

**CORNERSTONE MONTESSORI ELEMENTARY SCHOOL
BOARD OF DIRECTORS MEETING
JUNE 18, 2024, TUESDAY – 6:00 P.M.**

Board Members Present: Jess Goff, Julaine Roffers-Agarwal, Sarah Stocco, Jean Melancon, Rohan Chougule, Alyssa Schwartz, Jeremy Miller, Carolyn Ganz

Board Members Absent: Tyler Bouwens

Other Attendees: Chris Bewell, Joe Aliperto (6:31-6:42)

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

AGENDA

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

- No guests present

Consent Agenda

- May 2024 Meeting Minutes
- 2024 Annual Meeting Minutes
- Policy 513 Acceleration and Retention

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	A	
Chougule	x	
Ganz	x	
Goff	x	
Melancon	x	
Miller	x	
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. THE MOTION PASSED UNANIMOUSLY.

Board Member	Aye	Nay
Bouwens	A	
Chougule	x	
Ganz	x	
Goff	x	

Melancon	x	
Miller	x	
Roffers-Agarwal	x	
Stocco	x	

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

Head of School Report – Alyssa

- Today was the last year with staff
- Year ended smoothly
- Great to see folks at ice cream social and graduation
- In the midst of lots of report-writing, distributing contracts, etc
- Have offered a math specialist position, still looking for SPED teacher
- Upcoming events:
 - July 10 – Embracing Equity webinar on public school board leadership (<https://www.embracingequity.org/webinars>)
 - August 28 – Back to School Fair
- MCM/CMS admin position – have some applications, will hire soon
- Typically we approve a staff roster in June – this year without names as we do not approve specific people (that’s Alyssa’s call) but rather we approve the number and positions of people. Alyssa notes that the number of SPED paras changes based on number of children needed those services.

ROHAN MADE A MOTION TO APPROVE THE 2024-2025 STAFF ROSTER. JEAN SECONDED THE MOTION. THERE WAS THE DISCUSSION OF COMPARISION OF STAFF NUMBERS TO LAST YEAR – THE SAME WITH THE CHANGE OF NO FLOAT TEACHER THIS YEAR. THE MOTION PASSED UNANIMOUSLY. THE VOTES WERE:

Board Member	Aye	Nay
Bouwens	A	
Chougule	x	
Ganz	x	
Goff	x	
Melancon	x	
Miller	x	
Roffers-Agarwal	x	
Stocco	x	

Director of Business Operations – Chris Bewell

- Enrollment update 137 current, but ADM will still be 138 something
- 24-25 enrollment update – we have some openings still. We currently have 135 enrolled. We would like especially to fill the kindergarten spots.

- Some discussion of children leaving after 5th grade.
- PLEASE SEND BOARD TRAINING RECORDS TO CHRIS BY JULY 1ST.

Advancement Committee

- Established a monthly meeting schedule for 2024-25
- Heather Kamia, current CMES parent and CMES social work intern, joined the meeting and contributed several suggestions. She has previous grant writing experience and will be writing grant proposals on a trial basis. Our contract with Jennifer, our previous contracted grant writer, is up at the end of June and we are hoping that Heather can replace her.
- Discussion of a regular newsletter to “Friends of the School” group – this also helps with donations. Heather had the suggestion of finding a marketing intern to do this. Concern about getting out newsletter in a timely fashion – before September.
- If you’ve seen some things in other newsletters, etc, send a note to Chris Bewell and she’ll make a newsletter happen this summer.

