

Cornerstone Montessori Elementary School

Governance Committee Meeting Minutes (minutes in blue)

Tuesday, April 25, 2023, 6:00 pm, Online

Members: Chris Bewell, Jean Melancon, Julaine Roffers-Agarwal (Chair), Alyssa Schwartz (until 6:37)

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 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) 709 Bus Transportation and Safety- Alyssa and Chris will look at after MCAs
 - (b) 533 Wellness (due 2/18/23)- Chris [Ready for Board review](#)
 - (c) 404 Employment Background Checks (due 5/19/23)- Chris will look at after MCAs
 - (d) 503.01 Homeless Children Attendance (due 5/19/23)- Chris [Ready for Board review](#)
 - (e) 524 Internet Acceptable Use and Safety (due 6/21/23)- Alyssa Julaine will start reviewing and bring to Alyssa
 - (f) 802 Disposal of Property (due 6/23/23)- Jean reviewed [Ready for Board review](#)
 - ii) Staff education/training funding request policy or procedure- need to add language to Employee Handbook.
 - iii) For long-term future planning: What policies would need to be put in place for Jr High?
- 1) 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) Presentation and discussion of who CMES families are (number of homeless, travel times to CMES, location, demographics, etc)
 - 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. [Highlight this at May and June meetings, and send out education repository link](#)
 - viii) Annual meeting
 - ix) [Start planning a retreat for fall 2023 so we can kick off the Board year and set goals early](#)
- 2) Succession planning
 - a) Timeline for this year's elections:
 - i) information sent for current candidates after last meeting
 - ii) due date was 3/31
 - iii) date to distribute to community- [posted on website April 21, emailed April 25](#)
 - iv) election dates- May 8-15 online [Julaine and Jean will test the ballot before May 8](#)
- 3) [\(Discussed 6:03-6:37\)](#) Discussion of Equity committee structure and implementation- [talked about the differences between establishing Equity as a standing committee or an advisory committee. Specific discussion about relationship between Equity committee, HoS, and CMES Board. There are already guidelines in place for how to establish a standing board committee and going this route](#)

boundaries can be made clear about responsibilities, a CMES Board member must be the committee chair, the Board Chair is an ex officio member, it requires a charter, etc. Advised to be clear with MCM that we are creating this committee for the CMES community. We do not currently have a template for creating Standing Committees, so Governance Committee will draft a template (first draft by May 2) and share with Sarah.

- 4) Next Meeting
 - a) Tuesday, May ~~23~~-30, 2022 at 6:00 pm (Zoom link)
- 5) Any other business
 - a) MACS produced School Leaders Compensation survey results- let's get access to those and remind the board about Alyssa's compensation relative to other schools. Ask Alyssa for those results.
- 6) Adjourn 7:09 pm