

# Cornerstone Montessori Elementary School

Governance Committee Meeting Minutes (minutes in orange)

Tuesday, March 26, 2024, 6:00 pm, Online

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

## AGENDA

- 1) Call Meeting to Order 6:02 pm
- 2) Public Comment Period – Comments limited to 3 minutes per person
- 3) Goals for today's meeting:
  - a) Review election information
    - i) Potential parent candidates
    - ii) How to handle Board seat scenarios
  - b) Discussion of Board meeting notice procedure- in person vs Zoom discussed various options. Decided that an acceptable solution is to publish a note on the website in the Board meeting schedule area that "At least one Board member will be on site and some members may be attending remotely. Please contact Chris Bewell for the location(s) of remotely-attending Board members." Julaine will ask Board members to send her their locations prior to each Board meeting and share that in a Google Sheet with Chris. Governance will try this and reevaluate after we try this for a few months.
  - c) 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)
        - (b) 524 Internet Acceptable Use and Safety (due 6/20/23)
        - (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?
      - (d) Policies aiming to add for review this year:
        - (i) 806 Crisis Management Plan and Emergency Procedures: Alyssa (summer 2024)
        - (ii) 406 Public and Private Personnel Data: Chris ready for review with form attached
        - (iii) 415 Purchase of Group Health Insurance: Chris ready for review
        - (iv) 506 Behavior and Dismissal: Alyssa and Julaine (Equity)
        - (v) 513 Acceleration and Retention: Alyssa and Julaine
        - (vi) 691 Inclusive Education Program: Alyssa and Julaine (Equity)
      - (e) Update on communications with Equity committee about policy review
        - (i) Need to set up a time frame for Equity committee to review policies (i.e., how long before policies are due for review do we need to send to Equity?)
        - (ii) Thoughts on order of review- Governance then Equity, come back to Governance, then to Board for approval? Equity and Governance review the list of policies at the beginning of the Board year to let them know which ones are on the schedule for review for the year and which ones are appropriate for

Equity to review. Also, Julaine will talk with Equity about what type of input they are expecting to give.

(iii) Equity is starting with reviewing the Employee and Parent Handbook (with Alyssa), Julaine asked that this review process is completed in time for Governance and the Board to approve before 2024-25 school year begins.

- 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) 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) *Jean and Rohan will contact Julie*
    - vii) Sarah is coordinating an Equity-facilitated education session in May focused on why pronoun identification and usage is important *and why this is important for Board work and policies.*
    - 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? Julaine has asked Sarah to help identify an appropriate Equity training geared towards Boards.
    - xi) Cybersecurity and school- bring in an expert?
    - xii) David Greenberg- finance training, referred by Terry from UST *Jean and Rohan met with David and included Carolyn. Carolyn thought that David could be a great resource for staff salary survey information that she is currently working on.*
    - xiii) *Ten Square- information session outside of scheduled Board meeting, aiming for end of April.*
- 5) Julaine and Jean met to discuss board group self review mechanism updates
- 6) Board procedure updates- Jean and Carolyn tested out two procedures *ask Rohan and Jeremy to review and give feedback then will send them out to Board members as a pdf, can send it out in July every year as a resource.*
  - a) Using the Board Zoom account for hosting meetings
  - b) Using Google Drive and various tools to access specific Board resources
- 7) Review upcoming Board meeting tasks from schedule spreadsheet
- 8) Next Meeting
  - a) Tuesday, April 23, 2024 at 6:00 pm (Zoom link)
- 9) Any other business
  - a) *Jean has a few organizations that we can use to solicit new Board members. Propel, Hands On Twin Cities, MN Council of Nonprofits and Pollen's Jobs and Opportunities*
- 10) Adjourn 7:17 pm