

Cornerstone Montessori Elementary School

Governance Committee Meeting Minutes (minutes in brown)

Tuesday, October 26, 2021, 5:30 p.m. Online

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

AGENDA

- 1) Call Meeting to Order 5:39 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) Fund Balance Policy
 - (a) UST requested that we update this with more explicit outlining of what will happen if the fund balance is outside of targeted percentages (see example)
 - (b) Would like to send suggested areas for revision to Finance Committee for their input Adding section about strategies to adjust budget when Fund Balance reaches 22% (or some percentage approaching 20% decided on by Finance Committee); adding section with prioritized list of funds when Fund Balance drops below 20% similar to example. Will send draft to Finance Committee to edit with financial details as they see fit (in consultation with Joe).
 - (2) Staff COVID vaccine policy
 - (a) Information from Kraus-Anderson HR services Utilized Mandatory COVID Vaccination Policy as framework, drafted policy stating employees must show proof of vaccination by Dec 1, 2021 or submit proof of COVID testing every 7 days. Discussed requirement for subs- decided that we would like subs to be vaccinated or submit proof of test within the last 7 days. Chris will check with Teachers on Call to see if they can guarantee vaccinated teachers, will also inform the list of those individuals that CMES uses regularly outside of Teachers on Call of new policy and ask to get vaccination records on file.
 - (b) Attorney Josh Williams will review draft policy after it is written
 - (c) Goal to send to board for approval in November; will share with MCM for informational purposes Julaine will revise draft and send to Governance Committee members, would like comments back by 10/28 so can send to Josh Williams on Friday 10/29. Goal to send to board with Consent Agenda for November board meeting.
 - (3) Policies in need of updating (approaching 3 years since last reviewed):
 - (a) 406 Public and Private Personnel Data (due now- 3/20/21) Chris for November
 - (b) 506 Behavior and Dismissal (due 11/20/21) Maisah for November
 - (c) 511 Fundraising (due 11/20/21) Jean for November
 - (d) 514 Bullying Prohibition (due 11/20/21) Maisah for November
 - (e) 691 Inclusive Education Program (due 11/20/21) Maisah for November
 - (f) 203 Consent Agenda (due 1/22/22) Jean for November
 - (g) 206 Public Comments at Board Meetings (due 1/22/22) Jean for November
 - (h) 513 Acceleration and Retention (due 1/22/22)
 - (i) 703 Fund Balance (due 1/22/22)
 - (j) 410 Family and Medical Leave (due 4/16/22)
 - (k) 410.1 Extended Family and Medical Leave (due 4/16/22)
 - (l) 516 CMES Student Medication (due 6/11/22)
 - (m) 524 Internet Acceptable Use and Safety (due 6/22/22) reviewed annually
 - (4) 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- audit, so plenty of discussion of financial topics
 - b) Any additions to list of future board level education topics
 - i) Nancy Dana- governance training
 - ii) Understanding the budget
 - iii) Understand the academic goals and how to support them
 - iv) Paris Dunning (ESABA Executive Director)
 - v) Sarah Plumb (Jr High teacher from Oak Hill)
 - vi) Sunny Hollow Jr High teacher (hoping for presentation next school year- update?)
 - vii) Visit to St Croix Montessori to visit Jr High site or operating Jr High site (Oak Hill, Lake Country, Sunny Hollow, maybe Parkway)
 - viii) Presentation by auditor with financial topics (maybe with audit in October)
 - ix) Presentation about elected officials for the area- who represents us in the area at different levels, who we contact for what
 - x) Presentation and discussion of who CMES families are (number of homeless, travel times to CMES, location, demographics, etc)
 - xi) 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
 - xii) Follow up review to page 2 terms for Financial Statements after they are distributed for a month or two.
 - xiii) Equity consultant ~~before process begins~~ will present full report to board when complete (Feb, maybe at joint board meeting)
 - xiv) Marc Frankel video- ask to view prior to meeting and then discuss during meeting (November?)
- 3) Next Meeting
 - a) Tuesday November 23, 2021 at 5:30 pm (Zoom link)
- 4) Any other business
 - a) Discussion of joint board meeting- should we meet in November? February? What logistics work best for each? What topics will be effectively discussed at each one? Decided that a virtual meeting in November to review institutional structures and goals would be helpful, then in person joint meeting in February (as COVID conditions warrant) to get Equity Audit report.
- 5) Adjourn 6:54 pm