

Cornerstone Montessori Elementary School

Governance Committee Meeting Minutes (minutes in green)

Tuesday, October 27, 2020, 5:30 p.m. (Online)

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

AGENDA

- 1) Call Meeting to Order 5:35 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) Need to review draft 704 EFT policy from Finance Committee after it is completed
 - (2) Need to review 524 annually (last reviewed 3/17/2020, aiming for end of school year)
 - ii) Will review Bylaws this school year as well
 - (1) Is there redundancy between different sections?
 - (2) Are all the statute references current and relevant?
 - (3) Do we need to change to reflect online meetings?
 - (4) Is all the language referring to officers consistent? (board chair vs board president, etc)
- 4) 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) Understand the academic goals and how to support them
 - iv) Paris Dunning (ESABA Executive Director), better understanding of what ESABA is and how we can align with their mission
 - v) Sarah Plumb (Jr High teacher from Oak Hill)
 - vi) Visit to St Croix Montessori to visit Jr High site or operating Jr High site (Oak Hill, Lake Country, Sunny Hollow, maybe Parkway)
 - vii) Ben Moudry (Lake Country HOS, experiences and lessons from starting an adolescent program)
 - viii) Presentation by auditor with financial topics
 - ix) Presentation about elected officials for the area- who represents us in the area at different levels, who we contact for what
 - x) Financial understanding of an adolescent Montessori community (Oak Hill treasurer)
- 5) Next Meeting
 - a) Tuesday ~~November 24, 2020~~ December 1, 2020 at 5:30 pm (online, would a date in December be better?)
- 6) Any other business
 - a) Succession planning
 - i) Where are all our documents stored?
 - ii) Do we have enough documentation for new board members to help them understand how each committee functions as they come on board?
 - iii) What are the activities of each officer and what are the timelines of those?
 - iv) What are the activities of each committee? Do we have good documentation of those activities and timelines?
 - v) What do we want in new board members?
 - b) MCM/CMES joint board meeting/relationship

- i) Identify and document the processes for interfaces between both boards (ex. communication between both boards via board chairs, interface on strategic initiatives, process for lease renew, etc.).
- 7) Adjourn 6:25 pm