

**CORNERSTONE MONTESSORI ELEMENTARY SCHOOL
BOARD OF DIRECTORS MEETING
JUNE 20, 2023 TUESDAY – 6:00 P.M.**

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

Board Members Absent:

Other Attendees: Chris Bewell, Rohan Chougule (left at 7pm), Jeremy Miller, Joe Aliperto from Dieci Finance (6:15-6:45)

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.

- Jeremy Miller – newly elected board member, term starts next month, at the meeting to observe and get a feel for the process
- Rohan Chougule – looking to be on the board, attending the meeting to stay up to date

Consent Agenda

- May 2023 Meeting Minutes
- 2023 Annual Meeting Minutes
- Policy 404 Employment Background Checks
- Policy 524 Internet Acceptable Use and Safety
- Policy 709 Bus Transportation
- Annual Motions for June 2023

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

Approval of Agenda & Declaration of Conflict of Interest

MAISAH 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
Bouwens	x	
Ganz	x	
Goff	x	
Melancon	x	
Outlaw	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

- School wrapped up last week
- Graduation was lovely – thanks to all the board members who came – the space was lovely and we hope to do it again.
- Progress reports are still being written – will go out early July.
- Soon to start looking to the fall.
- Events welcome to attend
 - Back to School Fair 8/30 Wed afternoon – open house format, families are busy
 - Cornerstone Café – September 15, 8:30-9:30 am
 - Fall Festival – September 22, 4:30-6 pm

Treasurer's Report – Joe Aliperto, Dieci Finance

- ADM – ended the year with 139 students, average ADM was 141, as budgeted
- Strong healthy cash balance, fund balance
- Budget is going well, everything on track with what was expected
- No changes in grants
- Projected fund balance is 30.8%
- We're on track for all due dates to state and federal.
- Lease aid – we will do that in the fall when enrollment is more set.
- Things are on track – see reports
- Some of the ESSER grants are expiring in the next year.
- There are some revisions in the revised budget to be discussed tonight.

JEAN MADE A MOTION TO ACCEPT THE MAY FINANCIAL STATEMENTS. TYLER SECONDED THE MOTION. THERE WAS NO DISCUSSION. THE MOTION PASSED UNANIMOUSLY. THE VOTES WERE:

Board Member	Aye	Nay
Bouwens	x	

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

CAROLYN MADE A MOTION TO ACCEPT TWO DONATIONS TOTALING \$110 FROM AMAZON SMILE AND \$39 FROM BOXTOPS. TYLER SECONDED THE MOTION. THERE WAS NO DISCUSSION. THE MOTION PASSED UNANIMOUSLY. THE VOTES WERE:

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

Revision of 22-23 Budget (Joe)

- This is really just going through line by line to make the budget match reality. See reports.
- SPED had some adjustments – change in state revenue
- ADSIS program also – adjusted down
- ESSER funds adjustment – some will carry over
- Revenue increase of about \$7000.
- We were able to reduce the budget overall – reduce expenditures – net positive change for us – will use those funds next year.
- Food service adjusted based on overall reimbursements – both revenues and expenditures went up. Next year, all students will eat free which will be smoother for us.
- Ending the school year with a 31.9% fund balance now

Employee Retention Credit Update (Joe)

- Applied for almost a year ago, original timeline was 4-6 weeks, then slowly longer, etc, we weren't sure what fiscal year the funds would come in
- Funds were received about 2 weeks ago - \$335,000! This was money we already paid that is coming back to us. We applied for \$306,000 and that was paid with interest.
- We need to start doing some planning about our funds and our fund balance.
- After this the fund balance will be about 44%.

JEAN MADE A MOTION TO ACCEPT THE 22-23 REVISED BUDGET. SARAH SECONDED THE MOTION. THERE WAS NO DISCUSSION. THE MOTION PASSED UNANIMOUSLY. THE VOTES WERE:

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

Update on switch from Sunrise to Northeast (Chris)

- Working on this switch, making sure everything is set and smooth during all the transition.
- Payroll will start coming out of this bank as of end of June
- We are still paying health insurance by check, but this will be automatic once we feel confident that everything is smooth through Northeast.

