

**CORNERSTONE MONTESSORI ELEMENTARY SCHOOL
BOARD OF DIRECTORS MEETING – VIRTUAL AND INPERSON
TUESDAY, OCTOBER 17, 2022 – 6:00 P.M.**

Board Members Present: Jean Melancon, Jess Goff, Julaine Roffers-Agarwal, Carolyn Ganz, Alyssa Schwartz, Tyler Bouwens, Sarah Stocco, Maisah Outlaw (6:09)

Board Members Absent:

Other Attendees: Chris Bewell, Brad Falteysek from Abdo, CPA Firm (6:00-6:25), Jayahasan Bakthavatchalam, Hayley Bahnemann, Joe Aliperto from Dieci Finance (6:30-6:49)

Meeting called to order by Julaine Roffers-Agarwal, Board Chair, at 6:02 pm.

AGENDA

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

- Brad – Abdo, CPA firm that did our audit
- David Hartman, UST – authorizer visit today
- Hayley Bahnemann (LE Guide) present. Here just to listen and see what happens.
- Jayahasan, working in software development, getting MBA at U of M, Carlson, IT work, curious about new things, interested in joining Cornerstone as a way to give back

Consent Agenda

- Draft September 2022 minutes

JEAN MADE A MOTION TO ACCEPT THE CONSENT AGENDA. CAROLYN 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 ABSENT		
Roffers-Agarwal	x	
Stocco	x	

Approval of Agenda & Declaration of Conflict of Interest

CAROLYN MADE A MOTION TO APPROVE THE EVENING'S AGENDA. SARAH SECONDED THE MOTION. THERE WAS NO DISCUSSION. THE MOTION PASSED UNANIMOUSLY.

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

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

Audit Results – Brad Falteysek (Abdo)

- Issued an unmodified/clean opinion – which says that report is accurate and found no major issues
- Testing state statutes – no non-compliance issues so clean report issued
- One comment included – not issued as a finding – but should be brought to attention – MN Attorney General has noted that there should be no bonuses/retroactive pay for past work – need to have something in place ahead of time – the intention is that they have already been paid – no public purpose to get paid more
- Expenditures per pupil – typical – going up over time – seeing this elsewhere
- Fund balance – well above policy limit
- More info on slide presentation
- Food budget discussion FY 21 – distance, FY 22 fed everyone, now not doing that changes our expenditures
- Over all, positive

MAISAH MADE A MOTION TO ACCEPT THE RESULTS OF THE ANNUAL AUDIT. JEAN 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	

Head of School Report -Alyssa

- Most exciting thing – officially totally staffed, math specialist last week, social worker this week, two new para professionals
- Thursday and Friday are professional development days – lots of meetings and goal setting, OT training about sensory breaks and pencil grips, etc, also conference prep and environment prep
- UST team visited today – very lovely to host them today – report will come later

Director of Business Operations

- Enrollment update: current ADM as of 10/14 was 138, there are some expectations of children returning from overseas travel, etc that should bring enrollment back up in the next months.

Treasurer’s Report – Joe from Dieci Finance

- State currently paying us at 144 ADM so may need to adjust.
- We got various federal grants through the CARES/CRRSA/ARP Acts. This fall we will be doing a budget revision and at that time we will determine how much of the remaining ESSER funds we'd like to allocate to FY23.
- The school received a grant from Prairie Care for \$6,605 to be used towards recess equipment.
- More activity in sped as year goes on – we'll see expenditures go up - transportation student support services, etc
- More info in reports

CAROLYN MADE A MOTION TO ACCEPT THE SEPTEMBER 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	

JEAN MADE A MOTION TO ACCEPT A DONATION IN THE AMOUNT OF \$70 FROM AMAZON SMILE. MAISAH SECONDED THE MOTION. THERE WAS NO DISCUSSION. THE MOTION PASSED UNANIMOUSLY.

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

- Employee Retention Credit Update
 - o Application in, waiting to hear
 - o \$306,000 (about 90000 higher than PPP money). Other schools have started to receive checks, we'll use it conservatively in case, but this is also reimbursement for monies already paid.

Development/Communication Committee – Carolyn

- Give to the Max Day is Thursday, November 17th
- Goal is \$4000 to pay for additional COMPAS artist visits
- Opportunities for additional funds – golden tickets, etc
- Fall newsletter will promote this as well

Equity Task Force

- Update on executive summary report
 - o Hard to get as organization has disbanded
 - o Need to find someone else to write executive summary – not someone directly involved in audit
 - o Need to stick to the timeline so this is an urgent concern
 - o Priority to distribute to staff first and meet internally
 - o Then distribute to board
 - o Then to families and greater community

Expansion Task Force

- Group refined list of questions for established Montessori adolescent programs
- Visit to Sunny Hollow Montessori October 17 to view physical space and talk with lead adolescent guide Matt Ripley and HOS Emily Leutgeb
- Group will compile notes and discuss priorities for the future

Board Chair Report – Julaine

- Marc Frankel training Friday, October 14 - recording link distributed by email
- UST renewal site visit (today!)
- CMES Board strategic planning discussion retreat
 - o Aiming to schedule in January or February 2023
- CMES/MCM joint board meeting
 - o Aiming to schedule in February or early March 2023 (after retreat)

Suggested Agenda Items for Next Board Meeting

- Create Lease Appendix confirming rent for year, later in Oct
- Visit from Joe McDonald, MCM Executive Director
- Board education from CMES specialist teachers
- Approve Annual Report for UST
- Potential budget revision for approval

Feedback – what went well, etc?

Adjourn

JEAN MADE A MOTION TO ADJOURN THE MEETING AT 7:18 PM. TYLER SECONDED THE MOTION. THERE WAS NO DISCUSSION. THE MOTION PASSED UNANIMOUSLY. VOTES WERE:

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

***The next CMES Board Meeting is Tuesday, November 15, 6 p.m.
Respectfully Submitted by Jess Goff, CMES Secretary***