

**CORNERSTONE MONTESSORI ELEMENTARY SCHOOL
BOARD OF DIRECTORS MEETING
AUGUST 19, 2025, TUESDAY – 6:00 P.M.**

Board Members Present: Julaine Roffers-Agarwal, Alyssa Schwartz, Carolyn Ganz, Rachel Droogsma (6:06pm), Rohan Chougule, Sarah Stocco, Tom Fendt, Megan Reimer

Board Members Absent:

Other Attendees: Chris Bewell

Meeting called to order by Julaine Roffers-Agarwal, Board Chair, at 6:05pm.

AGENDA

Public Comment Period: Comments limited to 3 minutes per person. No guests this evening (except Jess Goff, who is on the agenda to help us develop a community agreement)

Consent Agenda

- Draft Previous Month's Meeting Minutes
- June 2025 Meeting Minutes
- 2025-26 Employee Handbook
- 2025-26 Parent Policies Handbook
- 2025-26 Parent Program Handbook
- 2025-26 Crisis Management Plan
- Policy 524 Internet Acceptable Use and Safety
- 2024-25 HOS Evaluation end of year meeting minutes

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

Board Member	Aye	Nay
Chougule	x	
Droogsma	x	
Fendt	x	
Ganz	x	
Reimer	x	
Roffers-Agarwal	x	
Stocco	x	

Approval of Agenda & Declaration of Conflict of Interest - Julaine

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

Board Member	Aye	Nay
Chougule	x	
Droogsma	x	
Fendt	x	
Ganz	x	
Reimer	x	
Roffers-Agarwal	x	
Stocco	x	

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

Board Member Oath of Office - Julaine

A new statutory requirement by the state: Board Member Oath of Office. Governance looked over several examples of oaths of office and wrote a draft included in our board packet.

JULAINÉ MADE A MOTION TO ACCEPT THE GOVERNANCE COMMITTEE'S DRAFT OF THE OATH OF OFFICE DOCUMENT NOW REQUIRED BY STATE STATUTE . ROHAN SECONDED THE MOTION. THERE WAS NO DISCUSSION. THE MOTION PASSED UNANIMOUSLY. THE VOTES WERE:

Board Member	Aye	Nay
Chougule	x	
Droogsma	x	
Fendt	x	
Ganz	x	
Reimer	x	
Roffers-Agarwal	x	
Stocco	x	

Each board member needs to sign their Oath of Office and return to Chris. Chris will make it a fillable PDF and will send it out to Board members.

Approval of annual motions:

- Waiving the pledge of allegiance requirement
- Assign designated bank as depository for the year
- Delegate authority for Electronic Funds Transfer (EFT)

CAROLYN MADE A MOTION TO ACCEPT THE APPROVAL OF THREE ANNUAL MOTIONS.. MEGAN SECONDED THE MOTION. THERE WAS NO DISCUSSION. THE MOTION PASSED UNANIMOUSLY. THE VOTES WERE:

Board Member	Aye	Nay
Chougule	x	
Droogsma	x	
Fendt	x	
Ganz	x	
Reimer	x	
Roffers-Agarwal	x	
Stocco	x	

Treasurer's Report - Carolyn

- June Financials: ended the year with 136 enrolled; adm 133.9. State will adjust adm payments
- There was a software glitch that has thrown off the ability to report out July financials
- June Cash balance and CD balance
- 100% of the way through the year, ??% received, 100% spent
- Grants: nothing to report
- Cash flow: Rohan had a question about a discrepancy, but Joe reconciled it
- No donations in June
- Holdback is still 10%
- YTD actual and YTD budget: seem like they're going to be where they intended to be
- 34% fund balance; very healthy
- More details in reports -
- Had an issue with the bus company: billed for one extra month accidentally, which we paid, so Chris is working with them to adjust our payments for this coming school year.
- Food service: always have to supplement the food service bill from our general fund and it appears that will continue until further notice
- Final adjustments will come from Joe once the software glitch gets figured out.

CAROLYN MADE A MOTION TO ACCEPT THE JUNE FINANCIALS. ROHAN SECONDED THE MOTION. THERE WAS NO DISCUSSION. THE MOTION PASSED UNANIMOUSLY. THE VOTES WERE:

Board Member	Aye	Nay
Chougule	x	
Droogsma	x	
Fendt	x	
Ganz	x	
Reimer	x	
Roffers-Agarwal	x	
Stocco	x	

Reinvestment of CD Funds - Carolyn

- Carolyn reported on two CDs: June 24th, one matured; another coming on October 3rd. For the CD in June, we did another 6 month CD at a 3.8% rate.

CAROLYN MADE A MOTION TO CONFIRM THE FINANCE COMMITTEE'S REINVESTMENT OF FUNDS FROM THE CD HELD AT NORTHEAST BANK, WHICH MATURED JUNE 24, 2025, FOR A SIX-MONTH PERIOD AT AN INTEREST RATE OF 3.8%. ROHAN SECONDED THE MOTION. DISCUSSION: ROHAN CLARIFIED THAT THE RATE WOULD BE MAINTAINED AT 3.8%. THE MOTION PASSED UNANIMOUSLY. THE VOTES WERE:

Board Member	Aye	Nay
Chougule	x	
Droogsma	x	
Fendt	x	
Ganz	x	
Reimer	x	
Roffers-Agarwal	x	
Stocco	x	

Head of School Report - Alyssa

Lots of new hires this year! Included in new hires is a new social worker. Alyssa has been out in the community with swag from the Advancement Committee, which has been very successful.

