

Cornerstone Montessori Elementary School

Governance Committee Meeting Agenda

Tuesday, October 22, 2019, 5:30 p.m.

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

AGENDA

- 1) Call Meeting to Order - **5:43 pm**
- 2) Public Comment Period – Comments limited to 3 minutes per person
- 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 or written
 - i) Documents for discussion
 - (1) Policies in need of review- Policies that not been reviewed in the last 3 years (per website or recent board meeting minutes). We divided up policies among committee members for review over the next few months.

Policy number	Name	Last approval date
725	Record Retention Policy and MN Records Retention Schedule Chris (save for October) small editorial changes, send to Board for Consent Agenda	07/16/13

- (2) Purchase of Group Health Insurance Policy – requested by UST. See example policies from other schools. **Chris will use MACS policy as a starting point for a draft policy to bring to November Governance meeting. Other members will send feedback about other policy examples.**
 - b) Other Policies/Procedures
- 5) Bylaws update
 - a) Remove reference to 1, 2, and 3 year terms for founding board members leaving only rotating 3 year terms, also adjust wording on frequency of meetings.

(Remove existing 5.4.1 referring to founding board members)

5.4.1 ONGOING BOARD MEMBERS. Board members are elected at the Annual Meeting for a term of three (3) years (unless the board specifically designates a shorter duration). Directors shall hold office for a three (3) year term or until a successor has been duly elected and qualified, or until the director dies, resigns, is removed or the term otherwise expires as provided by law or by the Bylaws of this Corporation. At no time will all Board positions be up for election in the same year. Board members are eligible for re-election for up to three (3) consecutive terms.

6.1 REGULAR MEETINGS. Regular meetings of the Board shall be held a minimum of eight times a year at a time and place to be set by the Board, with notice of the time and date published in accordance with Minnesota Open Meeting Law, MN Stat. 13D.01 et. Seq. Notification of such meetings shall be in accordance with Minnesota Open Meeting Law.

6.3 ANNUAL MEETING. The Annual Meeting of the Board of Directors shall be held in May for the purpose of presenting reports by the Board President, Treasurer, and Head of School on the activities and financial condition of the school. The Board-approved Annual Report, as required under Section 124E.16 subd. 2, will be distributed at this time. Elections for open seats on the Board

of Directors will take place in accordance with Section 124E.07 of the Minnesota Statutes prior to the Annual Meeting and the results will be presented at the Annual Meeting.

6.4 MEETING NOTICE. Regular meetings of the Board shall be held at a time and place to be set by the Board, with notice of the time and date provided to the directors and all constituents in accordance with Minnesota Open Meeting Law.

Present changes to Bylaws at November board meeting.

- 6) Code of conduct for Board members
 - a) Information from Loralee and Jean as a starting point, thoughts from committee members-
waiting until next meeting to discuss potential document for CMES
- 7) Education (orientation, ongoing education, etc.)
 - a) Education for next board meeting – 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- Molly O’Shaughnessy
 - iv) Understand the academic goals and how to support them
 - v) Paris Dunning (ESABA Executive Director)
 - vi) Book discussion of *A Good Time for the Truth: Race in Minnesota*
- 8) Next Meeting
 - a) Tuesday, **December 3** at 5:30 pm at Cornerstone
- 9) Any other business
- 10) Adjourn-**7:09pm**