

**CORNERSTONE MONTESSORI ELEMENTARY SCHOOL
BOARD OF DIRECTORS MEETING – VIRTUAL AND INPERSON
TUESDAY, AUGUST 18, 2022 – 6:00 P.M.**

Board Members Present: Jean Melancon, Jess Goff, Julaine Roffers-Agarwal, Carolyn Ganz, Alyssa Schwartz, Sarah Stocco, Maisah Outlaw, Tyler Bouwens (6:30)

Board Members Absent:

Other Attendees: Chris Bewell, Joe Aliperto from Dieci Finance

Meeting called to order by Jean Melancon, Board Chair, at 6:06 pm.

AGENDA

Public Comment Period: Comments limited to 3 minutes per person.

No guests were present.

Consent Agenda

Document Name	Brief Explanation of Content/Changes
Draft June 21 Meeting Minutes	Board didn't meet in July so these are the most recent minutes.
Draft June 14 Closed Meeting Minutes	Note: Minutes of closed session needs board approval and stays with board members (not published on CMES web site).
Draft June 14 Open Session Meeting Minutes	
Draft May 17 Annual Meeting Minutes	
Draft August 2nd Special Meeting	Meeting to discuss time sensitive Employee Retention Credit application.
Annual Motions for the August Meeting	These are required motions that the board needs to approve annually.
2022-23 Safe Learning Plan	Updated to be current with CDC and MDE guidelines. Added that masking is optional beyond August 1, 2022. Removed arrival/dismissal guidelines, visitor requirements, changed language around some of the meals/busing, added booster shot info.
End-of-Year HOS Evaluation Report	HOS Evaluation Committee Chair's report summarizing the EOY evaluation meeting, the process, and next steps.
Parent Policies Handbook	Minimal changes - updated school start/end times which were adjusted as necessitated by the revised bus schedule. Parents required to read annually together with the Parent Program Handbook. Duplications/repetition eliminated.
Parent Program Handbook	Minimal changes – updated staff section, updated school start/end times. Duplications/repetition eliminated.
#806 Crisis Management Plan & Emergency Procedures/Policy	No changes

- Revision: Safe Learning Plan moved to HoS report

CAROLYN MADE A MOTION TO ACCEPT THE MODIFIED CONSENT AGENDA. MAISAH SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. THE MOTION PASSED UNANIMOUSLY. THE VOTES WERE:

Board Member	Aye	Nay
Bouwens ABSENT		

Ganz	x	
Goff	x	
Melancon	x	
Outlaw	x	
Roffers-Agarwal	x	
Stocco	x	

Approval of Agenda & Declaration of Conflict of Interest

- Addition of development committee report

SARAH MADE A MOTION TO APPROVE THE EVENING’S MODIFIED AGENDA. JULAINE SECONDED THE MOTION. THERE WAS NO DISCUSSION. THE MOTION PASSED UNANIMOUSLY.

Board Member	Aye	Nay
Bouwens ABSENT		
Ganz	x	
Goff	x	
Melancon	x	
Outlaw	x	
Roffers-Agarwal	x	
Stocco	x	

Jean asked whether, given the approved agenda, there were any conflicts of interest. None were disclosed.

Head of School Report -Alyssa

- Staff comes back next Thursday – return of staff is 100% at CMES!
- Devon, new social worker who has been working with Nora and getting ready
- Sanneh foundation after school K-6 – 20 spots saved for us– lots of beautiful space and programming, food, open on school holidays, free, etc – will add a bus stop for children to get there
- UST – great job and easy to work with – feedback forms on google drive for those interested –
- Spring survey recap
 - o 32 families responded – overall lots of positive – children were progressing well 100%
 - o Communication was only sticking point – everyone disagrees about what’s helpful – some people like website, some don’t, etc – there was some agreement about teachers communicating directly with families – Alyssa will work with guides and specialists to improve this
- Crisis Management Plan – if asked about anything, redirect all queries to HOS (media response time), more in board education

- Requests motion to approve revised Employee Handbook
- Safe Learning Plan needs to be updated because CDC just released new guidelines – there will be a change about quarantine requirements for exposure – but still requiring masks for 10 days or quarantining if unable to mask, requiring masking after a positive test for at least 5 days regardless of symptoms

JULAINÉ MADE A MOTION TO APPROVE BOTH THE REVISED EMPLOYEE HANDBOOK AND THE SAFE LEARNING PLAN WITH CHANGES AS NOTED BY ALYSSA. CAROLYN SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. THE MOTION PASSED UNANIMOUSLY. THE VOTES WERE:

Board Member	Aye	Nay
Bouwens ABSENT		
Ganz	x	
Goff	x	
Melancon	x	
Outlaw	x	
Roffers-Agarwal	x	
Stocco	x	

- Also - \$6,605 grant for recess equipment and staff training – Alyssa just received notification about this this afternoon.

