

Cornerstone Montessori Elementary School

Governance Committee Meeting Minutes (minutes in purple)

Tuesday, June 25, 2024, 6:00 pm, Online

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

AGENDA

- 1) Call Meeting to Order 6:09
- 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) 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, Julaine and Alyssa will review first) Alyssa and Julaine will continue to revise over summer, expect to have reviewed version for August
 - (b) 524 Internet Acceptable Use and Safety (due 6/20/23) Alyssa and Julaine communicating about edits, expect to have reviewed version for July meeting
 - (c) Question from Alyssa: 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? Could we combine but have a staff version and a student version? Chris is looking at these.
 - (d) Policies aiming to add for review this year:
 - (i) 806 Crisis Management Plan and Emergency Procedures: Alyssa (summer 2024)
 - (ii) 506 Behavior and Dismissal: Alyssa and Julaine (Equity) Alyssa has edited, waiting to finish updating based on 2024 legislation regarding K-3 discipline, expect to have updated version for July meeting
 - (iii) 691 Inclusive Education Program: Alyssa and Julaine (Equity)
 - (e) Equity committee is scheduling meeting in June, Julaine will discuss process of policy review with committee members during that meeting **No meeting in June, will keep Governance updated on meeting status.**
- 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
 - ii) Understanding the budget
 - 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.
 - ix) Cybersecurity and school- bring in an expert?

- x) David Greenberg- finance training, referred by Terry from UST
- 5) Board member self-evaluation meetings complete- review of feedback from Board members
 - a) Request to have a “start here” Google Doc with links to locations of various resources- how to set up? What to include?
 - b) Several members were not as familiar with laws listed in self evaluation document, perhaps we can use those as topics for Board education in 2024-2025
 - i) Can we divide them up as groups? What makes sense to talk about at the same time?
- 6) Whole Board evaluation tool outcome evaluation
 - a) Review questions
 - i) should any be revised for next year? All are applicable, revise q 15 so that examples fit a charter school better (include comfortable financial contributions, wording around confidentiality change to transparency/Open Meeting law, etc)
 - ii) Any questions that should be added/removed?
 - iii) Feedback on format
 - b) Review answers
 - c) Ideas to address shortcomings
- 7) Board succession planning
 - a) Review positions that need replacement by July 2025
 - i) Vice chair
 - ii) Teacher Board member
 - iii) Secretary
 - b) Discussion of potential replacements several options for teacher Board member; discussed either a current Board member taking over Secretary duties, working with Jess to create template for meeting ahead of time, getting to know our incoming Board member to see if she would be a good fit or finding a non-Board member to take minutes.
 - c) Evaluation of needs of entire Board for future Board member recruitment Jean has some resources she will compile and share with us by the July meeting.
- 8) Review upcoming Board meeting tasks from schedule spreadsheet don't forget to have Board members sign a conflict of interest form at the beginning of the Board year
- 9) Next Meeting
 - a) Tuesday, July 23, 2024 at 6:00 pm (Zoom link)
- 10) Any other business
- 11) Adjourn 7:29pm