

# Cornerstone Montessori Elementary School

Governance Committee Meeting Minutes (minutes in green)

Tuesday, January 2, 2024, 6:00 pm, Online

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

## AGENDA

- 1) Call Meeting to Order 6:07 pm
- 2) Public Comment Period – Comments limited to 3 minutes per person
- 3) Goals for today's meeting:
  - a) Review retreat data
  - b) Review policy progress
    - i) Policies to review:
      - (1) New policies and procedures (none this month)
      - (2) Policies in need of updating (approaching 3 years since last reviewed, due for review this school year):
        - (a) 413 Harassment (due 8/18/23, Alyssa will review first)
        - (b) 609 Religious Accommodation (due 10/20/23, Chris will review first) ready for Board approval, send for January Consent Agenda
        - (c) 704 EFT Policy (due 12/15/23) Discussed in December, sending for approval at January meeting. **Completed**
        - (d) 509 Enrollment (due 1/19/24, Chris will review first) Chris suggested a few changes to the first two paragraphs
        - (e) 524 Internet Acceptable Use and Safety (due 6/20/23)
        - (f) Question from Alyssa: This is a question to hold for later - 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?
        - (g) New Safe and Sick Time policy- Julaine worked with Chris and Alyssa to craft language for PTO calculation description for employees. **Completed.**
        - (h) Policies to potentially add for review this year (51 total policies, 524 gets reviewed every year, on average 17 policies should be reviewed each year, currently have 8 on the list for this year so need to add about 9 policies to better balance policy review)
          - (i) 806 Crisis Management Plan and Emergency Procedures: Alyssa (summer 2024)
          - (ii) 203 Consent Agenda: Jean reviewed, **ready to discuss send for consent agenda**
          - (iii) 206 Public Comments at Board Meetings: Jean reviewed, **ready to discuss send for consent agenda**
          - (iv) 406 Public and Private Personnel Data: Chris
          - (v) 415 Purchase of Group Health Insurance: Chris
          - (vi) 511 Fundraising: Jean reviewed, **ready to discuss**. In particular, do we need language including Advancement? Small changes, Jean will incorporate discussed additional changes and bring to Tyler/Advancement Committee for their review as well. Will discuss at next Governance meeting.
          - (vii) 506 Behavior and Dismissal: Alyssa and Julaine
          - (viii) 513 Acceleration and Retention: Alyssa and Julaine
          - (ix) 691 Inclusive Education Program: Alyssa and Julaine (Equity)
- 4) Education (orientation, ongoing education, etc.)

- a) Education for next board meeting-
  - i) SOAR analysis, questionnaires have gone out to Board members, will compile data before Jan Board meeting and share, then will ask school staff for input, and then current parents and past Board members.
  - ii) also Scott Flemming presentation on January 23. How are preparations coming along? Scheduling 2 introductory meetings with Scott, Rohan, and Jean to first give Scott background on where CMES is and then to discuss what he plans to present. Asking all Board members to be present in person for January 23 presentation.
- b) Any additions to list of future board level education topics
  - i) Nancy Dana- governance training
  - ii) Understanding the budget
  - 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) Recap of Marc Frankel MN Montessori presentation- February
  - vi) Julie Richards- How to build community (part 2 of her previous presentation)
  - vii) Julaine communicated with Sarah to coordinate an Equity-facilitated education session in the spring focused on why pronoun identification and usage is important, Sarah will let Julaine know when the presenter confirms date.
  - viii) Follow up review to page 2 terms for Financial Statements after they are distributed for a month or two.
  - ix) Book report presentations- schedule for end of Board year
  - x) Embracing Equity- can we get a session with them? Is that part of our contract?
  - xi) Cybersecurity and school- bring in an expert
- 5) MACS Governance Award- is this worth applying for? [Link to guidelines](#), discussed and decided that committee will use as a template for how to refine our practices going forward but that the amount of effort (and benefits) are not worthwhile. Jean will review and pull out areas that we could use as an example of good practice.
- 6) Cybersecurity- how can we prepare for an incident? What would our process be? Rohan and Chris will work with Steve on a process and look at our insurance coverage and what interfacing with that will be. Will update in upcoming meetings.
- 7) Review upcoming Board meeting tasks from schedule spreadsheet [discussion of board election process](#) (need another parent member to replace Julaine- ask Alyssa if she has any suggestions, can we convince another licensed teacher to serve on the Board?), also discussion of how to implement evaluation of entire board effectiveness.
- 8) Next Meeting
  - a) Tuesday, January 30, 2024 at 6:00 pm (Zoom link)
- 9) Any other business
  - a) Adding a strategic plan status meeting monthly- wait for Alyssa's availability but tentatively plan on 2<sup>nd</sup> Tuesday of the month at 6 pm.
- 10) Adjourn 7:47 pm