

Cornerstone Montessori Elementary School

Governance Committee Meeting Agenda **Minutes (in brown) by Julaine Roffers-Agarwal**

Tuesday, March 5, 2019, 5:30 p.m.

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

AGENDA

1. Call Meeting to Order **5:41 pm**
2. Public Comment Period – Comments limited to 3 minutes per person **no guests present**
3. Goals for today’s meeting
 - a. Review policy progress - existing policies under review and new policies
 - b. Review Nomination Process including timeline
4. Policies (board and school)
 - a. Policies currently being reviewed
 - i. 410-1 Extended Medical and Family Leave Policy – Only Alyssa has reviewed and didn’t have any changes. Governance Committee needs to review b/4 sending it to the board. **Committee decided to send 410 Family and Medical Leave Policy as well as 410-1 to the Board for consent agenda at the March Board meeting unchanged.**
 - ii. 516 Student Medication Policy – Board reviewed and returned to committee for further discussion about procedure for prescription, non-prescription, and over the counter products. Concerns about “creams” and “sunscreens”. Upcoming legislative session may be addressing this. **Committee decided to delay discussion of the policy for a few months as this exact issue may be taken up in a bill before the end of the legislative session in May, 2019, at which point we would have to reconsider the policy again.**
 - iii. 522 Student Sex Nondiscrimination Policy - Board reviewed and returned to committee to study language of sex and gender identity. **Similarly, there is talk of the MN legislature taking up issues related to this policy this legislative session so discussion is delayed a few months.**
 - iv. Media Policy – Julaine to review what’s written in the school’s Crisis Management Plan and determine if the media interface plan is sufficient for the Board in the event of needing to respond to media requests with or without a crisis.
 1. Summary from last meeting: Board will be informed of the process as a future education topic. Also, annually, the board will be informed of the media process to ensure that all board members, including new members, are aware of the media process. **Committee discussed how to incorporate coverage of the Media section of the Crisis Management Plan into Staff training so that staff members are familiar with the outlined procedure for media communications. Additionally, we discussed the need to act quickly to put a plan in place following an incident that may be picked up by the media.**
 - b. Status of New Policies
 - i. Project Vetting Checklist – Board has reviewed and Julaine is updating. **Committee reviewed draft. Updated version sent to Board for review at the March meeting. Chris is looking for an appropriate location for the Vetting Checklist to post on the website.**
 - ii. Task Force Charge – Julaine is creating. **Committee reviewed draft based off of MACS Task Force Charge template form. Updated version sent to the Board for review at the March meeting.**

- iii. HOS Evaluation Committee Description - Jane Reilly is developing a draft for review by the Governance Committee and eventual board approval. **Expect to get a draft from Jane in the near future.**
 - c. Other Policies/Procedures
 - i. Policy for Making up days missed due to weather – do we have one? Also MACS (31 Jan email) suggested schools consider adopting a policy now for next year about e-learning days. Jean discussed with Alyssa and we wouldn't have a way to do e-learning in a Montessori environment, nor do we know about our population's access to computers. CMES has well over the required number of hours (1111.5 scheduled). **Because CMES has well over the required number of hours and the requirement may be lowered by the governor or legislature, creating a policy would not be efficient at this time. Additionally, requirements may change in future years and the policy would have to be amended.**
- 5. Board Composition (recruitment, skill assessment, etc.)
 - a. Next steps for succession planning – Update on timeline **Documents for candidates for this year's election need to be distributed by April 19, so we have asked for information from candidates by March 28. Jean is contacting candidates to meet with them before the election to answer any questions they have about serving on the Board.**
 - b. Governance Committee needs to reach out to potential candidates for future task force work or board membership. **Jean has a list of candidates she is contacting over the next month or two**
- 6. Education (orientation, ongoing education, etc.)
 - a. What education to choose for next board meeting – review potential topic list. Tentatively UST will be presenting at our April meeting. **Because the Governance Committee is sending several policies and other documents to review and approve in March, we will skip a board education topic for March.**
 - b. Any additions to list of future board level education topics **April- UST, May- potential presentation on make up of the neighborhood, another future month- presentation from a media/marketing/communication professional. Ensure review and discussion of the Crisis Management Plan at an upcoming meeting after the 2019-20 plan is revised and approved.**
- 7. Board Evaluation
 - a. Currently we use *Board Member Evaluation Worksheet 2/17/2012*
 - i. Jean in process of setting up 1 on 1 sessions with board members. **We would like to have feedback from individual board members if there are any concerns or suggestions for upcoming years.**
- 8. Next Meeting
 - a. Scheduled for March 26.
- 9. Any other business **Because of review of documents with the change in authorizer process, we need to review the CMES Bylaws and ensure that references to state statute numbers are current. Chris and Julaine are reviewing and will send updated bylaws to the Board for majority approval (procedure for amending bylaws within the bylaws themselves).**
- 10. Adjourn 6:35 pm