

Cornerstone Montessori Elementary School

Governance Committee Meeting Minutes (Minutes in blue)

Tuesday, March 26, 2019, 5:30 p.m.

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

AGENDA

1. Call Meeting to Order 5:50 pm
2. Public Comment Period – Comments limited to 3 minutes per person no visitors 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 and procedures currently being reviewed
 - Sent to Board for review and approval:
 1. 410 Family and Medical Leave Policy
 2. 410-1 Extended Medical and Family Leave Policy
 3. Project Vetting Checklist
 4. Task Force Charge
 - Policies waiting for end of legislative session
 1. 516 Student Medication Policy –Concerns about “creams” and “sunscreens”.
 2. 522 Student Sex Nondiscrimination Policy- Study language of sex and gender identity.
 - b. Status of New Policies
 - HOS Evaluation Committee Description - Jane Reilly is developing a draft for review by the Governance Committee and eventual board approval. Jean is meeting with Jane and Molly on Thurs 3/28
 - c. Other Policies/Procedures
 - BOD Job Description – Need to update to change references to “trustees” to “directors” to ensure consistency between all documents; need to replace text of mission statement from document with reference to current mission statement so that job description does not have to be updated if/when we update the mission statement. Discussed which exact references to change
 - Bylaws – Chris reviewed the current Bylaws as recommended by MN DOE/our new authorizer to update references to statute numbers. Updated Bylaws need to be approved by a majority of the directors. Sending Updated Bylaws with Chris’s changes to Board for approval.
5. Board Composition (recruitment, skill assessment, etc.)
 - a. Next steps for succession planning – Review timeline to ensure that we are on track (information from candidates by March 28, distribution of documents by April 19, election May 21) We had some discussion about the current Board member total and how it can be adjusted or not and which seats were up for election. Current spots are 1 Teacher, 1 Parent for 2 years, 1 Parent for 3 years, 1 Community Member for 3 years.
 - b. Update from Jean on communications with possible candidates Jean has been in contact with several possible candidates and some of them have submitted their information for election materials. Jean had a few more meetings set up before the deadline and expects to have enough candidates for the election slate.
6. Education (orientation, ongoing education, etc.)

- a. What education to choose for next board meeting –Tentatively UST will be presenting at our April meeting. Molly McGraw from UST is planning on attending the April meeting. Possible future options:
 - b. Any additions to list of future board level education topics
 - Nancy Dana- governance training
 - Understanding the budget
 - What is Montessori (good for after newly elected board members start attending meetings)
 - Understand the academic goals and how to support ehm
 - Paris Dunning (ESABA Executive Director)
7. Board Evaluation
- a. Currently we use *Board Member Evaluation Worksheet 2/17/2012*
 - Jean should be finished meeting with all board members by the time of the meeting. Jean had completed almost all of the meetings and has the remainder scheduled before the April Board meeting.
8. Next Meeting
- a. Scheduled for April 26-April 23 is actual date of next lab meeting
9. Any other business
10. Adjourn 6:36 pm