

**CORNERSTONE MONTESSORI ELEMENTARY SCHOOL  
BOARD OF DIRECTORS MEETING – VIRTUAL AND INPERSON  
TUESDAY, MARCH 15, 2022 – 6:00 P.M.**

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

**Board Members Absent:** Maisah Outlaw, Marcus Almon

**Other Attendees:** David Hartman (UST) Chris Bewell

**Meeting called to order by Jean Melancon, Board Chair, at 6:03 pm.**

**AGENDA**

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

One guest present: David Hartman (our new contact with UST). No comments, just observing.

**Consent Agenda**

- Draft Previous Month Meeting Minutes (Jan, no mtg in Feb)
- HOS Annual Goals & PDP
- Policies 506, 513, 691

Document Name	Brief Explanation of Content/Changes
Draft January Meeting Minutes	Note: We didn't have a February meeting so we need to approve the most recent board meeting minutes. The Feb 5, 2022 slides serve as reference for the board retreat. They are posted on Google drive.
HOS Annual Goals	Goals are for half year as HOS returned from LOA in January. Goals align with those identified by board at February board retreat.
HOS Professional Development Plan	PDP is for half year as HOS returned from LOA in January.
Policy Name	These policies were reviewed by the Governance Committee per requirement to review policies every three years.
513 Acceleration & Retention Policy	No changes
506 Behavior and Dismissal Policy	Redlined – adds clarity for special education children.
691 Inclusive Education Program	Redlined – clarified to further define diverse genders.

**CAROLYN 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 ABSENT		
Stocco	x	

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

**SARAH 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 ABSENT		
Stocco	x	

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

**Treasurer's Report – Jean on behalf of Joe from Dieci Finance who couldn't make it tonight**

- See reports
- ADM is at 137. This is what we are budgeted for and the state is currently paying us for 138.
- There were no donations to report for January or February.
- The school has secured 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. The school has also received a \$25,000 grant from the Wend Foundation, a \$3,000 grant from Dollar General Literacy Foundation, as well as a \$15,000 grant from the O'Shaughnessy Foundation.
- The school has hired a grant writer to help with applying for new opportunities. There is currently no commitment beyond a calendar but a good move to look for more opportunities.

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

Board Member	Aye	Nay
Almon ABSENT		
Ganz	x	
Goff	x	
Melancon	x	

Roffers-Agarwal	x	
Outlaw ABSENT		
Stocco	x	

**JULAINÉ MADE A MOTION TO ACCEPT THE FEBRUARY FINANCIAL STATEMENTS. JESS SECONDED THE MOTION. THERE WAS NO DISCUSSION. THE MOTION PASSED UNANIMOUSLY. THE VOTES WERE:**

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

### **Head of School Report - Alyssa**

- Busy!
- Sent out summer program info to parents – we will offer 3 two-week sessions for up to 60 children in elementary, numbers will drive staffing, will be a mix
- Two days of in service for staff last week – Friday was mostly LG prep for conferences and support staff working on modifications for SPED, cleaning, etc. Thursday was combo of cleaning and meetings and a good webinar about trauma informed school - really interesting and informative. Alyssa will share info about the webinar recording if anyone else wants to watch it before it expires
- Working on all the end of the year tasks – K and 3<sup>rd</sup> year visits, graduation, staff evals and intent to return, reenrollment, etc
- COMPAS arts organization – workshops rather than artist in residence – March 31 PM workshop. There will be a different artist in each classroom, Question about whether this can be ongoing work/connection – hopefully! Currently ARP funding – but will need to address for sustainability across time.

### **Director of Business Operations – Chris Bewell**

- Lots of applications coming in.
- No flyers but word has been getting out
- MACS charter school event – Chris is assuming this is not happening this year.
- She will update flyer and it can be attached to newsletter and pass it around, etc

## **Governance Committee – Julaine**

- Board elections coming up
  - Jess and Marcus both finishing up terms
  - Also reaching out to potential new board members
  - If any of us think of candidates, please share – even if throughout the year – good to keep getting people involved

## **Board Chair Report**

- Save the date for Equity Alliance presentation on April 14<sup>th</sup>, 6:30 – still TBD about zoom or in person
- Feb 5 board retreat was a good time to focus on strategic plan – see slide titled ‘Initiative Activities’ showing initiatives identified at board retreat and distribution of initiatives between HOS and the board.
- Expansion timeline revisions
  - David mentioned that UST expansion application process is June of the year before opening.
- Boys Totem Town site – we looked at maps, etc to see where it was and what it might look like. Sarah will look into trying to schedule a visit for those interested.
- Research Tasks for possible Adolescent Program
  - Preliminary Research – board or other or both?
    - Query families of 4-5<sup>th</sup> grade, level of interest in attending Jr High?
    - Enrollment prediction by year for Jr High – Excel modeling of enrollment predictions
    - Hmong Church – flexible timeline, willing to lease a portion or entire church, Kou Vang willing to create financial model based on proposed use of church, lower level
    - Supplies – what’s needed
    - Environment – what’s needed for Jr High space
    - Impact on existing program – children and staff
  - Financial
    - Need supplemental support for HOS and administration
    - Salary for Jr High staff
    - Ideal sustainable size for Jr high – financial and robust program for students
    - Cost of supplies, etc
  - Preparation/Implementation if board commits to Jr High

- At what point do we commit – and what does that mean?
  - Submit to UST the expansion application – 1<sup>st</sup> day of June, acceptance in Aug/Sep
  - Hire a teacher
  - Develop the program
  - Make a commitment to lease space – the church or another location
  - Communicate decision to staff and families – at what point
  - Teacher search - desired hire at least one year before opening Jr High
  - Could be PT, use as sub, whatever, can they be remote when starting, etc.?
- Lots of discussion - Alyssa – questions – do parents want to send their children and if so, who are they – want to make sure we are looking at funding – questions about lease money, enrollment/graduates, etc, admin support questions, relationship wih MCM, new ED there, etc, etc
  - Proposal to restart Expansion Task Force –with original charge voted on by board - interested parties: Carolyn, Jean, Julaine, Jess are willing to work on that – could also invite others that aren’t currently board members.

**Suggested Agenda Items for Next Board Meeting**

- School calendar
- Annual meeting
- Slate of candidates
- Lottery results

Discussion of what went well what we could do differently

- Thanks to David from UST – nice to put face with name
- Appreciate the zoom option in busy times.

**Adjourn**

**JULAINÉ MADE A MOTION TO ADJOURN THE MEETING AT 7:13 PM. CAROLYN SECONDED THE MOTION. THERE WAS NO DISCUSSION. THE MOTION PASSED UNANIMOUSLY. VOTES WERE:**

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

Stocco	x	
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***The next CMES Board Meeting is Tuesday, April 19<sup>th</sup> at 6 p.m.  
Respectfully Submitted by Jess Goff, CMES Secretary.***