

**CORNERSTONE MONTESSORI ELEMENTARY SCHOOL
BOARD OF DIRECTORS MEETING – VIRTUAL
TUESDAY, JUNE 22, 2021 – 6:00 P.M.**

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

Board Members Absent: Marcus Almon

Other Attendees: Chris Bewell, Say Vang

Meeting called to order by Jean Melancon, Board Chair, at 6:05 pm.

AGENDA

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

Say Vang, interim HoS is visiting as she starts to transition into the admin sub position for Alyssa. We introduced ourselves to her.

Consent Agenda

- Prior Month Meeting Minutes
- Annual Board Meeting Minutes
- Policy 524 Internet Acceptable Use and Safety Policy
- Staff Roster
- Breakfast/lunch price for Food/Nutrition Program
- Board/committee calendar for next year

CAROLYN MADE A MOTION TO ACCEPT THE CONSENT AGENDA. MAISAH 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

JULAINÉ MADE A MOTION TO APPROVE THE EVENING’S AGENDA. CAROLYN 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.

Head of School Report – Alyssa Schwartz

- School has ended. Graduation was lovely - streaming and live.
- Summer programming starts on Monday, 6/28, Kindergarten started yesterday – Amber is leading Elementary program and it looks really fun. Approximately 60 children per week in LE and UE (not always the same children, so 90 total over the summer), 10-12 Kindergarteners, there
- Getting ready for transition
 - o End of Year reports all submitted to MDE and UST
 - o Working on September reports as well
 - o Say Vang – HoS substitute for Alyssa’s maternity leave – starts next Thursday

Treasurer’s Report – Jean (Joe not available)

- Our current ADM is 138. We are budgeted at 135 and MDE is currently paying us at 135. We are working to build our enrollment for next year.
- Overall, solid budget reports with nothing unexpected

MAISAH MADE A MOTION TO ACCEPT THE MAY 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	x	

Stocco	x	
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In May we received donations totaling \$10,174. These came as the following amounts: \$10,000 (the Vanguard Charitable Fund), \$100 (MightyCause), \$71 (Amazon Smile) and \$3(BoxTops4Education).

JULAINÉ MADE A MOTION TO ACCEPT DONATIONS TOTALLY \$10,174. CAROLYN 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	x	
Stocco	x	

Director of Business Operations – Chris

- Enrollment update – ended with 138 children. Our ADM will be just above 135 so we will meet budget target
- Enrollment for the fall looks good – there have been a couple families who are leaving and there are others on the waiting list – overall in pretty good shape
- Some discussion of wait lists – still lower than pre-COVID typical

Equity Task Force Update – Maisah and Sarah

- Talked through the process and meetings they have gone through together.
- Came down to the realization that no one trainer/group will meet needs of everyone so good to have an independent and ala carte audit first to determine needs and then work to meet all those needs, maybe not in the same way.
- They have collected a strong list of trainers to keep for process down the road after audit.
- Recommendations – Equity Alliance, Alliance for and Hackman Group – these are all MN groups, all very different.
- Equity Alliance rose to the top as the top choice for the audit – work exclusively with education – audits for many years – lots of research behind process – excited to work with guides to tailor to small community and Montessori – very involved – accessible to all – and cost effective (\$13.15 per student) – approx. \$2000, will take 4-6 weeks
- We had an informative slide presentation.

MAISAH MADE A MOTION TO ACCEPT THE RECOMMENDATION OF THE EQUITY TASK FORCE TO PROCEED WITH EMPLOYING EQUITY ALLIANCE FOR A CMES COMMUNITY ASSESSMENT NOT TO EXCEED \$2500. JULAINE SECONDED THE MOTION. THERE WAS SOME DISCUSSION OF TIMELINE, MANY DETAILS TO STILL BE WORKED OUT, HOW/WHETHER TO INVOLVE EARLY CHILDHOOD. 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	

Governance Committee –Julaine

- Updated bylaws to comply with open meeting law but also continue with Zoom meeting options. A minimum of one person needs to be on site. This allows us to continue to more easily conduct business/have a quorum when people aren't available to be on site. This is the most virtual we are allowed to be once the state of emergency has been lifted (which sounds like it will happen mid-July).

JULAINE MOVED TO APPROVE UPDATED BYLAWS. MAISAH 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	x	
Stocco	x	

- There is a revision of policy requested by UST. This is in the text of Special Education Policy about Record Retention – text adapted from Indigo (SPED contractor). We have updated so that it meets all recommendations and goes further with records for students receiving special education services and retains records longer.

JULAINE MOVES THAT WE APPROVE THE RECORD RETENTION POLICY FOR SPECIAL EDUCATION STUDENTS. CAROLYN SECONDED THE MOTION. THERE WAS NO DISCUSSION. THE MOTION PASSED UNANIMOUSLY. VOTES WERE:

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

- Board self-evaluations completed
 - o Accomplishments
 - Cohesive board – all returning members
 - Supported HOS to make COVID-related decisions
 - Maintain solid financial picture while addressing COVID-related needs
 - Focused on strategic initiatives, marketing to rebuild enrollment, equity and possible expansion
 - Diverse representation on Equity Task Force
 - Continuing education via guest speakers
 - o Focus points for next year
 - Ensure all strategic plan areas are considered
 - Research staff salaries in relation to marketplace
 - Replace Walton grant, ends 2022.
 - Continue with Equity implementation
 - Continue marketing - grow waitlists
 - Continue with Adolescent Program research – Communicate plans with families, go/no go

Board Chair Report – Jean Melancon

- MCM collaboration
 - o Documenting lease procedures for annual rent calculation and periodic lease renewal.
 - o Memo of Understanding waiting MCM review
 - o Discussing grant options for CMES
- ESABA – Krystal Hollins, Sr Mgr at 180 Degrees, assist sexually exploited youths including runaways and homeless youth in reentering society, getting an education, etc.
- Connected with Amber Rose Bjerke, owns marketing company, leading an East Side demographics study, to speak to our board at our August meeting.

Suggested Agenda Items for Next Board Meeting

- Various annual approvals
- Accept board officers for the upcoming fiscal year
- Goals for the year

Adjourn

What went well?

- Zoom is so helpful
- Equity task force good work!

CAROLYN MADE A MOTION TO ADJOURN THE MEETING AT 7:16 PM. MAISAH 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	x	
Stocco	x	

The next CMES Board Meeting is Tuesday, August 17th, 2021 at 6 p.m.

Respectfully Submitted by Jess Goff, CMES Secretary