

Cornerstone Montessori Elementary School

Governance Committee Meeting Minutes (minutes in **Bold**)

Tuesday, July 9, 2019, 5:30 p.m.

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

AGENDA

- 1) Call Meeting to Order -**5:36**
- 2) Public Comment Period – Comments limited to 3 minutes per person- **no visitors**
- 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. We received example policy from another UST charter school and Julaine has been in contact with Alyssa about how to add wording.
 - (2) **Policies in need of review**- Julaine reviewed the list of current CMES policies to determine which ones have not been reviewed in the last 3 years (per website or recent board meeting minutes). We will divide up policies among committee members for review over the next few months. **Divided up-name in bold will review and suggest updates**

Policy number	Name	Last approval date
210.1	Conflict of Interest Jean	07/15/14
402	Disability Nondiscrimination Maisah	07/19/11
402.1	Section 504-ADA Grievance Procedures Maisah	11/19/13
413	Harassment Maisah	06/19/12
492	Nepotism Maisah	11/19/13
503.01	Homeless Children Attendance- Jan 2019 meeting	03/18/14
515	Protection and Privacy of Pupil Records— Julaine (talk with Chris- check statutes and see any changes), form for requesting records as well	12/20/11
522	Student Sex Nondiscrimination- Julaine (w Alyssa)	10/18/11
524	Internet Acceptable Use and Safety Jan 2019 meeting?	06/19/12
534	Service Learning- Jean	11/15/16
612.1	Title I Parent Involvement Chris	12/16/14
701	Procurement Chris	02/15/11
703	Fund Balance Chris	10/28/14
705	Financial and Cash Management Chris	01/19/16
709	Bus Transportation and Safety Chris	07/19/11
725	Record Retention Policy and MN Records Retention Schedule Chris	07/16/13
802	Disposal of Property Chris	03/17/15

- b) Other Policies/Procedures
- 5) New Board Member Orientation and Mentoring
 - a) New Orientation program, assigning of mentors- **Jean brought New Board Member/Mentor Orientation Process chart and Board Member Handbook**
 - b) **Board member recruitment- discussing with various connections for potential board members.**
- 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
 - iii) What is Montessori
 - iv) Understand the academic goals and how to support them
 - v) Paris Dunning (ESABA Executive Director)
- 7) Next Meeting
 - a) Need to schedule August meeting and discuss meeting dates for 2019-20 school year- **August 6, 4th Tuesday for the remainder of the year.**
- 8) Any other business –
 - a) **Slate of officers for 2019-20- discussion of potential candidates**
 - b) **Committees**
 - i) **Finance- Jean as President/Treasurer**
 - ii) **Development- open for now**
 - iii) **Communications- maybe Marcus**
 - c) **UST Quarterly report requirement discussion from board**
- 9) Adjourn **6:50pm**