

Cornerstone Montessori Elementary School

Governance Committee Meeting Agenda (Minutes in blue)

Tuesday, August 26, 2025, 6:00 pm, Online

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

AGENDA

- 1) Call Meeting to Order 6:05 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) 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.:

#	Title	Due date
703	Fund Balance Ask Joe and Carolyn to review, bring to September Finance?	11/16/2024
410	Family and Medical Leave Need to update to comply with federal FMLA, MN parental leave requirements, and MN safe and sick time. May want to review at the same time as 415, waiting on any guidance from MACS.	8/18/2025
402	Disability Nondiscrimination Policy	11/15/2025
402.1	Section 504-ADA Grievance Procedures	11/15/2025
492	Nepotism	11/15/2025
522	Student Sex Nondiscrimination	11/15/2025
534	Service Learning	11/15/2025
415	Purchase of Group Health Insurance	1/17/2026
510	Flexible Learning Chris, then Alyssa	3/21/2026
725	Record Retention Policy and MN Records Retention Schedule Chris	3/21/2026
725.1	General Records Retention Schedule for MN School Districts Chris	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

533	Wellness Chris sent draft on 8/26/25 for committee review send to Board for approval	5/16/2026
802	Disposal of Property Chris	5/16/2026
404	Employment Background Checks	6/20/2026
709	Bus Transportation and Safety Chris	6/20/2026

- 4) Education (orientation, ongoing education, etc.)
 - a) Education for next board meeting- Julaine emailed Nancy Dana to request Governance training; Jess will bring back synthesized community agreement for this year along with last year's agreement for Board to discuss/revise/adopt.
 - 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.- Julaine sent email request**
 - 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
- 5) 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

6) Review upcoming Board meeting tasks from schedule spreadsheet

Review MCA results and other assessments. Become available on August 29 so Alyssa should have time to synthesize a summary.
Approve Annual Report, draft or final version
Conduct optional annual retreat
Create Lease Appendix confirming rent for year may be in October
Establish Annual CMES/MCM joint meeting date (just leaving this here for information)

- 7) Next Meeting
 - a) Tuesday, September 23, 2025 at 6:00 pm (Zoom link)
- 8) Any other business
 - a) **Retreat**
 - i) **Advancement- what we are going to do to support them going forward**
 - (1) **How to keep current activities going for the future**

- ii) Orientation of new Board members to SP- get Tom and Megan up to speed with the Board make up transition
 - iii) What is our goal for CMES? How do we plan in today's environment?
 - (1) Short term initiatives?
 - (2) How to get more community/stakeholder input?
 - (3) More of a brainstorming approach?
 - (4) What is the Board's role for the next three years? How can we insulate our students/staff/families from the negativity of the world right now?
 - (a) Any tariffs, etc that will affect our budget?
 - (5) Moving from achieving tasks to more strategic planning
 - (6) Administrative workload
 - iv) Financial projections for next 1-3 years to assist in planning accounting for inflation
 - v) How to recruit Board members with skillsets in Advancement, Governance, and Finance- discuss why these skills are critical.
- 9) Adjourn 7:19 pm