Director of Business Operations – Chris Bewell

- 140 enrolled, 3 pending – enrollment keeps moving up and down, moving through waitlists – will settle next month probably
- Needs Conflict of Interest forms from board members by tomorrow, August 19th

Treasurer’s Report – Joe from Dieci Finance

- Audit wrapping up – everything looking good
- Met with Alyssa and Amanda (SPED) to clarify SPED funding
- Ended year close to 136 ADM, a little below budget
 - o not a huge impact as we underspent in some categories – balanced forward some ESSER dollars
- Fund balance is strong, generally all going well
- Joe talked through budget categories – some look like over budget, some below – this will all inform what we do with next years budget – nothing worrying or surprising
- Did a little better than break even because of ESSER funding, which is moving forward to next year

MAISAH MADE A MOTION TO ACCEPT THE JUNE FINANCIAL STATEMENTS. JESS SECONDED THE MOTION. THERE WAS NO DISCUSSION. THE MOTION PASSED UNANIMOUSLY. THE VOTES WERE:

Board Member	Aye	Nay
Bouwens	x	
Ganz	x	
Goff	x	
Melancon	x	
Outlaw	x	
Roffers-Agarwal	x	
Stocco	x	

- July Financials
 - o Not a whole lot of activity (5% of year, 8% of budget)
 - o Goal is to start year with 141 ADM or more – on track right now – well review by October 15 counts and see if we need to revise anything
 - o General education revenue is flowing
 - o Lease aid – apply for in October, also get hold back payment in October – things will level out – no concerns
 - o Deadlines for applications, etc coming up mostly in 2023 as they have past for this year already
 - o All looking good at this point

CAROLYN MADE A MOTION TO ACCEPT THE JULY FINANCIAL STATEMENTS. SARAH SECONDED THE MOTION. THERE WAS NO DISCUSSION. THE MOTION PASSED UNANIMOUSLY. THE VOTES WERE:

Board Member	Aye	Nay
Bouwens	x	
Ganz	x	
Goff	x	
Melancon	x	
Outlaw	x	
Roffers-Agarwal	x	
Stocco	x	

- No donations in June or July
- Employee Retention Credit update – Joe is working with lawyer to complete application, should have final number for credit at a future board meeting
- Chris – financial update re: Food and Nutrition

- This year will go back to not all children eating free
- CKC foods = new vendor – has been popular this summer
- Working on online payment system for food service payments from families
- New inclusion of medicare aid will mean more free and reduced lunch numbers this year – this will affect overall percentages, by extension affect grants, etc

Governance Committee – Julaine

- Conflict of interest – 2021 updating of statute requires updating of bylaws
- State changed rules for how Charter Schools cover board members who violate conflict of interest
 - previously, school responsible for any violations (legal fees, etc)
 - now, individual members responsible for own violations
- Working with UST and MACS to make these changes – when we are up for review, UST will do deeper dive and give any additional feedback needed

JULAINÉ MADE A MOTION TO ACCEPT BOTH THE AMENDED ARTICLES OF INCORPORATION AND BYLAWS. CAROLYN SECONDED THE MOTION. THERE WAS NO DISCUSSION. THE MOTION PASSED UNANIMOUSLY. THE VOTES WERE:

Board Member	Aye	Nay
Bouwens	x	
Ganz	x	
Goff	x	
Melancon	x	
Outlaw	x	
Roffers-Agarwal	x	
Stocco	x	

Board Education – Julaine

- Open Meeting Law
 - Publicize all meetings with proper notice and hold them in a place that is accessible to all
 - Have open meeting minutes available to all (upon request is acceptable)
 - Exceptions for Open Meeting (or when it is acceptable to have a Closed Meeting) include discussions related to employment negotiations and disciplinary action, buying property, with an attorney, etc.
- Role of Board – Crisis Management Plan
 - While the Board approves the Crisis Management Plan, we have little role in its implementation
 - The Board Chair is part of the Media Response Team

- One useful response is to refer those seeking information to Alyssa as she is the appropriate person to respond in a crisis situation

Governance – Policy Updates – Julaine

- Family and Medical leave – our policy was outdated because we don’t have 100 employees so no one qualifies for FMLA. Committee rewrote to make sure that it was accurate and clear.

