

Cornerstone Montessori Elementary School

Governance Committee Meeting Agenda (minutes in [blue](#))

Thursday, April 9, 2026, 10:00 am, Online

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

AGENDA

1) Call Meeting to Order [10:03](#)

2) Public Comment Period – Comments limited to 3 minutes per person

Goals for today’s meeting:

3) Board succession planning

a) Review Board member candidate profiles and discuss each- [Julaine and Alyssa have both met with both parent candidates, haven’t met with community member candidates. Rohan and potentially Jean to arrange meetings with community member candidates, hopefully before April Board meeting. Discussion of professional background and other skills and how this fits with current Board needs.](#)

i) [Gina Rippl- parent, 3 year term](#)

ii) [Jessica Heitala- parent, 2 year term](#)

iii) [Jenna Oakley- community member, 3 year term](#)

iv) [Maddie Olson- community member, 3 year term](#)

4) Review policy progress

i) Policies to review:

(1) New policies and procedures- none this month

(2) Policies with review dates [spreadsheet](#). Policies in need of updating (passed 3 years since last reviewed, due for review). Note that Alyssa mentioned there were no major changes to the parent and employee handbooks this year so no input on upcoming policy review. There are some new requirements that we need to implement for Family and Medical Leave. **(Alyssa has reviewed policies with blue dates, minimal changes. Distributed with this agenda, send feedback via email by Tuesday, April 13. Aiming to send to Consent Agenda)**

#	Title	Due date
402	Disability Nondiscrimination Policy Draft from Alyssa (no change)	11/15/2025
402.1	Section 504-ADA Grievance Procedures Draft from Alyssa (no change)	11/15/2025
492	Nepotism Draft from Alyssa	11/15/2025
522	Student Sex Nondiscrimination Draft from Alyssa (no change)	11/15/2025
534	Service Learning Draft from Alyssa	11/15/2025
510	Flexible Learning Draft from Alyssa (no change)	3/21/2026
725	Record Retention Policy and MN Records Retention Schedule	3/21/2026
725.1	General Records Retention Schedule for MN School Districts	3/21/2026
210.1	Conflict of Interest	4/18/2026
223	On Going Board Training Policy	4/18/2026
523	Gender Identity Policy	4/18/2026

612.1	Title I Parent Involvement	4/18/2026
503.01	Homeless Children Attendance	5/16/2026
526	Hazing	5/16/2026
802	Disposal of Property	5/16/2026
404	Employment Background Checks	6/20/2026
709	Bus Transportation and Safety	6/20/2026

- 5) Education (orientation, ongoing education, etc.) **DON'T NEED TO DISCUSS TODAY**
- a) Education for next board meeting-
 - b) Any additions to list of future board level education topics
 - i) Nancy Dana- governance training **Done September 2025**
 - 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. Asked Equity to find an equity centered Board training for March/April 2026.
 - ix) Cybersecurity and school- bring in an expert?
 - x) David Greenberg- finance training, referred by Terry from UST
 - xi) Introduction to Montessori-
 - (1) what is the Montessori concept? **Done March 2026**
 - (2) Why are we AMI Montessori and what does that mean? **Done March 2026**
 - (3) What makes CMES different? Alyssa suggested Sara Wade, Julaine has emailed her to ask about her willingness and availability **Done March 2026**
 - (4) Can we help Board members put together their elevator pitch?
 - (5) Survey for Board members about their gaps in Montessori knowledge? Send out after initial education session, then structure further education based on responses **Need to send out**
 - (6) Use to be a better advocate for the school.
 - (7) Use resources gathered to create a Montessori quick reference guide for new Board members as well **Have Sara's slides and recording of her presentation from March 2026**
 - c) New Board member training-
 - i) need to identify training for Board 300 course for Megan and Tom as Nancy Dana may not be available before June 30 to conduct training. **Joe is willing to conduct in May.**
 - ii) Have resources ready for incoming Board members after May election to complete 100 course. Can contact MACS and see if they will conduct with 4 attendees.
- 6) Cyclical Strategic Planning updates
- a) Early Childhood and working with CMS discussions
 - b) Advancement and Marketing
 - c) Recruiting new Board members
- 7) Review upcoming Board meeting tasks from schedule spreadsheet

Approve school calendar adjusted for snow days	April Consent Agenda
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Complete UST quarterly report due by April 1	Done, April Consent Agenda
Identify official with authority for MDE secured (IOWA systems)	April Consent Agenda
Accept school calendar for next year	April Consent Agenda
Plan Annual Meeting	
Accept slate of candidates for board election	

- 8) Next Meeting
 - a) To be determined (Zoom link) [April 28 1-2pm](#)
- 9) Any other business
- 10) Adjourn [10:53 am](#)