

# Cornerstone Montessori Elementary School

Governance Committee Meeting Agenda [Minutes \(in blue\)](#)

Tuesday, November 27, 2018, 5:30 p.m.

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

## AGENDA

1. Call Meeting to Order [at 5:35](#)
2. Public Comment Period – Comments limited to 3 minutes per person [no guests present](#)
3. Goals for today's meeting
  - a. Review progress of all activities
  - b. Discuss new policies needing creation
4. Policies (board and school)
  - a. Review remainder of policies being reviewed by Maisah.
    - i. [509 Enrollment Policy – reviewed, okay for Consent Agenda](#)
    - ii. [516 Student Medication Policy – reviewed, okay for Consent Agenda](#)
    - iii. [522 Student Sex Nondiscrimination Policy – reviewed, okay for Consent Agenda](#)
      1. [Maisah to redline above documents and forward to Jean by Dec 9<sup>th</sup> for distribution to board by Dec 10<sup>th</sup>.](#)
  - b. [410-1 Extended Medical and Family Leave Policy](#),
    - i. [Alyssa has reviewed based on question from staff. No changes, ok for Consent Agenda](#)
  - c. [Should we create a Fund Balance Policy – surfaced by Auditor at Nov Board mtg](#)
    - i. [We already have a Fund Balance Policy \(703\). Jean to request that Finance Committee review this policy and make any recommendations to the board as it relates to designated funds and how they're reported on our financial statements.](#)
  - d. [2 new policies – Board Mtg Consent Agenda Policy and Public Comment period Policy](#)
    - i. [Public Comment Policy – guideline from MACS, policy from Great River](#)
      1. [Jean to produce drafts of both documents. We will retain the same time duration for the Public Comment period that the board has published and practiced in the past.](#)
      - ii. [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.](#)
  - e. [Create checklist to reference when reviewing projects – Julaine/Jean – tap into list that Tom might have, does Sandy have a list](#)
    - i. [Chris will contact Insurance Agent, Tom Farnham, for any checklist he may have.](#)
    - ii. [Jean will contact Nancy Dana for the same.](#)
    - iii. [Jean to contact Sandy to see if she knows of any other schools for the same.](#)
    - iv. [Julaine/Jean to create the checklist.](#)
5. Board Composition (recruitment, skill assessment, etc.)
  - a. [Next steps for succession planning – need to start in Jan/Feb](#)
  - b. [Possibilities from guests at "Discover Cornerstone" event](#)
  - c. [Received from Alyssa list of events for possible attendance by Board members](#)
    - i. [Jean to create a form and send it to the Board.](#)
6. Education (orientation, ongoing education, etc.)
  - a. [Continue list of all orientation activities/reading/training – example from Nancy Dana](#)
  - b. [What education to choose for next board meeting – try one of our videos](#)
    - i. [Dec topic will be a "what if" video scenario](#)
  - c. [Any additions to list of future board level education topics](#)

- i. Future topics to consider have been added to our list including how the board responds to various situations.
- 7. Board Evaluation
  - a. We are required by authorizer to do board evaluation. Also, good practice for boards.
  - b. Currently we use *Board Member Evaluation Worksheet* 2/17/2012
    - i. Jean to distribute
- 8. Next Meeting
  - a. No meeting scheduled for Dec. Next meeting scheduled for January 22.
  - b. Should we reschedule to have Jan mtg earlier? Since we have no meeting in December, we will move up our Jan 22 mtg to Jan 8<sup>th</sup>. Same start time of 5:30 at CMES.
- 9. Any other business None
- 10. Adjourn at 6:20