Back to HoS Report (Alyssa)

Math intervention program overview – see slides

- Moving from VOA to UST in 2019 magnified deficiencies in math MCA scores
- Applied for ADSIS program starting in 2019-20, funding a full time math specialist
- Have struggled to have a full time specialist on staff the entire year
- Expect that the ADSIS-funded math specialist will address these issues if we can find a person to fill the position long term
- Pleased to see scores rebound some after COVID, but unclear whether what we are doing is working with staffing issues, etc.
- We would like this to be stronger of course.

23-24 Staff Roster

- List of licensed and support staff

Administration

Head of School Alyssa Schwartz

Director of Business Operations Chris Bewell

Elementary Program Manager Lindsay Ruble

Receptionist Daylin Galdamez

Licensed/AMI Trained Teachers

Children's House 1 and 2 (3-6 years; Kindergarten)

AMI Trained Guide TBD
AMI Trained Guide Molly McDermott
Lower Elementary Pond and Garden (1-3 grades)
AMI Trained Teacher Hayley Bahnemann
AMI Trained Teacher Sara Wade
Upper Elementary Forest and Marsh (4-6 grades)
AMI Trained Teacher Mara Johnson
AMI Trained Teacher Jess Goff

Specialists

ELL Teacher Cynthia Crooks
Literacy Specialist Megan Riemer
Math Specialist TBD
School Social Worker Antje Veit
Special Education Teacher Suzi Splinter
Special Education Teacher Emma Cornwell
Licensed Float/Substitute Dannika Wright

Assistants

CH Trained Assistant Megan Green
CH Trained Assistant Kristin Schoenherr
LE Teacher Assistant Tera Iverson
LE Teacher Assistant Noa Strohman
UE Teacher Assistant Nou Vang
UE Teacher Assistant TBD

Paraprofessionals

Special Education Para Hannah Bain
Special Education Para Joseph Ruble
Special Education Para Monica Olson
Special Education Para Will Buckner
Special Education Para Sulmy Galdamez
Special Education Para Sara Buckner
Special Education Para Sophia Devi
Special Education Para Manda Carr
Special Education Para Ckionna Williams
Special Education Para Estefani Paz Garcia
Special Education Para Norma Abbott
Special Education Para TBD

MAISAH MADE A MOTION TO APPROVE THE 23-24 STAFF ROSTER. CAROLYN SECONDED THE MOTION. THERE WAS NO DISCUSSION. THE MOTION PASSED UNANIMOUSLY. THE VOTES WERE:

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

Director of Business Operations – Chris Bewell

- This is the last look at 22-23 enrollment – 139 students at the end of the year.
- Looking like we might need a few new Ks next year – unusual situation.
- **Reminder: send Chris your board member trainings by the end of July** – any Board education with approximate dates counts – books, events, programs, etc all count.
- Turn in any paperwork that you got from Chris or Christine at Dieci Finance.

Advancement Committee update

- Spending time seeking grant funds
- Submitted intent with St. Paul Children’s Collaborative and the St. Paul Foundation
- Funds would go to a full time social worker
- Application deadline mid-July
- Work with grant writer going well
- If anyone knows of any community members who would like to be involved, let Tyler know
- Some discussion of St. Paul Children’s Collaborative.
- Tyler will put a regular meeting on the board calendar.

Board Education – Jean

- Broad strokes outline of board business calendar – high level
 - o Divided into six two-month sections, shows regular scheduled items
 - July/August
 - Welcome new board members
 - Approve officers/committee chairs
 - Accept annual items required by school, MDE, authorizer, etc.
 - September/October
 - Board Retreat

- Establish board, committee & HOS annual goals
 - Set enrollment for lease fee
- November/December
 - Board and Committee work
 - Create Task Forces as necessary
 - Revise budget
- January/February
 - Mid-year committee review
 - Mid-year HOS review
 - Review lottery process
- March/April
 - Board and committee work
 - Obtain new benefit package/quotes
 - Solicit potential new board members
 - Revise budget
- May/June
 - Conduct Annual Meeting
 - Approve new board member election results
 - Approve next year's budget, personnel decisions
 - Annual survey
- Ongoing
 - HOS responsible for school operations and reporting to authorizer
 - Board/committees responsible for strategic plan initiatives reflected in goals
 - Supporting school and HoS
 - Spread sheet of monthly behind the scenes things – smaller items required of the school
- **PLEASE SEND EMAIL TO JEAN WITH FEEDBACK ABOUT THIS DIAGRAM (see in slides)**

Governance Committee– Julaine

Draft Equity Committee Charter

- This came in the board packet. There was emailed feedback about wording, etc.
- Sarah shared about conversation between her, Julaine, Jean – to word it in such a way that it's a mark in time when drafted and it will likely evolve as school evolves.
- There was no more discussion.

