

**CORNERSTONE MONTESSORI ELEMENTARY SCHOOL
BOARD OF DIRECTORS MEETING
JUNE 17, 2025, TUESDAY – 6:00 P.M.**

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

Board Members Absent: Sarah Stocco

Other Attendees: Chris Bewell, Joe Aliperto (Dieci Finance - 6:09-6:25)

Meeting called to order by Julaine Roffers-Agarwal, Board Chair, at 6:08 pm.

AGENDA

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

- No guests present

Consent Agenda

- 2025-26 CMES staff roster

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

Approval of Agenda & Declaration of Conflict of Interest

JESS MADE A MOTION TO APPROVE THE EVENING’S AGENDA. ROHAN 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	A	A

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

Past Meeting Minutes

- May 2025 meeting minutes
- 2025 Annual meeting minutes

Because of a busy May that included sixth grade graduation, Jess wasn't able to submit these in time for the consent agenda.

CAROLYN MADE A MOTION TO ACCEPT THE MEETING MINUTES FROM MAY AND THE ANNUAL MEETING MINUTES. 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	A	A

Treasurer's Report - Joe

- Current enrollment at the end of the year was 136 and ADM was 133.5
- Our revised budget is 132 ADM
- Cash balance and CD balance - good, reflect strong, healthy fund balance
- 92% of the way through the year, 91% received, 94% spent
- Holdback is still 10%
- Grants - same, no changes
- One donation in May - Boxtops \$36.90
- No concerns about cash flow
- Everything in line with what is anticipated
- More details in reports
- Fund Balance still around 34%
- Lease will be adjusted in the fall after enrollment is clear
- Question re: website - Are we possibly changing companies because of security breach at PowerSchool? No, not at this time - they did everything right. Chris attended a MN state education cybersecurity meeting and basically no one is

switching - they are going to be the best company for this after dealing with this issue and shoring up everything.

CAROLYN MADE A MOTION TO ACCEPT THE MAY 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	A	A

JEAN MADE A MOTION TO ACCEPT THE DONATION OF \$36.90 FROM BOXTOPS FOR EDUCATION. RACHEL 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	A	A

Finance Committee - Carolyn

- Contract with Dieci is expiring on June 30, 2025. After discussing during the finance committee meeting, Alyssa, and Chris, the recommendation is to renew the contract.
- Only concern is timeliness. Chris and Joe have been working on some systems so that items arrive more timely for the Finance Committee meeting. Joe is aware of this and working to improve it.
- Dieci is not expanding and is focusing on giving current clients more personalized services - the latest contract was more detailed and explicit about services offered. They are working on hiring and that is difficult in current job market.
- Joe has good connections with other service providers as well.
- They are really on top of things. They know us well and we trust their work. We have confidence in their numbers, and they are very conscientious. The current good working relationship is invaluable.
- Every three years we have to put out a call for bids; this year we put it on the website. We could have more widely published, solicited bids, but we did put it out there. Dieci was our only bid.

- Some discussion about division of labor between Joe and Chris/school. Processes getting less burdensome and more efficient. If there's more that would be helpful to do, the board would be willing to discuss more.
- Joe's value add is not simply the monthly work - but in his extensive knowledge of the MDE systems and applications, etc
- Moving toward using bill.com to track and pay bills but not there yet. Discussion of complications of technology and good questions as we transition to new systems.

JESS MADE A MOTION TO APPROVE 2025-2028 CONTRACT WITH DIECI FINANCE. CAROLYN 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	A	A

Head of School Report - Alyssa

- Last day of school last week, preparing for extended school year (10 children)
- Completed UST spring site visit
- Upcoming events Board Members are welcome to attend
 - Back to School Fair August 27, 3:00 - 6:00 pm
- Advancement related update
 - Hoping to have events at Lake Phalen, etc during the summer - more updates in the future - parents will volunteer to table and pass out swag, etc
 - Rachel just signed with Red Balloon to provide a book fair (hybrid book fair - online and at school) - during October conferences
 - Reminder to send notification of details to Friends of School email list to support

Director of Budget Operations - Chris

- Current Enrollment - 136
- 25-26 school year looks solid - we should be able to stay at 140
- Kindergarten round up one month from today - July 17th

Governance Committee

- Board and Committee Meeting Schedule
 - All committees (Advancement, Equity, Finance, Governance) have scheduled the year - yay!

- Governance might change nights in the future - this would be a new motion next year if needed.
- No meeting in July
- CMES Head of School Evaluation Committee meets 3x per year
- Annual Meeting will be combined with a regular meeting and start at 6 pm
- If approved, all schedules will be posted on the website. See that for details.

JEAN MADE A MOTION TO ACCEPT THE BOARD AND COMMITTEE MEETING SCHEDULE FOR 2025-2026. 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	A	A

2025-26 Board Officers and Committee Chair slate - Juliane

Board Leadership

- Chair - Julaine Roffers -Agarwal
- Vice Chair - Rachel Droogsma
- Treasure - Carolyn Ganz
- Secretary - Sarah Stocco

Committee Leadership

- Advancement - Rachel Droogsma
- Equity - Sarah Stocco
- Finance - Carolyn Ganz
- Governance - Julaine Roffers-Agarwal
- HoS Evaluation - Carolyn Ganz

ROHAN MADE A MOTION TO ACCEPT THE SLATE OF BOARD OFFICERS AND COMMITTEE CHAIRS FOR 2025-2026. 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	A	A
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Board Education - Jean

- Quick Reference Guide!
- Important to document information that we regularly use or should use
 - Google docs, zoom meeting overview
 - Links to MACS, CMES website, etc
 - Please bookmark this for your own reference
 - This should be incorporated into board member onboarding process
 - Super helpful document for all to access and use
 - Could be linked every month by Julaine as she shares calls for agenda items, etc
 - Thanks, Jean!

Board Chair Report - Julaine

- Alyssa's contract has been signed for next year - yay!
- Chris has also signed a contract for next year - yay!

Goodbyes to Jean and Jess

- From Carolyn: if you quantify all the hours that Jean and Jess have spent over the last 8 and 9 years, it's a lot of hours!
- Julaine - Thank you for all your hard work over the years - just so helpful in so many ways.
- Alyssa - Jean was the chair of the committee that hired me - phone call of the offer is a strong memory - so strange that it was Jean's first year -good boss for the first 5 years - so valuable in so many ways
- Rohan - Jean really helped shift thinking from corporate to non-profit in this role, such a great partner in this work, Jess - clearly so valuable to students, so good to see at events like graduation
- Chris - I'm the old one here - from the beginning - Jess almost from the beginning - so amazed at all you bring - broad impact, vast knowledge - beyond being just a teacher board member
- Alyssa's appreciation for Jean during the climbing wall craziness many many years ago
- Jean shared parting words - she wrote them down of course! Advice for us - focus on the future while maintaining current operations, strategic plan can now be more focused, privilege to be on the board, teachers and school staff are busy all year - thankless job - so valuable, thanks to board members for volunteering, we need an excellent head of school and we are so lucky and grateful to have Alyssa, would love to continue to be involved and informed, focus on possibilities
- Toast to Jess and Jean - thank you!

JEAN MADE A MOTION TO ADJOURN THE MEETING AT 7:27PM. JESS 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	A	A

***The next CMES Board Meeting is August 19, 2025 at 6 p.m.
Respectfully Submitted by Jess Goff, CMES Secretary.***