Treasurer’s Report - Joe

- o 137 students, ended up at 138.78 ADM
- o Budgeted currently at 138 – so that’s good
- o We have good cash balance and money in CDs as well
- o 92% through the year, 89% of revenue received, 87% spent
- o No changes and no need to anticipate borrowing
- o Working on spending ESSER funds which will disappear at the end of September.
- o Everything looks good over all, strong, healthy
- o Title deadline coming up on June 30
- o Lease Aid deadline in the fall
- o Audit scheduled for second week in August
- o Overview of financial on reports

CAROLYN MADE A MOTION TO ACCEPT THE MAY FINANCIAL STATEMENTS. JEREMY6 YSECONDED THE MOTION. THERE WAS NO DISCUSSION. THE MOTION PASSED UNANIMOUSLY. THE VOTES WERE:

Board Member	Aye	Nay
Bouwens	A	
Chougule	x	
Ganz	x	
Goff	x	
Melancon	x	
Miller	x	
Roffers-Agarwal	x	
Stocco	x	

- May donations totaling \$111.80.
 - \$100 from US Bank Foundation
 - \$11.80 from Boxtops

JESS MADE A MOTION TO ACCEPT THE MAY DONATIONS TOTALING \$111.80 FROM THE US BANK FOUNDATION AND BOXTOPS. SARAH SECONDED THE MOTION. THERE WAS NO DISCUSSION. THE MOTION PASSED UNANIMOUSLY. THE VOTES WERE:

Board Member	Aye	Nay
Bouwens	A	
Chougule	x	
Ganz	x	
Goff	x	
Melancon	x	
Miller	x	
Roffers-Agarwal	x	
Stocco	x	

Board Education

- Overview of our responsibilities and overall year calendar
 - *HOS responsible for school operations and reporting to authorizer*
 - *Board/committees responsible for strategic plan initiatives reflected in goals*
- COVID's long tail – even though we have tried to remain strategic, the shift in our focus that happened in the pandemic still impacts us
- Annual Cycle: Calendar with two-month chunks of tasks that typically fall into those periods
 - July and August
 - Welcome new board members
 - Approve officers/committee chairs
 - Accept annual items required by school, MDE, authorizer, etc
 - September and October
 - Board retreat
 - Establish board, committee, and HoS goals
 - Set enrollment for lease fee
 - November and December
 - Board and committee work
 - Create task forces as necessary
 - Revise budget
 - January and February
 - Mid-year committee review
 - Mid-year HoS review
 - Review lottery process
 - March and April

- Board and committee work
 - Obtain new benefit package quotes
 - Solicit potential new board members
 - Revise budget
- May and June
 - Conduct annual meeting
 - Approve new board member election results
 - Approve next year's budget, personnel decisions
 - Annual survey
- Discussion of how to help get information in a timely fashion – especially around finances – Carolyn will be putting procedure in place to make more clear how to request board funding – good to ask far in advance
- Where do we make space for the larger vision questions? Board retreat – but where else? Further planning and discussion incorporated throughout year in meetings and committee meetings.

Marketing Task Force (Jeremy)

- Have met twice in the last month
- Proposal from Julie Richards to help focus marketing efforts – will meet again with her next week – valuable resource, but also don't want to duplicate efforts that we've already done
- Connections with East Side and greater St. Paul Events – Dragon Festival, Hmong International Festival, etc

Strategic Plan – Rohan

- Simplified CMES Strategic Plan Document
 - Each Board member please review the updated simplified CMES Strategic plan document for 2024-29
 - Share your feedback, changes and comments by ***Friday July 19, 2024 to Rohan***
 - The goal will be to finalize the document by the August 2024 Board meeting
- Strategic Plan Template
 - Instructions to complete the template are included at the start of the template. Reach out to Rohan for any questions
 - Committee & TF chairs to review the template and complete the sections assigned to your committee only
- Submit the completed template by ***Friday July 19, 2024 to Rohan***
- Planning to share at the August meeting

Committee Chair Reports about ongoing work

- Governance Committee – Julaine
 - Talking about board member recruitment

- Equity Committee – Sarah
 - o Close to setting regular meeting schedule
 - o Reviewing staff and parent handbooks with equity lens
 - o Talking about how to equitably run meetings
- Finance Committee – Carolyn
 - o Meeting in July to review the charter and clean up procedures
 - o Planning to be ready to present for August meeting
- HoS Committee – Carolyn
 - o Included Joe McDonald before, but no longer obviously
 - o This charter also requires rewriting
- Advancement Committee – Julaine for absent Tyler
 - o Still working on strong grant-writing process
 - o Marketing Task Force has helped with some of the marketing portion of advancement
 - o Working on coordinating to have unified effort

