

**CORNERSTONE MONTESSORI ELEMENTARY SCHOOL  
BOARD OF DIRECTORS MEETING  
AUGUST 15, 2023, TUESDAY – 6:00 P.M.**

**Board Members Present:** Jess Goff, Julaine Roffers-Agarwal, Carolyn Ganz, Alyssa Schwartz, Sarah Stocco, Tyler Bouwens, Jean Melancon, Jeremy Miller, Rohan Chougule

**Board Members Absent:** None

Other Attendees: Chris Bewell, Joe Aliperto from Dieci Finance (6:12-6:48)

**Meeting called to order by Julaine Roffers-Agarwal, Board Chair, at 6:07 pm.**

**AGENDA**

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

- No guests present`

**Consent Agenda**

- June 2023 Meeting Minutes
- 2023-24 Safe Learning Plan
- 2022-23 EOY HOS Evaluation report
- HOS Evaluation meeting minutes
- HOS Annual Goals
- HOS EOY Self Evaluation
- HOS Professional Development Plan
- Annual Family Survey Results
- Parent Policies Handbook
- Parent Program Handbook
- Crisis Management Plan

**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   |     |
| Chougule        | x   |     |
| Ganz            | x   |     |
| Goff            | x   |     |
| Melancon        | x   |     |
| Miller          | x   |     |
| Roffers-Agarwal | x   |     |
| Stocco          | x   |     |

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

**TYLER MADE A MOTION TO APPROVE THE EVENING'S AGENDA. SARAH SECONDED THE MOTION. THERE WAS NO DISCUSSION. THE MOTION PASSED UNANIMOUSLY.**

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

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

### **Treasurer's Report – Joe Aliperto, Dieci Finance**

June

- In the middle of audit field work right now, there will be more to report at next month's meeting.
- Ended the year with 139 ADM, budgeted 141 – overall we were at 140.55 – mostly stable and averaged out over time.
- No new donations in June. Overall – donations were \$4,182.60 for the year.
- Strong healthy cash balance – jump at the end of the June because of employee retention credit .
- We have twice the desired amounts of cash on hand and fund balance – good for us.
- Generally, projections were good, we can feel good about how responsible we have been in budgeting and using our funds.

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

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

## July

- We have budgeted at ADM 141 – seems like we are in good shape for that.
- Summer program for K is on this month's financials.
- \$30,000 grant shows up here, used to offset programming at the end of July and August
- No donations for the month of July
- Using new graphs/chart format – feedback welcome
- SPED budget is a large piece
- Admin takes 14% of the budget – this seems on the lower end of other schools Joe works with
- Strong healthy projected cash balance throughout the year
- Generally, reports show that we are being responsible and looking at many different things. Things generally look like they typically do in July.
- Joe cut out near the end here so the Finance committee finished checking in – and then came back to check in more 😊

## Comments:

- we need to be mindful of how we look at our numbers and how we think about the people /children behind things like ADM
- like the new charts – easy to read, percentages are helpful – these graphs seem to be for the whole year
- we have this precious extra-large fund balance – which we need to be mindful and intentional about - finance committee will make sure we are talking about this at the fall retreat
- question: what is the target percentage for our fund balance? What do we have to “play with” in terms of using these monies? How does this compare to other schools and how should we be thinking about it?
- Employee retention credit question: have charter schools seen any audits? There have been some in other sectors. We are trying to be careful for that reason, but haven't heard of any.
- Update on ABC application: it's all been submitted, waiting for the IRS to finalize everything, anticipate we would hear back in the fall, after that we will figure out what, if any are the next steps, start to look at options

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

| Board Member | Aye | Nay |
|--------------|-----|-----|
| Bouwens      | x   |     |
| Chougule     | x   |     |
| Ganz         | x   |     |
| Goff         | x   |     |
| Melancon     | x   |     |

|                 |   |  |
|-----------------|---|--|
| Miller          | x |  |
| Roffers-Agarwal | x |  |
| Stocco          | x |  |

### **Head of School Report – Alyssa**

- Completed family survey – 30 responses - can't disaggregate data between schools, but results look good overall – lots of agrees and strongly agree
  - Strengths – strong staff, good Montessori, feel good about school
  - Things to work on – Montessori “gatekeeping”, communication with families is definitely something we want to be better at, continue to look at family education
  - Info was in consent agenda packet
- New school year coming up!
  - Licensed staff comes back next Thursday 8/24
  - Fully staffed – yay!
- Upcoming events welcome to attend
  - Back to School Fair 8/30 Wed afternoon – open house format, families are busy
  - Cornerstone Café (monthly) – September 15, 8:30-9:30 am
  - Parent Partnership 9/18 5:00-6:30
  - Fall Festival – September 22, 4:30-6 pm
- Lead Testing Plan
  - Required by the state
  - Alyssa has looked at statutes, etc

**JULAINA MADE A MOTION TO ADOPT THE LEAD TESTING PLAN. ROHAN SECONDED THE MOTION. THERE WAS SOME DISCUSSION OF HOW CMES WOULD WORK WITH MCM ON THIS. THE MOTION PASSED UNANIMOUSLY. THE VOTES WERE:**

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

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

- Still at 141 enrolled as of right now – still might be some slight shifts as school year gets going

- Lots of work lately – sort of frantically – to sign new bus contract. Former transportation vendor dropped us at the end of July because they didn't have enough drivers. Whew – but now we have a new signed contract with Monarch.
- Lots of organization and info sharing for audit – all going well so far.
- Personal note: hoping to be in person at the board retreat – one year survivorship anniversary today! – and starting new vaccines next week so hoping to be ready soon!