JULAINES MADE A MOTION TO APPROVE THE EQUITY COMMITTEE CHARTER TO ESTABLISH THE EQUITY COMMITTEE. JEAN SECONDED THE MOTION. THERE WAS SOME DISCUSSION OF THIS KIND OF COMMITTEE. THE MOTION PASSED UNANIMOUSLY. THE VOTES WERE:

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

Slate of 2023-2024 Board Positions and Committee Chairs

Board Position

- Board Chair - Julaine Roffers-Agarwal
- Vice Chair - Jean Melancon
- Treasurer - Carolyn Ganz (transitioning from Jean)
- Secretary - Jess Goff

Committee Chairs

- Governance – Julaine Roffers-Agarwal
- Finance - Carolyn Ganz
- Advancement - Tyler Bouwens
- Equity - Sarah Stocco
- HOS Evaluation - Carolyn Ganz

JESS MADE A MOTION TO APPROVE THE 2023-24 BOARD AND COMMITTEE CHAIR SLATE. TYLER SECONDED THE MOTION. THERE WAS NO DISCUSSION. THE MOTION PASSED UNANIMOUSLY. THE VOTES WERE:

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

- Board and Committee Meeting Schedule
 - o Board meetings: 3rd Tuesday of each month at 6 pm (no meeting in July or December)
 - o Finance meetings: Thursday before 3rd Tuesday each month at 2 pm
 - o Governance meetings: 4th Tuesday of each month at 6 pm (December shifted to Jan 2)
 - o Advancement meetings: TBD
 - o HOS Evaluation meetings: fall, midyear, June

CAROLYN MADE A MOTION TO APPROVE THE BOARD AND COMMITTEE MEETING SCHEDULE. MAISAH SECONDED THE MOTION. THERE WAS NO DISCUSSION. THE MOTION PASSED UNANIMOUSLY. THE VOTES WERE:

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

Board position shifts

- Maisah has agreed to step down from the CMES Board for the 2023-24 Board year as her schedule is busy and she will be living out of MN for that time – she would like to return to the board when/if she moves back to MN. We want her back on the board next year if possible.
- Rohan Chougule is a candidate for filling that seat for 2023-24

CAROLYN MADE A MOTION TO ACCEPT MAISAH’S RESIGNATION AS OF 6/30/23. JULAINE SECONDED THE MOTION. THERE WAS NO DISCUSSION. THE MOTION PASSED UNANIMOUSLY. THE REGRETFUL VOTES WERE:

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

JEAN MADE A MOTION TO APPOINT ROHAN CHOUGULE TO THE OPEN COMMUNITY MEMBER SEAT AS OF 7/1/23. JULAINE SECONDED THE MOTION. THERE WAS DISCUSSION OF ROHAN’S CONNECTION TO THE BOARD AND THE PROCESS OF RECRUITING AND VETTING MEMBERS IN GENERAL. HIS NAME CAME TO US THROUGH BOARD CONNECT, A TWIN CITIES ORGANIZATION. THE MOTION PASSED UNANIMOUSLY. THE VOTES WERE:

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

BOARD CHAIR REPORT

- Thank you all for your work this Board year!
- Welcome to new Board members
- Keep an eye out for communications with links for Board member resources this summer to help orient you for 2023-24 Board year
- Please sign up for a time to meet families during Back to School Night August 30, 3:00-6:00. A great way to be noticed and approachable to families, etc. Sarah spoke up to collaborate about this with Julaine.
- No meeting in July

Feedback – what went well?

- Let Julaine know if there's any feedback
- Longer meeting, but moved well
- Maisah is glad she got to stay - even on the phone backstage! 😊
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MAISAH MADE A MOTION TO ADJOURN THE MEETING AT 7:34 PM. SARAH SECONDED THE MOTION. THERE WAS NO DISCUSSION. THE MOTION PASSED UNANIMOUSLY. THE VOTES WERE:

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

***The next CMES Board Meeting is Tuesday, August 15, 2023, 6 p.m.
Respectfully Submitted by Jess Goff, CMES Secretary.***