

Cornerstone Montessori Elementary School

Governance Committee Meeting Minutes (in purple)

Tuesday, August 27, 2019, 5:00 p.m.

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

AGENDA

- 1) Call Meeting to Order-5:19 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) 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- will update before next school year	07/15/14
402	Disability Nondiscrimination Maisah ready for Board meeting	07/19/11
402.1	Section 504-ADA Grievance Procedures Maisah ready for Board meeting	11/19/13
413	Harassment Maisah ready for Board meeting	06/19/12
492	Nepotism Maisah ready for Board 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. wait until September	12/20/11
534	Service Learning- Alyssa ready for Board meeting	11/15/16
612.1	Title I Parent Involvement Chris wait until September	12/16/14
709	Bus Transportation and Safety Chris wait until September	07/19/11
725	Record Retention Policy and MN Records Retention Schedule Chris wait until September	07/16/13

- b) Other Policies/Procedures- **503.01 Homeless Children Attendance Policy**
- 5) Summary of 2018-19 activities of Governance Committee for next Board meeting
 - a) List of policies reviewed and updated, new policies
 - b) Board Project Vetting Checklist
 - c) HOS Evaluation committee charge/job description
 - d) Charge to form a Working Group
 - e) Board Job Description
 - f) Bylaws update
 - g) Board Education topics

- h) Board Evaluation
 - i) New Board Member Slate Nomination
 - j) Anything else?
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- 6) Bylaws update
 - a) Remove reference to 1, 2, and 3 year terms for founding board members leaving only rotating 3 year terms- look at in October to bring for the November Board meeting. References to chief financial office and chief administrator
 - 7) Code of conduct for Board members
 - a) Information from Lorelee and Jean as a starting point- will discuss document at a future meeting.
 - 8) Education (orientation, ongoing education, etc.)
 - a) Education for next board meeting – Strategic Plan, Mission and Vision discussion, also financial orientation from the financial service provider
 - b) Any additions to list of future board level education topics
 - i) Nancy Dana- governance training
 - ii) Understanding the budget- discussion of modifications to the budget
 - iii) What is Montessori
 - iv) Understand the academic goals and how to support them
 - v) Paris Dunning (ESABA Executive Director)
 - 9) Next Meeting
 - a) Tuesday, September 24 at 5:30 pm at Cornerstone
 - 10) Any other business
 - 11) Adjourn-6:07 pm