

Cornerstone Montessori Elementary School

Governance Committee Meeting Agenda (minutes in orange)

Tuesday, April 28, 2026, 1:00 pm, Online

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

AGENDA

- 1) Call Meeting to Order **1:04 pm**
 - 2) Public Comment Period – Comments limited to 3 minutes per person
- Goals for today’s meeting:
- 3) Board succession planning
 - a) Review Board member candidate profiles and discuss each- **discussed each candidate and their expressed areas of expertise and interest, which committee(s) would work well for them.**
 - 4) 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.~~ Alyssa has Word docs of policies with her name noted, other committee members agreed to review policies as noted.**

#	Title	Due date
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- Jean	4/18/2026
223	On Going Board Training Policy- Rohan	4/18/2026
523	Gender Identity Policy- Alyssa	4/18/2026
612.1	Title I Parent Involvement- Alyssa	4/18/2026
503.01	Homeless Children Attendance- Alyssa	5/16/2026
526	Hazing- Alyssa	5/16/2026
802	Disposal of Property- Chris, will consult Joe	5/16/2026
404	Employment Background Checks- Chris	6/20/2026
709	Bus Transportation and Safety- Chris	6/20/2026
413	Harassment and Violence-Alyssa	Annually in spring

- 5) Education (orientation, ongoing education, etc.)
 - a) Education for next board meeting- **Annual meeting. Need to send out Montessori education survey- will start with topic areas from Sara Wade’s slides.**
 - b) Any additions to list of future board level education topics
 - i) Nancy Dana- governance training **Done September 2025**
 - 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
- xi) Introduction to Montessori-
 - (1) what is the Montessori concept? **Done March 2026**
 - (2) Why are we AMI Montessori and what does that mean? **Done March 2026**
 - (3) What makes CMES different? Alyssa suggested Sara Wade, Julaine has emailed her to ask about her willingness and availability **Done March 2026**
 - (4) Can we help Board members put together their elevator pitch?
 - (5) Survey for Board members about their gaps in Montessori knowledge? Send out after initial education session, then structure further education based on responses **Need to send out**
 - (6) Use to be a better advocate for the school.
 - (7) Use resources gathered to create a Montessori quick reference guide for new Board members as well **Have Sara's slides and recording of her presentation from March 2026 give resources to incoming Board members, then schedule time to discuss that with mentors and new Board members. Target for fall after new Board members have been to a few meetings.**
- c) New Board member training-
 - i) need to identify training for Board 300 course for Megan and Tom as Nancy Dana may not be available before June 30 to conduct training. **Joe is willing to conduct in May. Who can contact Joe, Megan, and Tom to coordinate this? Chris will contact Megan, Joe, and Tom to coordinate a time to meet. The 4 incoming Board members will be offered the opportunity to join if they would like.**
 - ii) Have resources ready for incoming Board members after May election to complete 100 course. Can contact MACS and see if they will conduct with 4 attendees. **Julaine will contact**
 - iii) **Suggested mentors for incoming Board members-**
 - (1) **Gina- Julaine**
 - (2) **Jessica- Rachel**
 - (3) **Jenna- Tom, connect with Rachel**
 - (4) **Maddie- Megan, also talk with Carolyn about Finance, connect with Rachel**
 - (5) **Julaine to do welcome and connect incoming member with mentor immediately after election, give deadline of June 5 (2.5 weeks) to meet. Mentoring checklist on Google Drive.**
 - iv) **Discussion of two open Community member seats are still open and strategies to fill**
 - v) **Discussion of potential Committee chairs for next year**
- 6) Cyclical Strategic Planning updates
 - a) Early Childhood and working with CMS discussions- **Julaine and Alyssa to ask for another meeting**
 - b) Advancement and Marketing- **ask Rachel for an update during May meeting**
 - c) Recruiting new Board members

7) Review upcoming Board meeting tasks from schedule spreadsheet

Conduct annual meeting	Planned for May
Announce election results at annual meeting	Planned for May
Approve next year's budget	Do not expect in May, expect in June
Annual review of #413 Harassment and Violence Policy	

8) Next Meeting

a) To be determined (Zoom link) **Wednesday, May 27, 1 pm**

9) Any other business

10) Adjourn **2:15 pm**