

**CORNERSTONE MONTESSORI ELEMENTARY SCHOOL  
BOARD OF DIRECTORS MEETING  
NOVEMBER 19, 2024, TUESDAY – 6:00 P.M.**

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

**Board Members Absent:**

**Other Attendees:** Chris Bewell

**Meeting called to order by Julaine Roffers-Agarwal, Board Chair, at 6:04 pm.**

**AGENDA**

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

- No guests present

**Consent Agenda**

- Retreat Minutes
- 2023-24 Annual Report for UST
- October 2024 Meeting Minutes

**JEAN MADE A MOTION TO ACCEPT THE CONSENT AGENDA. RACHEL SECONDED THE MOTION. THERE WERE COMPLIMENTS ABOUT THE BEAUTIFUL ANNUAL REPORT. THERE WAS NO FURTHER DISCUSSION. THE MOTION PASSED UNANIMOUSLY. THE VOTES WERE:**

Board Member	Aye	Nay
Chougule	x	
Droogsma	x	
Ganz	x	
Goff	x	
Melancon	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. THERE WAS NO FURTHER DISCUSSION. THE MOTION PASSED UNANIMOUSLY.**

Board Member	Aye	Nay
Chougule	x	
Droogsma	x	

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

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

**Treasurer’s Report - Carolyn**

- ADM 132 currently
- The state is paying us at 140 and we budgeted at 138 so adjustments are in the works.
- Carolyn talked through the reports - cash balance, CDs, grants, etc. Nothing unexpected.
- ESSER funds are now gone. We did have some left over but Joe mentioned in meeting that most schools had this problem - very specific program to qualify to spend this.
- No donations in October.
- Federal moneys are 2% of our budget - on our mind given current political discussions
- Fund balance is very good 36.6% - partly because we are sitting on ERC funds until we are sure it won’t be asked to be returned .
- Food service funding is still tricky/deficit for us - we are working hard to correctly estimate and it's a priority for MACS as well.

**SARAH MADE A MOTION TO ACCEPT THE OCTOBER FINANCIALS. ROHAN SECONDED THE MOTION. THERE WAS NO DISCUSSION. THE MOTION PASSED UNANIMOUSLY. THE VOTES WERE:**

Board Member	Aye	Nay
Chougule	x	
Droogsma	x	
Ganz	x	
Goff	x	
Melancon	x	
Roffers-Agarwal	x	
Stocco	x	

- Reminder - Give to the Max is on Thursday! You can bring a donation to school rather than go through the website if you want to maximize donation. There are currently Golden Tickets (\$1000) one per day and on Thursday there is one every hour on the website.

- We have a CD maturing in December. The Finance committee would like to reinvest this into another CD. The exact term and rate would be decided as the CD matures.
- We have another CD that matures in May so we feel comfortable not needing the money from this one for the next 13 months.

**JESS MADE A MOTION TO AUTHORIZE THE BOARD TREASURER, WITH THE APPROVAL OF THE FINANCE COMMITTEE, TO REINVEST PROCEEDS FROM THE CD HELD AT NORTHEAST BANK WHEN IT MATURES IN DECEMBER 2024 IN ANOTHER CD FOR A PERIOD NOT TO EXCEED 13 MONTHS AND AT AN INTEREST RATE WHICH REFLECTS REASONABLE MARKET RATES AT THE TIME OF REINVESTMENT. SARAH SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. THE MOTION PASSED UNANIMOUSLY. THE VOTES WERE:**

Board Member	Aye	Nay
Chougule	x	
Droogsma	x	
Ganz	x	
Goff	x	
Melancon	x	
Roffers-Agarwal	x	
Stocco	x	

**Director of Business Operations – Chris Bewell**

- Some movement in enrollment - hovering around 131 even with some movement back and forth.
- Ready for Give to the Max opportunities - sending out reminders, etc.
- Transportation is still going quite smoothly.

**Marketing Task Force Update from Julaine**

- The timeline was that this task force would end in December.
- The idea was that staff and/or members of the Advancement committee would take this work
- Winding down this task force and making a plan for this work
- Building collaborative community relationships
  - Jean has communicated with staff and parents to help get them started
- Julaine, Rohan, and Jean to meet to discuss how to transition marketing activity to Advancement Committee
  - Julaine has met with a parent with marketing experience who is interested in continuing a marketing plan
- Big thanks to Jean, Rohan, and Jeremy - lots of work over the last year plus - finding out things we should do and things we shouldn't do - all valuable information

**Head of School Report – Alyssa**

- Fall parent/teacher conferences completed, nearly 100% participation

- Looking to hire a replacement social worker or behavioral professional
  - currently time being filled by Liesl 3 days a week 9-2:30, through December
- Upcoming events Board members are welcome to attend
  - Cornerstone Café, 12/6 - 8:30-9:30
  - Contact Alyssa to schedule a time to observe in an environment
- UE Alum night last night - 49 total (including 17 alums) - great turnout - really nice event.
- Thank you for contributing to food for staff during conferences!

**Strategic Planning - Update from Julaine**

- Julaine incorporated feedback from discussion at Retreat, Alyssa reviewed and helped revise
- Timeline:
  - Preliminarily review document today (with previous document for comparison)
  - Julaine will send out a Google form after Thanksgiving for feedback, due Friday, December 6
  - Board meeting on Tuesday, December 17 at 6 pm to solely discuss the Strategic Plan document
- This timeline sounds reasonable to members.
- New drafted plan acknowledges what we have done in the past years - which is a lot! - and then lays out clear, concise, condensed focus in our four areas.
- Julaine really wants feedback and input on this - now, via google form, and in person in December.
- Question about timeline for work - is this something we lay out in December before publicly publishing this document? Maybe - we will talk more about that then - obviously timeline matters, whether or not it goes in this document is not yet decided
- Language note: we are deepening and broadening the pillars that we already had

**Board Chair Report - Julaine**

- Marc Frankel training recording link has not been shared with me yet, will distribute to those interested as soon as I have it.
- Thanks again for contributing to food for staff during conferences!
- December agenda will be mostly Strategic Plan - and quick financials so we don't have to do two months in January.

**Feedback - what went well?**

- Nice work with financial reports, Carolyn! Thank you!

**CAROLYN MADE A MOTION TO ADJOURN THE MEETING AT 6:51 PM. JEAN SECONDED THE MOTION. THERE WAS NO DISCUSSION. THE MOTION PASSED UNANIMOUSLY. THE VOTES WERE:**

Board Member	Aye	Nay
Chougule	x	
Droogsma	x	

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

***The next CMES Board Meeting is Tuesday, December 17, 2024 at 6 p.m.  
The following CMES Board Meeting is Tuesday, January 21, 2025 at 6 p.m.  
Respectfully Submitted by Jess Goff, CMES Secretary.***