JULAINÉ MADE A MOTION TO APPROVE THE AMENDED POLICY 410 FAMILY AND MEDICAL LEAVE. SARAH SECONDED THE MOTION. THERE WAS NO DISCUSSION. THE MOTION PASSED UNANIMOUSLY. THE VOTES WERE:

Board Member	Aye	Nay
Bouwens	x	
Ganz	x	
Goff	x	
Melancon	x	
Outlaw	x	
Roffers-Agarwal	x	
Stocco	x	

JULAINÉ MADE A MOTION TO RESCIND POLICY 410.1 EXTENDED FAMILY AND MEDICAL LEAVE ACT. JESS SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. THE MOTION PASSED UNANIMOUSLY. THE VOTES WERE:

Board Member	Aye	Nay
Bouwens	x	
Ganz	x	
Goff	x	
Melancon	x	
Outlaw	x	
Roffers-Agarwal	x	
Stocco	x	

Governance – Officers and Committee Chairs

- Jean is starting her third year of a 3 year term and probably leaving at the end of this year – so Julaine is stepping forward to ensure transfer of knowledge over the course of the year
- Officers
 - Chair: Julaine Roffers-Agarwal
 - Vice-Chair: Jean Melancon
 - Treasurer: Jean Melancon

- Secretary: Jess Goff
- Committee Chairs
 - Governance: Julaine Roffers-Agarwal
 - Finance: Jean Melancon
 - Development: Carolyn Ganz
 - HOS Evaluation: Jane Reilly (until mid year)

JULAINÉ MADE A MOTION TO APPROVE THE SLATE OF OFFICERS AND COMMITTEE CHAIRS. CAROLYN SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. THE MOTION WAS APPROVED UNANIMOUSLY. THE VOTES WERE:

Board Member	Aye	Nay
Bouwens	X	
Ganz	X	
Goff	X	
Melancon	X	
Outlaw	X	
Roffers-Agarwal	X	
Stocco	X	

Equity Report – Sarah and Alyssa

- Alyssa and Sarah were tasked to:
 - Review Equity Report and Alex’s Hermida’s presentation
 - Present recommendations at August board mtg
- Full equity report is 62 pages, full of data and good stuff
- Intention of getting report wasn’t for board (or Alyssa and Sarah) to decide what the next steps are – but rather to have a next phase to have an expert come in and look at report and recommendations and help us to those next steps
- Alyssa – we will share with staff and families now
 - That we have information and what we are doing with it
 - Things we can do right away – improving sense of safety and community on school buses and recess, profession development for staff, etc.
- We need consultant to help us with other big stuff
 - Looking for outside expert – maybe Tonya retired from EA?
 - Report is full of information that could be identifiable – so want to be careful about privacy and data
- Lots to think about – we need to move forward
 - Establish an Equity Task Force, Phase II
 - Provide community with abbreviated report (Alyssa)

- Best to involve others via TF to determine report inclusions while mindful of individual identities
- Establish a small group to write a report summary to present to the community
- Determine board financial allocation towards 3- 5year commitment to hire and work with trainer to transform Cornerstone - advocate for \$\$\$ towards equity work

Development Committee – Carolyn

- Planning to apply for a grant from the StPaul/Mpls Foundation/Bigelow Foundation/Mardag Foundation to fund our summer program
- Other grant plans throughout the year based on recommendations from our grant writer
- MDE made Alyssa aware of a grant today that could support equity work – due Sept. 1st so need to move

Board Chair Report

- MCM considering whether or not to consider an offer for the 1647 Ames Avenue Property – they don't really see a need if we can't use it, they don't see a need for themselves
 - Various meetings to discuss pros/cons, unknown if making an offer
 - Price dropped from \$270K to \$260K
 - MCM/CMES also thinking about how to jointly benefit the East Side
- MCM new ED, Joe McDonald
 - “Meet and greet” at CMES September or October CMES board meeting
 - Begun planning annual joint activities
- Expansion Task Force
 - Determine what the board initially needs to know to make a decision on expansion feasibility and recommended next steps
 - Fall meeting of board subset: Carolyn, Jess, Sarah, Julaine, Jean
- Family Values for Life
 - Back to school event
 - Backpack, etc. distribution
 - CMES to have a table at event

Suggested Agenda Items for Next Board Meeting

- Review MCA results and other assessments
- Annual retreat?
- Create Lease Appendix confirming rent for year, early Oct
- Establish Annual CMES/MCM joint meeting date

Feedback – what went well, etc?

- Thank you to Jean for her leadership these past years
- Tyler wishes he could have been here in person

Adjourn

SARH MADE A MOTION TO ADJOURN THE MEETING AT 7:41 PM. CAROLYN SECONDED THE MOTION. THERE WAS NO DISCUSSION. THE MOTION PASSED UNANIMOUSLY. VOTES WERE:

Board Member	Aye	Nay
Bouwens ABSENT		
Ganz	x	
Goff	x	
Melancon	x	
Outlaw	x	
Roffers-Agarwal	x	
Stocco	x	

***The next CMES Board Meeting is Tuesday, September 20, 6 p.m.
Respectfully Submitted by Jess Goff, CMES Secretary***