### **Board Education – Julaine**

- Book reports
  - o Jess – Embracing Equity Leadership Retreat – 3 days in July, very helpful
  - o Carolyn – Zero Chance of Passage – about history of charter schools, see the roots, charter schools are meant to help us see what could be ready (lab schools)
  - o Julaine – 2 books - Raising Anti-Racist Children (Britt Hawthorne) – better at practical application as a parent and How to Raise an Anti-Racist (Ibram X. Kendi) – better at historical context
  - o Sarah – The Body Keep the Score book – about trauma and how it impacts the brain, difference between a one-time trauma vs. repetitive trauma; Troublemakers: Lessons in Freedom from Young Children in School – highly recommend
- Review Crisis Management Plan
  - o Document was in board packet – good to look over – generally, Alyssa is the point person – direct everyone to her, not the board role to respond directly in a crisis
  - o MACS regional directors meeting – they have a crisis response team and they would be a useful and valuable resource if needed

### **Governance Committee– Julaine**

- Recommend to rescind 411 Staff Covid 19 Vaccination and Testing Policy
  - o Current policy is rather stringent in current situation, and places a burden on administration (weekly testing if unvaccinated)
  - o Federal funding for testing has expired, making this a bigger financial burden for staff as well.
  - o Keep policy number 411 for similar policy in the future if needed

**CAROLYN MADE A MOTION TO RESCIND POLICY 411 STAFF COVID 19 VACCINATION AND TESTING POLICY. TYLER SECONDED THE MOTION. THERE WAS NO DISCUSSION. THE MOTION PASSED UNANIMOUSLY. THE VOTES WERE:**

| Board Member | Aye | Nay |
|--------------|-----|-----|
| Bouwens      | x   |     |
| Chougule     | x   |     |
| Ganz         | x   |     |

|                 |   |  |
|-----------------|---|--|
| Goff            | x |  |
| Melancon        | x |  |
| Miller          | x |  |
| Roffers-Agarwal | x |  |
| Stocco          | x |  |

- Approve 516.5 Overdose Medication Policy
  - o This is a state requirement – to have two doses of Naloxone on site. Policy is not required, but Alyssa requested that we also have a policy since it’s a controlled substance and she didn’t want personal liability.
  - o Staff will be trained during annual health training, though they won’t necessarily know where the drug is located.
  - o Alyssa and Julaine looked at the model policy and adapted it to our school model.
  - o It’s a little bit intense to have this onsite, but required and the policy helps us think about how to handle it.
  - o How would we handle an overdose not at CMES, but at MCM? Good Samaritan law would cover us.
  - o Scary but glad it will be here in case.

**JEAN MADE A MOTION TO ADOPT 513.5 OVERDOSE MEDICATION POLICY. SARAH SECONDED THE MOTION. THERE WAS SOME DISCUSSION OF COMMUNICATION WITH FAMILIES IF IT IS USED. THE MOTION PASSED UNANIMOUSLY. THE VOTES WERE:**

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

#### **ADVANCEMENT COMMITTEE**

- Applied for a grant with St. Paul Children’s Collaborative, waiting to hear back, they are reviewing applications.
- Able to get out in the community a little bit on National Night Out and did active recruitment
- Question: Do we have our special nametags yet? Working on them this week!
- Please come to Back to School Night

- Julaine was going to talk about this too – please sign up if you can – good to have visibility
- There will be a table or something about the Equity committee as well at the back to school night.

### **BOARD CHAIR REPORT**

- Have ongoing meetings scheduled for lease renewal discussions, targeting October 31 for completion dates, will bring updates as appropriate.
- Reminder to sign up for Back to School Night
- Retreat scheduling
  - Alyssa has limited availability before her due date
  - Board member availability on the following dates:
    - Saturday, September 9
    - Sunday, September 10
    - Sunday, September 17 (finished by 1:30pm)
    - Julaine will send out a poll about options.
    - Goal is to schedule as soon as we can – hopefully by August 28<sup>th</sup> or so.
- Send agenda items and retreat topics to Julaine

### **Feedback – what went well?**

- Lovely to see new board members and to see people in person.
- Well done – a lot of ground covered.

**CAROLYN MADE A MOTION TO ADJOURN THE MEETING AT 7: 43 PM. SARAH SECONDED THE MOTION. THERE WAS NO DISCUSSION. THE MOTION PASSED UNANIMOUSLY. THE VOTES WERE:**

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

***The next CMES Board Meeting is Tuesday, September 19, 2023, 6 p.m.  
Respectfully Submitted by Jess Goff, CMES Secretary.***