

Cornerstone Montessori Elementary School

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

Tuesday, January 08, 2019, 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. Policies we reviewed in the past
 - i. 509 Enrollment Policy – [ready for Board approval on Consent Agenda with note about change recommended by UST re: admitting foster children.](#)
 - ii. 513 Acceleration & Retention Policy – [ready for Consent Agenda](#)
 - iii. 516 Student Medication Policy – [ready for Consent Agenda](#)
 - iv. 522 Student Sex Nondiscrimination Policy – [ready for Consent Agenda](#)
 - v. 526 Hazing Policy – [ready for Consent Agenda](#)
 - vi. 533 – Wellness Policy [ready for Consent Agenda](#)
 - vii. 410-1 Extended Medical and Family Leave Policy – [Jean to check status with Alyssa who has done a preliminary review.](#)
 - b. Identify any policies from last year that were tagged by Melissa as needing review.
 - i. List policies and assign responsibility for updating. – [All policies tagged by Melissa have been reviewed and actioned as necessary.](#)
 - c. Policies being reviewed by others
 - i. Fund Balance Policy – surfaced by Auditor at Nov Board mtg. Finance Committee is reviewing. [Jean to check with Robyn on when it will be ready for approval by the board.](#)
 - d. Status of New Policies
 - i. Board Mtg Consent Agenda Policy, Jean creating, need input from Governance [GC reviewed, Jean to update with modifications and place on next board mtg agenda.](#)
 - ii. Public Comment period Policy, Jean creating, need input from Governance [GC reviewed, Jean to update with modifications and place on next board mtg agenda.](#)
 - iii. 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. [Julaine has reviewed the school's Crisis Mgmt Plan and will suggest any updates to Alyssa. Since the Crisis Mgmt Plan includes a media process, the 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 process.](#)
 - e. Recommended New Policies – determine urgency and impact [These suggested policies will be added to a list to consider into the future. Currently there is no immediate urgency for them.](#)
 - i. Open/Closed Meeting Policy
 - ii. Task Force Policy
 - f. Other Policies/Procedures
 - i. Create checklist to reference when reviewing projects. [We reviewed the checklist and will have the board review it at the next board meeting for board education.](#)

5. Board Composition (recruitment, skill assessment, etc.)
 - a. Next steps for succession planning – need to start in Jan/Feb. Chris and Jean will meet offline to update the documents used in the past. We will start the nomination process in February and use a timeline similar to last year.
 - b. Possibilities from guests at “Discover Cornerstone” event. We discussed method to find future board members including approaching Sunrise bank. Jean will initiate conversations as appropriate.
6. Education (orientation, ongoing education, etc.)
 - a. What education to choose for next board meeting
 - i. Suggest discussion of how to review proposed projects or focus on mission stmt assignment. Topic will be a working session to further define the method for reviewing proposed projects.
 - b. Any additions to list of future board level education topics Added education of the section of the school Crisis Mgmt Plan regarding how to deal with the media.
7. Board Evaluation
 - a. We are required by authorizer to do board evaluations. Also, good practice for boards.
 - b. Currently we use *Board Member Evaluation Worksheet 2/17/2012*
 - i. Jean to distribute at January meeting
8. Next Meeting
 - a. Scheduled for February 26. Do we need the January 29th mtg? Our next meeting is Feb 26
9. Any other business
10. Adjourn At 6:25