- Submitted 4th quarter UST report
- Submitted PrairieCare grant report
- Submitted 2024-25 ADSIS reports
- Upcoming events Board members are welcome to attend
 - August 27 3:00-6:00 Back to School Night
 - September 19 11:00 (tentative) International Day of Peace
 - September 19 4:30-6:00 Fall Festival
 - September 29 5:00-6:30 Parent Partnership

- No Cornerstone Café in September
- Contact Alyssa to schedule a time to observe in an environment

HOS Evaluation documents have been posted.

SARAH MADE A MOTION TO ACCEPT THE HOS EVALUATION DOCUMENTS. MEGAN SECONDED THE MOTION. THERE WAS NO DISCUSSION. THE MOTION PASSED UNANIMOUSLY. THE VOTES WERE:

Board Member	Aye	Nay
Chougule	x	
Droogsma	x	
Fendt	x	
Ganz	x	
Reimer	x	
Roffers-Agarwal	x	
Stocco	x	

Director of Budget Operations - Chris

- Current Enrollment - 138
- Current applications - not a lot of waitlisted children. Perhaps as we get more Advancement Committee swag into the community, we will see more applications.
- Last week was the audit and it went well. Should be able to present findings in October or November. We should get a video document of the report, and Joe can clarify any questions.

Board Education: Community Agreement - Jess & Julaine

Jess Goff (former Board member and current Upper Elementary Lead Guide) led our discussion about building community agreements. Kinds of community agreements: **relational** (how do we want to interact with each other?); **operational** (what systems do we want to support our shared work?). Broke out into smaller groups to discuss

Notes from 2025 Discussion

Relational

- Curiosity - even if you don't agree, approaching to understand, open to discussion, stimulating more interaction, more productive dialogue
- Assuming good intentions
- Being transparent - just say what you mean
- Respectfully
- Learning from each other
- Listening, not just speaking

- Be willing to make mistakes
- Ask questions
- Knowing boundaries - separating board context from others
- Work with each other's strengths
- Review and confirm our role as board members - commit to our work this year and beyond - how do we support and protect the community (particularly in this current political climate)?
- We are on the same team and are working to solve problems together

Operational

- Communication response times outside of board meetings - 48 hours seems reasonable - set up out of office if not available - or let Julaine know to text directly if response is needed
- Consent agenda - remember that committees do preview, but we also need to read over everything
- Share processes
- Email/text structure would be helpful
- Systems for getting stakeholder voices - how to stay grounded in our work
- Community building happens really well when we are together - guidelines around being present - whole board meetings, events, observations, etc

Agreements 2024

Relational Agreements

Communication

We seek to communicate directly and respectfully. We listen as well as share, and we aim to engage in clear, honest, and responsive communication in person and online.

Time

We make time individually and in meetings to process information and gather perspectives.

Operational Agreements

We support each other and our work in many ways. Specifically we agree to:

1. *Distribute existing agreements in the July board packet and revisit board member roles and agreements every year during our September meeting.*
2. *Provide board meeting materials to the board chair by expected deadlines.*
3. *Read board emails and respond as requested within 48 hours.*
4. *Read board packets and other materials in full ahead of time.*
5. *Attend at least 2 school events in the course of the year*

Next steps:

Share notes and past agreements in board meeting minutes. Revise and refine during September meeting (either with Jess facilitating or simply as a group)

Governance Committee - Julaine

In addition to the Oath of Office requirement, there's a Language Access Plan that is required to outline how school staff will communicate with families that can more effectively communicate in a language other than English.

ROHAN MADE A MOTION TO ADOPT THE LANGUAGE ACCESS PLAN. CAROLYN SECONDED THE MOTION. DISCUSSION: ALYSSA ADDED THAT MDE MADE THE REQUIREMENT TO ADD IT TO THE PARENT HANDBOOK. THE MOTION PASSED UNANIMOUSLY. THE VOTES WERE:

Board Member	Aye	Nay
Chougule	x	
Droogsma	x	
Fendt	x	
Ganz	x	
Reimer	x	
Roffers-Agarwal	x	
Stocco	x	

Board Chair Report - Julaine

- Legislature reduced their requirements for reporting locations for Zoom: no more requirements for address or ADA accessibility, but you are required to keep your camera on and microphone on while on the call.
- Survey coming soon to assess availability for Board Retreat in September/early October. This should be an event that everyone should be in person for. Typically, it's a half day event.
- Please sign up for a time at the Board table at Back to School Night on Wednesday, August 27th from 3-6pm. Typically, slots are ½ hour to 1 hour slots. Sarah will get Tom and Megan Board member name tags.

Advancement Committee - Rachel

- Swag! We have stuff that has CMES on them! Three smaller events were attended by Rachel and Alyssa. Lots of good conversations and giving away a lot of swag. Most people hadn't heard of CMES and got very excited about it, especially when they heard it was a public, not private school. It seems clear that CMES needs to have a banner that states we're tuition-free or public school for grades K-6.
- Having a book fair this fall with Red Balloon Bookshop!
- Making a template for CMES newsletter to make it engaging and relevant

CAROLYN MADE A MOTION TO ADJOURN THE MEETING AT 7:34 PM. RACHEL SECONDED THE MOTION. THERE WAS NO DISCUSSION. THE MOTION PASSED UNANIMOUSLY. THE VOTES WERE:

Board Member	Aye	Nay
Chougule	x	
Droogsma	x	
Fendt	x	
Ganz	x	
Reimer	x	
Roffers-Agarwal	x	
Stocco	x	

***The next CMES Board Meeting is September 16th 2025 at 6 p.m.
Respectfully Submitted by Sarah Stocco, CMES Secretary.***