

**CORNERSTONE MONTESSORI ELEMENTARY SCHOOL  
BOARD OF DIRECTORS MEETING – VIRTUAL  
TUESDAY, AUGUST 17, 2021 – 6:00 P.M.**

**Board Members Present:** Jean Melancon, Jess Goff, Julaine Roffers-Agarwal, Carolyn Ganz, Maisah Outlaw, Sarah Stocco, Marcus Almon, Say Vang

**Board Members Absent:**

**Other Attendees:** Chris Bewell, Joe Aliperto from Dieci Finance (6:25), Amber Rose Bjerke (6:46)

**Meeting called to order by Jean Melancon, Board Chair, at 6:06 pm.**

**AGENDA**

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

Amber Rose Bjerke from 3Bosses Marketing Agency will be joining us later to talk about the East Side neighborhood.

**Consent Agenda**

**Consent Agenda Items**

Document Name	Brief Explanation of Content/Changes
Draft June Meeting Minutes	Board didn't meet in July so these are the most recent minutes.
Annual Motions for the August Meeting	These are required motions that the board needs to approve annually.
End-of-Year HOS Evaluation Report	HOS Evaluation Committee Chair's report summarizing the EOY evaluation meeting, the process, and next steps.
Parent Policies Handbook	Minimal changes - updated school start/end times which were adjusted as necessitated by the revised bus schedule. Parents required to read annually together with the Parent Program Handbook.
Parent Program Handbook	Minimal changes – updated staff section, updated school start/end times.
Employee Handbook	Minimal changes – updated staff section.
#806 Crisis Management Plan and Emergency Procedures/Policy	Only change is adding Say Vang as Acting HOS.

**CAROLYN MADE A MOTION TO ACCEPT THE CONSENT AGENDA. SARAH SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. THE MOTION PASSED UNANIMOUSLY. THE VOTES WERE:**

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

Outlaw	x	
Stocco	x	

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

**MAISAH MADE A MOTION TO APPROVE THE EVENING’S AGENDA. JULAINE SECONDED THE MOTION. THERE WAS NO DISCUSSION. THE MOTION PASSED UNANIMOUSLY.**

Board Member	Aye	Nay
Almon	x	
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 – Say Vang**

- Highlights from Say’s monthly report
  - o Still in the process of hiring – 3 para positions, social worker, math specialist, assistants
  - o Say has been meeting with schools re: lunch
  - o We have sent in application for provisional online learning school – in preparation for any distance learning needs
  - o AMI application for recognition submitted
  - o Updates to Crisis Management Team – always direct to HoS, speak with one voice

**Equity Task Force Update – Sarah**

- Maisah and Sarah have been mostly on sidelines as Jean has taken over communication with Equity Alliance for now. We got a bid and contract with Equity Alliance that will include both CMES and CMS communities – a little above \$2500 but part covered by MCM. Timeline is to start mid-October and finish by December. Both Say and Alyssa will be able to participate. Jean, Say, Sarah, Maisah will meet to figure out point person for moving forward.

**Expansion Feasibility Task Force – Julaine**

- Thinking about curriculum and program greatly affect costs and should have educators involved in decisions.
- Part of the process is to assess what a strong program looks like.
- UE guides will support this work – Julaine will meet with Jess and Mara to develop questions and then interview adolescent admin and guides
- Goal: Outline a proposed CMES adolescent program aligned with AMI pedagogy that can be implemented in our urban environment with a charter school budget.
- If board members have questions, please send them to Jean.

**Treasurer’s Report – Joe (6:25)**

- June
  - o ADM 138. Budgeted at 135 and MDE is currently paying us at 135
  - o Strong cash reserve and fund balance
  - o Update on grants
  - o End of FY state owes about 200,000 = 10% holdback
  - o After audit, the state will true anything up
  - o \$22,611 in donations this year
  - o Fund balance of 36%
  - o Audit almost done – happening right now - likely report next month’s meeting
  - o Upcoming School year we will still be able to offer FREE meals
  - o No donations in June or July so no need to approve those.
  - o See reports

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

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

July – Current enrollment for the fall is 138. We are budgeted at 140 for the upcoming school year.

Not a lot of activity as we are just gearing up – new teacher contracts start at the end of August 17, 2021 not as much revenue and expenditures overall – just preparing for the

new year. Once year starts we will monitor and adjust as necessary. We are still projecting 34-35 % fund balance at the end of FY 21-22.

