

Cornerstone Montessori Elementary School

Governance Committee Meeting Agenda (minutes in gold)

Tuesday, March 25, 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. **Julaine emailed Alyssa for an update.**
 - (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: **Julaine emailed Alyssa to coordinate review.**
 - (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: **Julaine emailed Chris to ask about input from Joe.**
 - (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.
 - (6) **Chris is working on revising the Wellness policy to comply with MDE Food and Nutrition updates and will bring as soon as she has finished, maybe April or May meeting.**

- 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 **Plan to ask Nancy to conduct a succinct “how to conduct good Board Governance” training in September and relate to existing CMES documents so that Board members have a good start to the year.**
 - 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. **This topic works well in March/April timeline. Ask Equity to plan for an Equity-centered Board training for March/April 2026 to give them a lot of lead time. Also any cost then can be incorporated into the 2025-26 budget.**
 - ix) Cybersecurity and school- bring in an expert?
 - x) David Greenberg- finance training, referred by Terry from UST
 - xi) **April- Could we get Advancement give an update on how things are going and what the next steps are for outreach? Can Meg present to give facetime to Board? Rohan will email to ask if that is possible.**
- 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
 - ii) **Need replacement Secretary for Board. Julaine will email all current and (potential) incoming Board members**
 - 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.
 - i) Two teachers have decided to run for Board seats, Board approved adding a second teacher seat to the Board- two year term starting 7/1/25 so that the terms for the two teacher seats are staggered. Julaine has contacted both teachers offering support for completing their applications.
 - ii) New statute requirements- all new Board members must complete 100 training prior to being seated. Can we ask Nancy to conduct training with new Board members before July 1? Before August 1? **Chris communicated with Nancy and she should be available to conduct the training sometime in July so that our Board is in compliance.**
 - c) **Rohan has been in contact with Propel to advertise for Community Board member candidates, has not gotten a response but will update.**

- 7) Strategic Planning to be discussed at separate meeting with Julaine, Jean, Rohan, and Alyssa
preliminary prioritization discussion
- 8) Review upcoming Board meeting tasks from schedule spreadsheet
 - a) Julaine is scheduling one-on-one meetings, hoping to complete as many as possible before April Board meeting.
 - b) Alyssa is working on UST quarterly report
 - c) Will need slate of candidates for election
 - d) Typically adopt next year's school calendar
 - e) Chris will conduct lottery and report results
- 9) Next Meeting
 - a) Tuesday, April 22, 2025 at 6:00 pm (Zoom link)
- 10) Any other business
- 11) Adjourn 6:57 pm