feedback.
- 6) Board member self-evaluation meetings complete- review of feedback from Board members
 - a) "Start here" Google Doc with links to locations of various resources- Julaine asked for feedback on organization in November. What categories make sense? *Added some categories, Jean will reorganize items into them and have a new draft for the late January Governance meeting*
- 7) 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) How can we get Melissa Finnegan more involved in policy review on Governance? *Julaine will contact Melissa to talk with her about joining Governance, discuss if there are other scheduling restrictions beyond Tuesday evenings in her schedule currently. Will report back at late January Governance meeting.*
 - b) 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. Alyssa and Julaine have discussed most likely candidates to join the Board, Jean and Julaine to communicate with two licensed teachers to assess interest and bring back reports to January meeting. *Jean will contact her teacher this week. Julaine will contact her teacher next week.*

- 8) Board retreat outcomes
 - a) Review strategic plan document timeline *Julaine, Jean, Rohan will meet next week to review*
- 9) Advancement Committee leadership/composition
 - a) Status of current committee, potential members
- 10) Marketing Task Force
 - a) Current plan for transition to Advancement
 - i) Jean communicating with Rachel to assess her willingness to coordinate the community liaison program
 - ii) Task Force met with Meg Haley to give her information on what they have done already regarding a marketing plan, will meet with her again to address questions *meeting scheduled for 1/7, may ask Meg to present at the January Board meeting depending on her level of preparedness*
 - iii) Development/Fundraising arm is still TBD but we do have a contract with a grant writer
 - b) Record keeping and final report timing- status on final report?
- 11) Review upcoming Board meeting tasks from schedule spreadsheet
- 12) Next Meeting
 - a) Tuesday, January 28, 2024 at 6:00 pm (Zoom link)
- 13) Any other business
- 14) Adjourn *3:03 pm*