

**CORNERSTONE MONTESSORI ELEMENTARY SCHOOL  
BOARD OF DIRECTORS MEETING – VIRTUAL AND INPERSON  
TUESDAY, OCTOBER 19, 2021 – 6:00 P.M.**

**Board Members Present:** Jean Melancon, Jess Goff, Julaine Roffers-Agarwal, Maisah Outlaw, Sarah Stocco, Carolyn Ganz, Marcus Almon (6:25), Say Vang

**Board Members Absent:**

**Other Attendees:** Chris Bewell, Joe Aliperto (Dieci Finance), Justin Nilsen from Abdo (auditors) (6:25), Patrick Finnegan, Jessica Armstrong

**Meeting called to order by Jean Melancon, Board Chair, at 6:07 pm.**

**AGENDA**

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

Patrick – Kieran in CH1, Cornerstone community members since before COVID, here mostly to listen in on revisions to Safe Learning Plan after remarking last month, hope to hear about changes, but also want to remark on remarkable work by staff during this time

Jessica – parent, here to listen to any updates to Safe Learning Plan

**Consent Agenda**

- 2019-2020 Annual Report
- Prior Month Meeting Minutes
- HOS Evaluation

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

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

**Approval of Agenda & Declaration of Conflict of Interest**

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

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

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

**Treasurer's Report – Joe Aliperto**

- See reports
- 138 ADM currently, will closely monitor in relation to 140 ADM budget (what the state is paying us). We may revise in the near future since it's possible there will continue to be some fluctuation.
- We have received one pay back payment and there's another on the way. We will monitor to see if we want to move cash into savings.
- Spending is tracking as expected.
- Cornerstone received the Walton Grant for FY21 in the amount of \$20,000 in February 2021. The school has also secured \$25,000 from the Wend Foundation. Cornerstone has also received the Support Our Students Grant. This grant requires \$14,000 in expenditures from the school and in return the school will receive \$3,500 in grant money.
- Financial Ratios section is looking at numbers that are important to investors, should we want to purchase a building or borrow money. Things are looking good there.

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

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

**Auditor’s Report – Justin Nilsen**

Overview of process and results

- Thanks, appreciate being partners in this work, thanks for all the support from Joe, Dieci Finance, and Chris for information to support audit
- This was their second year as auditors.

Overview:

- Very positive overall
- Their job is to give opinion on financial statements and health
- They do this by looking at a large variety of financial issues - paying bills, conflicts of interest, etc
- No findings to report so that’s really positive
- Test state statutes and Minnesota legal compliance – no findings here
- ADM and General Fund Expenditures - comparative chart – 5 year trend – over all the ADM has been pretty consistent, general fund expenditures has gone up
- General fund balance compared to Expenditures is good.
- Good news is that fund balance is very strong – up to almost 40% - overall financial management is very strong
- Food Service Fund - looking good comparable to other schools
- SPED – based on need, we are spending more than state average for ADM
- More information available in audit reports
- Questions?
  - Jean – what is Region 11?
    - Other schools within geographic region (not necessarily comparable in other ways)
  - Carolyn – lots of expenses went up from 2020 to 2021, probably scrambling for COVID, is that typical?
    - Twofold answer, yes, but also relates to additional federal funding that became available – to get that funding, money needed to be spent.
    - Also, ratios for our school can change a lot with just a ADM change of 2-3 students so more noticeable with just small changes in enrollment

**CAROLYN MADE A MOTION TO ACCEPT THE RESULTS OF THE AUDIT. MARCUS SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. THE MOTION PASSED UNANIMOUSLY. THE VOTES WERE:**

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

Stocco	x	
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**Head of School Report**