Governance Committee

- Acknowledgement that the Board positions include at least two members who are in the last year of their terms (Jean and Jess). Thinking about ongoing plan for these positions is part of the Governance Committee’s work.
- Slate of Board Positions and Committee Chairs
 - o Chair – Julaine
 - o Vice-Chair – Jean
 - o Treasurer – Carolyn
 - o Secretary – Jess
 - o Governance Committee – Julaine
 - o Finance Committee – Carolyn
 - o Advancement Committee – Tyler
 - o Equity Committee – Sarah
 - o HoS Evaluation – Carolyn

SARAH MADE A MOTION TO ACCEPT THE SLATE OF BOARD POSITIONS AND COMMITTEE CHAIRS. CAROLYN SECONDED THE MOTION. THERE WAS NO DISCUSSION. THE MOTION PASSED UNANIMOUSLY. THE VOTES WERE:

Board Member	Aye	Nay
Bouwens	A	
Chougule	x	
Ganz	x	
Goff	x	
Melancon	x	
Miller	x	
Roffers-Agarwal	x	
Stocco	x	

- Board and Committee Meeting Schedule
 - Board meetings: 3rd Tuesday of each month at 6 pm (no meeting in July or December)
 - Annual meeting: 3rd Tuesday of May at 5:30 pm
 - Finance meetings: Thursday before 3rd Tuesday each month at 2 pm (shift July meeting)
 - Governance meetings: 4th Tuesday of each month at 6 pm (December TBD)
 - Advancement meetings: 2nd Tuesday of each month at 10:30 am (shift June meeting)
 - Equity meetings: TBD, planning for monthly
 - HOS Evaluation meetings: fall, midyear, June

JEAN MADE A MOTION TO ACCEPT THE 2024-2025 BOARD AND COMMITTEE MEETING SCHEDULE. JESS SECONDED THE MOTION. THERE WAS NO DISCUSSION. THE MOTION PASSED UNANIMOUSLY. THE VOTES WERE:

Board Member	Aye	Nay
Bouwens	A	
Chougule	x	
Ganz	x	
Goff	x	
Melancon	x	
Miller	x	
Roffers-Agarwal	x	
Stocco	x	

- 2023-2024 Whole Board Evaluation Averages
 - Statements and averages will be taken back to Governance to talk about how to address lower scores and what can be done to strengthen work.
 - Scores ranged from 2.75 - 4.625 out of 5. The lowest score was about donors and donation campaigns. Most scores were between 3.75-4.5.
 - Julaine will share more about the scores with us – distribution, etc.

Board Chair Report – Julaine

- Thank you all for your work this Board year!
 - We’ve done a lot this year! While we can definitely see that there is more work to do, we have done a lot.
- Welcome to new Board member, Rachel – she will join us at the next meeting.
- Keep an eye out for communications with links for Board member resources this summer to help make accessing materials easier in 2024-25 Board year

- Please sign up for a time to meet families during Back to School Night August 28, 3:00-6:00

Next Meeting – AUGUST 20, 2024

- No meeting in July
- Approving handbooks, etc at that meeting.

Feedback – what went well?

- REMINDER: please send board training records to Chris by July 1st.
- REMINDER: Committee Chairs should complete Strategic Planning document – talk to Rohan if questions
- Feel free to contact Julaine to share any other input.

CAROLYN MADE A MOTION TO ADJOURN THE MEETING AT 7:24 PM. SARAH SECONDED THE MOTION. THERE WAS NO DISCUSSION. THE MOTION PASSED UNANIMOUSLY. THE VOTES WERE:

Board Member	Aye	Nay
Bouwens	A	
Chougule	x	
Ganz	x	
Goff	x	
Melancon	x	
Miller	x	
Roffers-Agarwal	x	
Stocco	x	

The next CMES Board Meeting is August 20, 2024 at 6 p.m.

Respectfully Submitted by Jess Goff, CMES Secretary.