

**CORNERSTONE MONTESSORI ELEMENTARY SCHOOL – ANNUAL MEETING**

**TUESDAY, MAY 21, 2024– 5:30 P.M.**

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

**Board Members Absent:** Tyler Bouwens, Carolyn Ganz, Jeremy Miller

**Other Attendees:** Chris Bewell, Tom Fendt

**Meeting Called to Order by Julaine Roffers-Agarwal, Board Chair, at 5:38 pm**

**AGENDA**

**Public Comment Period:**

- Tom Fendt – just coming to visit – has worked at Cornerstone in the past and is joining us again as a Lead guide in Pond in the fall. Was bumped from the meeting halfway through because he lost power at his house, but returned later.

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

Julaine asked if there were any changes to the agenda. None were added.

**JEAN MADE A MOTION TO APPROVE THE EVENING’S AGENDA; ROHAN SECONDED THE MOTION. THERE WAS NO DISCUSSION. MOTION CARRIED UNANIMOUSLY. THE VOTES WERE:**

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

Based on the approved agenda, Julaine asked if anyone had any conflicts of interest with the evening’s agenda. None were disclosed.

**Announcement of Election Results**

- Chris announced the election results. Thirty one ballots were cast.
- All three candidates were elected.

**SARAH MADE A MOTION TO ACCEPT THE FOLLOWING ELECTION RESULTS: JULAINE ROFFERS-AGARWAL (THREE-YEAR COMMUNITY MEMBER TERM), ROHAN CHOUGULE (TWO-YEAR COMMUNITY MEMBER TERM), RACHEL DROOGSMA (THREE-YEAR PARENT MEMBER TERM). JEAN SECONDED THE MOTION. THERE WAS NO DISCUSSION. THE MOTION CARRIED UNANIMOUSLY.**

Board Member	Aye	Nay
Bouwens	A	

Chougule	x	
Ganz	A	
Goff	x	
Melancon	x	
Miller	A	
Roffers-Agarwal	x	
Stocco	x	

**HOS Report – Year in Review – Alyssa Schwartz**

- The year has had a lot of surprising ups and downs in terms of staffing and enrollment – more than usual
- Cohesive licensed teaching staff and good use of outside resources (social work interns, lots of Going Outs, Bird by Bird pilot program, etc.)
- Continued strong supports for families experiencing crises
- Special Education program is exploding: completed approximately 20 evaluations this year, nearly 30% of our student body qualifies for services, put in place federal setting 3 environment
- Navigating new MDE requirements such as science of reading training/curricula, new policies around student discipline, etc.
- 2 LE going outs tomorrow, UE to camp today
- Lots of positives
  - Vegan marshmallows discussion – we know our students really, really well

**State of the School Presentation /year in review – committee chairs**

- Advancement Committee – *Julaine on behalf of absent Tyler*
  - Engaged with community to recruit committee members
  - Coordinated with contracted grant writer
  - Submitted grant applications
  - Supported fundraising efforts
  - Implementing new goals of regular committee meetings and interviewing grant writers
- Equity Committee – *Sarah*
  - Inaugural year – great turn out of interested staff, parents, community members
  - Held our first meeting, which included staff, parents, board members, and community members
  - Established goals for the committee moving forward
  - Met with Alyssa to ask for her input on how the committee could work with her to update policies and procedures with an equity lens
  - Formally set the wheels in motion with the finance committee to investigate pay scales at other schools to ensure we're updating our pay scale/being more transparent with staff moving forward, as well as prioritizing staff pay in our yearly budget

- Hosting a Board Education with Dr. Kelsey Leonardsmith, an expert in gender affirming care, at our May meeting, to talk about gender and how we can support students and staff
- Finance Committee – *Julaine on behalf of absent Carolyn*
  - Every month, reviewed the previous month’s financial performance, comparing it to the adopted Budget, developing and recommending adjustments if necessary.
  - Every month, the School’s cash flow is reviewed. CMES has good cash flow coverage and idle cash is invested and earning interest.
  - Numerous meetings to prepare the 2024-25 budget for presentation to the full Board. Challenges included loss of significant federal COVID funding and increased cost for bus services, health insurance and facilities-associated services.
  - An increase in State school support from the last Legislative Session helped offset some of the cost increases.
  - The Committee began a major update to the Finance Committee Charter which was last done in 2011.
- Governance Committee –*Julaine Roffers-Agarwal, Chair*
  - Initiated discussions with Equity on coordination of policy review between both committees
  - Reviewed and revised Board member self-evaluation tool
  - Implementing new evaluation tool for Board as a group
  - Recruited new parent Board member
  - Continued with three-year policy review cycle
- Marketing Task Force – *Jean*
  - Three-year marketing plan – how to increase the reach on the East Side
  - One goal is to increase awareness and wait list
  - Another goal is to document the process to make it repeatable by admin in the future
  - Identified Nido Marketing as the future marketing partner after interviewing/exploring five external agencies
  - Hired Visions First for mailing approximately 2,500 postcards to target neighborhood parents for 2025 enrollment
  - Disseminated multi-lingual flyers to 15+ local community centers and facilities on the east side during open enrollment
  - Engaged with Julie Richards to pursue effective community engagement
  - Shout out to Jeremy Miller, first year on the board but taking the lead on the marketing task force

**Other Business**

None

**Adjourn**

**SARAH MADE A MOTION TO ADJOURN THE MEETING AT 5:54 PM; ROHAN SECONDED THE MOTION. THERE WAS NO DISCUSSION. THE MOTION PASSED UNANIMOUSLY. THE VOTES WERE AS FOLLOWS:**

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

***Respectfully Submitted by Jess Goff, CMES Secretary.***