- General School Operations
  - o 10 year anniversary, attended MACS meeting where Cornerstone was recognized for this milestone
  - o In person Parent Partnership yesterday – only had 3 parents show up, so may need to reevaluate if future partnership events are virtual
  - o Conferences are coming up on November 4<sup>th</sup> and 5<sup>th</sup>
  - o Work days this week Th and F in part to prepare for conferences
  - o AMI consultation coming up in April 2022
  - o UST authorization visit in November
  - o Equity Alliance starting work in November
  - o Scheduling COVID vaccine clinic for younger children (ages 5-12) hopefully in November
- MCA results from State of the School
  - o Math – 52.8% partially met, met, or exceeded standards
    - Largest proportion of children considered “proficient” in five years
  - o Reading – 68% partially met, met, or exceeded standards
    - Well above St. Paul Public School District (51.4%)
  - o Science – 45.5% partially met or met standards
  - o MCAs in 2021 not used for accountability purposes state-wide. We had many students opt out, which swings our numbers with our small pool of test takers.
- Revisions to safe learning plan
  - o Nora Springer’s (social worker) contact info included
  - o Information about medical grade masks and how they provide better protection, as well as link to CDC info about masking
  - o Fixed discrepancy about 3/6 feet – all changed to 6 feet
  - o Families shall notify the school within 24 hours about any positive test result – contact tracing, etc
  - o Guidance about guests or visitors – new section – contractors, parents and families, trainees, etc

**SARAH MADE A MOTION TO ACCEPT THE NEWLY REVISED SAFE LEARNING PLAN AS WRITTEN. JULAINE SECONDED THE MOTION. THERE WAS SOME DISCUSSION OF DISTRIBUTION AND IN-PERSON COMMUNITY EVENTS. THE MOTION PASSED UNANIMOUSLY. THE VOTES WERE:**

Board Member	Aye	Nay
Almon	x	

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

**Director of Business Operations – Chris Bewell**

- Enrollment is doing ok, everything trucking along
- We continue to have challenges with transportation, timing, drivers, etc. One bus route in particular has been very tricky and Chris has been communicating with bus company frequently to work on improving.

**Governance Committee - Julaine**

- Marc Frankel training earlier this month
- Working on how we should be conducting closed meetings if ever needed (something we do not foresee) – good to have information since closed meetings need to happen on a quick timeline generally – published procedure in this month packets, not a policy, a framework of what we would need to do – just following open meeting law
- Working on vaccine policy for staff
- Question about vaccines for children – we can recommend and facilitate, but virtually impossible to do so for emergency authorization vaccine, etc
- Ongoing work about COVID policies with information from many organizations

**Development News – Carolyn**

- Grant update - did not get grant from St Paul Foundation/Mardag Foundation; we requested three-year funding. Brief feedback from the Foundation – nothing wrong with the request, foundations funding one-year proposals. Jennifer (grant writer) suggests reapplying.
- Give to the Max Day coming up November 18th

**Board Chair Report – Jean Melancon**

- 10 year award from MACS
- UST visit coming up in November
- Joint Board Meeting November 17<sup>th</sup>

**Suggested Agenda Items for Next Board Meeting**

- Review/approve the preliminary revised budget
- MCM Lease Agreement – create Appendix confirming rent for year

Check In/End of Meeting

- Jean – after last meeting, felt unsettled and reached out to all board members, necessary that we had the discussions we had and helpful to recognize we needed to have those and are now in a better place
- Clarify from Marc Frankel – direct questions to correct level
- Thanks to Julaine for hard work
- Good work with the safe learning plan update

**Adjourn**

**CAROLYN MADE A MOTION TO ADJOURN THE MEETING AT 7:27 PM. MAISAH SECONDED THE MOTION. THERE WAS NO DISCUSSION. THE MOTION PASSED UNANIMOUSLY. VOTES WERE:**

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

***The next CMES Board Meeting is Tuesday, November 16th at 6 p.m.***

***The joint MCM/CMES Board Meeting is Wednesday, November 17<sup>th</sup> at 6 pm.***

***Respectfully Submitted by Jess Goff, CMES Secretary***