

Cornerstone Montessori Elementary School

Governance Committee Meeting Minutes (minutes in blue)

Tuesday, June 27, 2023, 6:00 pm, Online

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

AGENDA

- 1) Call Meeting to Order 6:10 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) Policies in need of updating (approaching 3 years since last reviewed, due for review this school year):
 - (a) Policy 411: Staff Covid Vaccination- Jean, Julaine, and Chris, will review before next month's meeting to see how we can modify to adapt to essentially "inactivate" the policy so it can be reactivated in case of potential use but is not enforced.
 - ii) Staff education/training funding request policy or procedure- need to add language to Employee Handbook.
 - (1) Communicate with Alyssa: committee recommends to have some sort of schedule in place, possibly two times a year for Finance Committee to consider applications. Would work well to align with times of year when Alyssa meets with staff members and professional development is discussed (discussion occurs, then prepare application, then send to review by Finance Committee for approval). Will discuss after input from Alyssa at July meeting.
 - 1) Education (orientation, ongoing education, etc.)
 - a) Education for next board meeting- Book report presentations!
 - 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) Presentation and discussion of who CMES families are (number of homeless, travel times to CMES, location, demographics, etc) Can we do this some time in fall? August/September/retreat? Chris has data, she will start with it and then see if she needs help. Will use 2022-23 data for a complete set.
 - vi) Follow up review to page 2 terms for Financial Statements after they are distributed for a month or two.
 - vii) Book report presentations- schedule August for first session, will remind everyone at June meeting.
 - viii) Plan Board retreat for fall to help set priorities for the Board year.
 - 2) Board member orientation
 - a) Is there a good alternative to MACS classes? Jean will communicate with MACS and UST to explore options. Chris will contact Beth Finch from CharterSource to see if there is a possibility of having an employment training for one board member. Julaine will contact Joe A. to ask if he has a contact that could conduct an employment training.
 - 3) Board meeting format- do we need to adjust due to open meeting law email from June 22? Current approach is acceptable
 - 4) Board retreat planning- possible topics

- a) Discussion of Cruz-Guzman case status [ask Carolyn to present a summary and relevance to CMES](#)
- b) Discussion of plans for employment retention credit funds [ask for future year projections and use to shape strategic plans for CMES](#)
- 5) Potential addition of review of Board monthly To Do list to Governance Committee Agenda to assist in planning next Board meeting [Will add to July agenda, no advance preparation necessary.](#)
- 6) Next Meeting
 - a) Tuesday, July 25, 2022 at 6:00 pm (Zoom link)
- 7) Any other business
- 8) Adjourn [7:33 pm](#)