

Cornerstone Montessori Elementary School
Governance Committee Meeting Minutes (minutes in bold)

Tuesday, August 6, 2019, 5:30 p.m.

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

AGENDA

- 1) Call Meeting to Order-5:37 pm
- 2) Public Comment Period – Comments limited to 3 minutes per person
- 3) Goals for today’s meeting
 - a) Review policy progress - existing policies under review and new policies
 - b) Review potential board member candidates
- 4) Policies (board and school)
 - a) Policies and procedures currently being reviewed
 - i) Documents for discussion
 - (1) 522 Student Sex Nondiscrimination Policy- Study language of sex and gender identity. Julaine and Alyssa met and decided to draft a policy separate from 522. Decided to number 523 upon suggestion from Chris.
 - (2) Policies in need of review- Policies that not been reviewed in the last 3 years (per website or recent board meeting minutes). We divided up policies among committee members for review over the next few months.

Policy number	Name	Last approval date
210.1	Conflict of Interest Jean- still working on it, will talk to UST for guidance on how to revise. Will follow the policy as it stand for this year and then update for the next school year.	07/15/14
402	Disability Nondiscrimination Maisah-bringing hard copy. Editorial changes. Send to board for August meeting	07/19/11
402.1	Section 504-ADA Grievance Procedures Maisah-bringing hard copy. Editorial changes. Send to board for August meeting	11/19/13
413	Harassment Maisah-bringing hard copy. Several edits. Will bring back next month.	06/19/12
492	Nepotism Maisah-bringing hard copy. Statue number update. Send to board for August meeting.	11/19/13
515	Protection and Privacy of Pupil Records— Julaine (talk with Chris- check statutes and see any changes), form for requesting records as well. Will work on for next meeting	12/20/11
522	Student Sex Nondiscrimination- Julaine (w Alyssa)-Send to Board for August meeting.	10/18/11
523	Gender Identity and Expression- Julaine (w Alyssa)-Send to Board for August meeting.	New policy
534	Service Learning- Jean. Decided that Alyssa will review it.	11/15/16

612.1	Title I Parent Involvement Chris- still working. Will bring back in a future meeting.	12/16/14
701	Procurement (now Purchasing) Chris- emailed, also procedure. Send to board for August meeting.	02/15/11
702	Fixed Asset- Chris-emailed, also procedure. Send to board for August meeting.	New policy
703	Fund Balance Chris-emailed. Not sending to board as we updated in Feb 2019.	Update in Feb 2019
705	Financial and Cash Management Chris-emailed. Send to board for August meeting.	01/19/16
706	Acceptance and Administration of Gifts- Chris-emailed. Send to board for August meeting.	12/19/17
709	Bus Transportation and Safety Chris. Will bring in September as Chris wanted to communicate with bus company.	07/19/11
725	Record Retention Policy and MN Records Retention Schedule Chris- Still working. Bringing back in a future meeting.	07/16/13
802	Disposal of Property Chris-Still working. will bring back in a future meeting.	03/17/15

- b) Other Policies/Procedures- **Need to review Harrassment Policy in May every year.**
- 5) New Board Member Orientation and Mentoring
- a) Status of New Member Orientation-**Jean created one page document with timeline of mentoring for the first year of being on the board. Will be put on the**
- 6) Education (orientation, ongoing education, etc.)
- a) Education for next board meeting – Strategic Plan, Mission and Vision discussion
- b) Any additions to list of future board level education topics
- i) Nancy Dana- governance training
- ii) Understanding the budget- **September would be a good time with our new financial service provider**
- iii) What is Montessori
- iv) Understand the academic goals and how to support them
- v) Paris Dunning (ESABA Executive Director)
- vi) Watershed District project to talk about the outdoor environment work**
- 7) Next Meeting
- a) Tuesday, August 27 at 5:00 pm at Cornerstone (**NOTE TIME CHANGE**)
- 8) Any other business
- a) **Slate of officers for 2019-20 to present for**
- i) **Chair- Jean Melancon**
- ii) **Vice-Chair- Julaine Roffers-Agarwal**
- iii) **Treasurer- Jean Melancon**
- iv) **Secretary- Jess Goff**
- b) Discussion of ability to have a person that is not the Secretary to write up the minutes. Also discussed responsibilities of the Treasurer.**
- c) Need to consider a succession plan for key employees and board members.**
- 9) Adjourn-**6:30 pm**