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

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

**Board Education – Guest Speakers (Amber Rose Bjerke)**

- Amber Rose has experience, particularly with realty and is now the owner and operator of marketing agency. She is interested in non-profits. She shared info about the East Side community. Jean has a copy of the slides if anyone would like to see them.
- Some highlights (Real Estate research)
  - o demographics from MNCOMPASS (good resource)
    - 83 % under 54
    - 32.4% white and 58.2% BIPOC
    - 54% English only, 45% speak more than one language
    - She also shared info about income statistics, housing, transportation, education, etc
  - o Other good resources
    - Greater East Side St. Paul organization (ESABA)
    - real estate organization

**Director of Business Operations – Chris**

- Not much beyond report
- Enrollment 143 today – had a family that was going to move but isn’t going to so they will stay at Cornerstone –so that’s good news.
- We expect enrollment between 138-143
- We still have some families on our waitlist
- The audit is going on now.

**Development Committee – Carolyn**

Lots of discussion of grants

- Phone interviews in mid-June with two grant writers and reviewed information on a third; all seemed very qualified.
- St Paul Foundation/Bigelow Foundation/Mardag Foundation were offering community building grants specifically focusing on the East Side; deadline was July 27 so time was very tight.
- Looking for funding for the work that Liesl was doing, knowing the Walton grant which has funded that program will run out at the end of the 2021-22 school year. We asked for \$30,000/year, to be matched by Cornerstone’s own funds.
- Jennifer Dieter was able to fit this tight timeframe into her schedule, so Jean, Chris and Carolyn pushed out information to her to fit the application requirements. She charged \$75/hour and was able to complete the work in 9 hours for a bill of \$675. We thought this was extremely reasonable, given we were seeking \$90,000 in grants. Also, if we use Jennifer’s services again there is a lot less background time she will have to spend researching Cornerstone.
- We will find out in late November/early December if we were successful
- Next application will likely be to the Frey Foundation. We would like to look at having Jennifer put together a “grant calendar” for us to make sure we know what is out there and that we meet deadlines.
- Some discussion about possible grants for equity work

**Governance Committee** –Julaine

- Proposed slate of officers for 2021-22
  - Chair: Jean Melancon
  - Vice Chair: Julaine Roffers-Agarwal
  - Secretary: Jess Goff
  - Treasurer: Jean Melancon
- Proposed Committee Chairs
  - Governance – Julaine Roffers-Agarwal
  - HOS Evaluation – Jane Reilly
  - Finance – Jean Melancon
  - Development – Carolyn Ganz

**JULAINÉ MOVED TO APPROVE THE SLATE OF OFFICERS AS PRESENTED. CAROLYN SECONDED THE MOTION. THERE WAS NO DISCUSSION. THE MOTION PASSED UNANIMOUSLY.**

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

Outlaw	x	
Stocco	x	

- Continuing Education opportunity with Marc Frankel (consultant with Montessori schools speaking specifically to boards) coming up in the fall. Let Julaine know if you are interested. It's usually during a day and with other local Montessori schools.

**Board Chair Report – Jean Melancon**

- ESABA
  - o Family Values for Life – Back to school backpack event, Aug 25th for families
  - o Volunteer opportunities available
- UST our Authorizer
  - o Liaison Aaliyah leaving UST (career move to DC), will participate in CMES fall site visits.
- MCM collaboration
  - o Discussing grant options for CMES
  - o Schedule Joint Board Mtg for Nov – date TBD,
  - o CMES board mtg Tues, Nov 17, 2021
  - o Joint board mtg last year - Thurs, Nov 12

**Suggested Agenda Items for Next Board Meeting**

- Review of MCA results and other assessments
- Approve annual report
- Review strategic plan
  - Goals for the year

**Adjourn**

What went well?

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

**JULAINÉ MADE A MOTION TO ADJOURN THE MEETING AT 7:36 PM. MAISAH SECONDED THE MOTION. THERE WAS NO DISCUSSION. THE MOTION PASSED UNANIMOUSLY. THE VOTES WERE:**

Board Member	Aye	Nay
Almon	x	
Ganz	x	
Goff	x	
Melancon	x	

Roffers-Agarwal	x	
Outlaw	x	
Stocco	x	

***The next CMES Board Meeting is Tuesday, September 21<sup>st</sup>, 2021 at 6 p.m.***

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