

# Cornerstone Montessori Elementary School

## Governance Committee Meeting Agenda (minutes in orange)

Tuesday, April 22, 2024, 6:00 pm, Online

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

### AGENDA

- 1) Call Meeting to Order 6:04 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
        - (a) Student Journalism Policy- received email from MACS on 8/20 noting that this a new requirement from statute. Emailed Terry from UST and she is fairly certain that as we do not serve grades 6-12 we do not need this policy. She is waiting on an answer from MDE and will get back to Julaine when she has it. Will draft policy if necessary after receiving the response.
        - (b) Library Materials Policy- received email from MACS on 8/20 noting that this a new requirement from statute. Alyssa's interpretation is that this policy is not necessary as we don't have a staff member dedicated to library curation. Emailed Terry from UST, she is waiting on an answer from MDE and will get back to Julaine when she has it. Will draft policy if necessary after receiving the response.
      - (2) Policies with review dates [spreadsheet](#). Policies in need of updating (passed 3 years since last reviewed, due for review):
        - (a) 413 Harassment (due 8/18/23, Julaine and Alyssa will review first) Alyssa attended Title IX in late August, has reviewed information and main revisions will be to craft a Harassment Complaint Form from a sample form. Would like to consult with an attorney. January update: changes to Title IX because of new administration, some already and more anticipated, Alyssa is contacting an attorney we have worked with before. **Alyssa reviewed 413 Harassment, has suggested changes. Emailed out to committee, giving everyone a week to give comments for suggested changes.**
        - (b) Monitor outcome of MACS webinar presentation October 1 on Paid Leave Law for MN school employers to ensure our policies are compliant.
      - (3) Policies in need of review this year: **Julaine emailed Alyssa to coordinate review.**
        - (a) 412 CMES Staff Sabbatical (due 6/21/25): Alyssa (Equity) **Alyssa had no changes. Emailed out to committee, giving everyone a week to give comments for suggested changes.**
        - (b) 514 Bullying Prohibition (due 6/21/25): Alyssa (Equity) **Alyssa had minor wording changes. Emailed out to committee, giving everyone a week to give comments for suggested changes.**
        - (c) 516 CMES Student Medication (due 6/21/25): Alyssa **Alyssa had minor wording changes. Emailed out to committee, giving everyone a week to give comments for suggested changes.**
        - (d) 691 Inclusive Education Program (due 3/15/25): Alyssa and Julaine (Equity) **Alyssa had no changes. Emailed out to committee, giving everyone a week to give comments for suggested changes.**
      - (4) Policies that could be reviewed early to rebalance policy review schedule: **Julaine emailed Chris asked for input from Joe.**
        - (a) 702 Fixed Asset Policy (Chris and Joe) **Chris wonders if we can raise the capitalization lower limit from \$500. Potential answer from Joe. Will change as he**

- recommends. Emailed out to committee, giving everyone a week to give comments for suggested changes based on Joe's response.**
- (b) 702.1 Fixed Asset Procedure (Chris and Joe) **Chris has no changes. Emailed out to committee, giving everyone a week to give comments for suggested changes.**
  - (c) 705 Financial and Cash Management (Chris and Joe) **Chris wondered if our annual reports to the authorizer are sufficient for financial disclosure. Julaine and Chris discussed that we can put a point to ask for audit documents on the website if desired but not directly publish the audit online. District revenues and expenditures- will this document serve this purpose? Chris will send and committee will review to decide. Emailed out to committee, giving everyone a week to give comments for suggested changes.**
  - (d) 705.1 Receipts Procedure (Chris) **Chris pointed out we no longer have a savings account for excess funds, only have funds in CDs. Worked on wording changes to reflect CDs. Send to Board for approval.**
  - (e) Acceptance and Administration of Gifts (Chris and Joe) **Chris has no changes. Emailed out to committee, giving everyone a week to give comments for suggested changes.**
- (5) Equity committee- Julaine shared policies appropriate for Equity committee review as well as Governance process for reviewing policies and requested that Equity review be complete over several months for Jan-Mar Governance Committee meetings. Equity has other activities so may not have time to review these policies this year.
- 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 **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.**
    - 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 member self-evaluation meetings complete- review of feedback from Board members
- a) "Start here" Google Doc with links to locations of various resources. Jean has current version and is making categories so that we can add resources as appropriate.
- 6) 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 **waiting until after legislative session is concluded**

- ii) Board election-
  - (1) Have two teacher member candidates on the ballot.
  - (2) Chris to update about election status **everything on track, will send out e-ballots to eligible voters.**
- 7) Strategic Planning to be discussed at separate meeting with Julaine, Jean, Rohan, and Alyssa
- 8) Review upcoming Board meeting tasks from schedule spreadsheet
- 9) Next Meeting
  - a) Tuesday, May 27, 2025 at 6:00 pm (Zoom link)
- 10) Any other business
- 11) Adjourn **6:40 pm**