

# Cornerstone Montessori Elementary School

Governance Committee Meeting Agenda (minutes in gold)

Tuesday, January 28, 2024, 6:00 pm, Online

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

## AGENDA

- 1) Call Meeting to Order 6:03 pm
- 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. January update: changes to Title IX because of new administration, some already and more anticipated, Alyssa is contacting an attorney we have worked with before.
        - (b) Monitor outcome of MACS webinar presentation October 1 on Paid Leave Law for MN school employers to ensure our policies are compliant.
      - (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 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. Equity has other activities so may not have time to review these policies this year.
- 4) Education (orientation, ongoing education, etc.)
  - a) Education for next board meeting- [Frankel training review discussion](#)
  - 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. Jean created a notes outline with time stamps. February education topic- send out outline and ask Board members to view and bring one topic/slide for discussion with the whole Board.**
- ii) Understanding the budget- **Done January 2025**
- 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. Jean has current version and is making categories so that we can add resources as appropriate.
- 6) 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) Goal is to get Melissa Finnegan more involved in policy review on Governance, Julaine to contact her
  - b) Teacher member replacement planning- during staff in service presentation Julaine emphasized that Jess is term-limited and CMES NEEDS at least one 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 communicated with two licensed teachers to assess interest and bring back reports to late January meeting.
    - i) Update from Jean **forwarded email response from candidate, response was that they would like to do a good job and are not sure they can balance all the responsibilities with adding this to their plate.**
    - ii) Update from Julaine **no response from candidate, Julaine will contact again.**
    - iii) Discussion of responses and future actions **Julaine will contact an additional candidate to gauge their interest.**
- 7) Board retreat outcomes
  - a) Review strategic plan document timeline **Jean, Rohan, Alyssa and Julaine to schedule a meeting around this.**
- 8) Advancement Committee leadership/composition
  - a) Status of current committee, potential members
- 9) Marketing Task Force
  - a) Current status of transition to Advancement
    - i) Rachel approved at Advancement chair
    - ii) Jean and Rohan have continued meetings with Meg Haley to pass on information- update? **Meeting on Thursday with entire group, will check with Alyssa to see if she is available at that time. Also will promote meeting with Alyssa and Meg to start implementing plans. Plan**

- is for Rohan and Jean to work with Rachel and Meg until March or April to ensure a smooth transition.
- 10) Review upcoming Board meeting tasks from schedule spreadsheet everything on track, need to start Board election tasks, Julaine will prepare for Board evaluation-present to Board in Feb, schedule meetings by March meeting.
  - 11) Next Meeting
    - a) Tuesday, February 25, 2025 at 6:00 pm (Zoom link)
  - 12) Any other business
  - 13) Adjourn 7:10pm