

# Cornerstone Montessori Elementary School

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

Wednesday, August 1, 2018, 5:30 p.m.

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

## AGENDA

1. Call Meeting to Order [at 5:30](#)
2. Public Comment Period – Comments limited to 3 minutes per person – [no guests](#)
3. Goals for today's meeting
  - a. Review our purpose – reference 6/27/2011 Document
  - b. Review Governance Committee responsibilities
    - i. Choose areas of interest
  - c. Begin to determine areas of responsibility and develop annual goals
    - i. Review work in process
    - ii. Identify areas where we need to research
  - d. Logistics - meeting dates/times/location for updating 2018-2019 Board Calendar
4. Review Governance Committee Role – see attached. [Committee will review and discuss any updates at our next meeting.](#)
  - a. Policies (board and school)
  - b. Board composition (recruitment, skill assessment, etc.)
  - c. Education (orientation, ongoing education, etc.)
  - d. Board evaluation
5. Policies
  - a. Review and Approve policies already reviewed, need to be documented and approved by board [Julaine will work on these. Jean will forward policy notes to Julaine from Melissa and also connect Melissa and Julaine via email. Target: Fall 2018 Board mtg for approval.](#)
    - i. #506: Behavior and Dismissal
    - ii. #514: Bullying Prohibition
    - iii. #691: Inclusive Education Program
  - b. Review Fundraising Policy & develop procedure for policy - being addressed by Development Committee
  - c. Contacted Melissa to determine status of all policies on web site – process for choosing policies to review? Any document summarizing what needs to be reviewed when?
    - i. [Melissa has reviewed all documents in the 500 series. Maisah will make these updates. Jean will connect Maisah to Melissa via email. Target: Sep or Oct Board Mtg for approval](#)
  - d. Repository – would like to consider a having 1 repository – flexible on choice, could be Google Docs, CMES web site board only tab, etc. [Chris will research setting this up on the CMES web site with board members having a userid/pswd.](#)
6. Board Composition
  - a. Melissa Santrach was developing list of potential future board members
    - i. Determine how to proceed with list and how to move forward [Jean will continue conversation with Melissa](#)
  - b. Maisah interested in representing Children's House staff on Board
    - i. Bylaws state at least 1 teacher.
    - ii. Recommend Governance Committee nominate Maisah for 3-year term.
      1. Question: understanding mix of 1, 2, and 3-year terms [Governance committee will nominate Maisah for a 3-year term at next board mtg.](#)
7. Education Plan
  - a. Individual education

- b. MACS classes for new board members, can be repeated as desired. Registration for Fall Board Training in the Twin Cities metro area will open August 6<sup>th</sup> – see below details
    - i. Encouraged to attend other classes, podcasts, books, etc. throughout the year [Jean to remind all board members to send to Chris a list of additional education taken during last year by next board mtg.](#)
    - ii. Introduction of mentor/mentee program
      - 1. Process for this being developed [Jean to mentor Julaine.](#)
  - c. Education for Board as a whole
    - i. Will vary by year and by board composition
    - ii. Strive for an education topic at each monthly meeting.
      - 1. What to choose for next board meeting – ideas, repeat something from last year, ex. Julie’s presentation on demographics of surrounding community and who we serve. Or Role of Board vs role of HOS
      - 2. Develop list of future board level education topics [We started a list of possible speakers and this will be maintained as an ongoing list. For our next Board mtg, Jean will contact Julie about presenting.](#)
8. 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* [Jean will forward copies to Maisah and Julaine and also discuss at next board mtg.](#)
  - c. Need to determine if this is the best/only way going forward
9. Any other business
10. Adjourn [Meeting adjourned at 6:30](#)

### THE BASIC 3 BOARD TRAINING COURSES

In September, 2012 the Association began offering board training on the three required topics mandated by law: “*board role and responsibilities, employment policies and practices, and financial management*” as a way of addressing the need to enhance the governance of schools. The importance of the Association offering this training was reinforced when in 2015 the MACS Board voted to provide this training as a membership benefit. Annually, the Association provides these training courses to several hundred people across the state. The courses offered by the Association are open to board members from non-member schools for a tuition fee.

**Registration for Fall Board Training in the Twin Cities metro area will open **August 6<sup>th</sup>**. You will receive a flyer with the days and times of the Fall Offerings scheduled as of today, August 1<sup>st</sup>.**

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### CHARTER SCHOOL BOARD CHAIR TRAINING

**Course 150 – The Charter School Board Chair – The Key to Effective Board Operations** will be offered on **Tuesday, October 2<sup>nd</sup>** in St. Paul. The 2 hour Seminar focuses on the qualities, competencies, and skills a board chair needs, the role and responsibilities of a board chair, and effective ways to fulfill those responsibilities.

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### MACS NEW (AND NEARLY NEW) DIRECTOR COHORT

Community Building and Networking is important in your success as a new leader. Please consider having your director or any leader in your school join us on **Thursday, Sept. 20** for a day of leadership training and networking. Joining us will be the 2018 Charter Leader of the Year winner Tracy Quarnstrom, Director of Trio Wolf Creek to do a session on Managing the Life of a New Director.