

**CORNERSTONE MONTESSORI ELEMENTARY SCHOOL  
BOARD OF DIRECTORS MEETING  
MARCH 19, 2024, TUESDAY – 6:00 P.M.**

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

**Board Members Absent:** Jean Melancon

Other Attendees: Chris Bewell, Mara Johnson, Joe Aliperto (6:32-6:44)

**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.

- Mara – UE Guide in Forest – has been at Cornerstone since spring of 2015, which was the first year of Forest classroom, love Cornerstone and happy to be here

**Consent Agenda**

- February 2024 Meeting Minutes
- Scott Flemming Board Education Minutes

**SARAH 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	
Miller	x	
Roffers-Agarwal	x	
Stocco	x	

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

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

Board Member	Aye	Nay
Bouwens	x	
Chougule	x	
Ganz	x	
Goff	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 – Carolyn

We have donations from the photo company we used for back to school pictures.

**CAROLYN MADE A MOTION TO ACCEPT THE FEBRUARY DONATIONS OF \$275.50 FROM SLOW ROAD PHOTOS. 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	
Miller	x	
Roffers-Agarwal	x	
Stocco	x	

- One of our CDs is maturing around April 12. Finance would like authorization to reinvest the funds as we have no plans to spend immediately. Likely would be 3-6 month investment, but need some flexibility.

**CAROLYN MADE A MOTION TO AUTHORIZE THE BOARD TREASURER WITH THE APPROVAL OF THE FINANCE COMMITTEE TO REINVEST PROCEEDS FROM THE CD HELD AT NORTHEAST BACK WHEN IT MATURES ON/AROUND APRIL 12, 2024, IN ANOTHER CD FOR A PERIOD NOT TO EXCEED 13 MONTHS AND AT AN INTEREST RATE REFLECTS REASONABLE MARKET RATES AT THE TIME OF REINVESTMENT. ROHAN 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	
Miller	x	
Roffers-Agarwal	x	
Stocco	x	

**Head of School Report – Alyssa**

- Upcoming events Board members are welcome to attend
  - Cornerstone staff appreciation, 3/28-29 – sign up was shared via email
  - Cornerstone Café, 4/5 8:45-9:45
- Navigating personnel and child needs
  - Staff are having some big feelings going on as schedules change – looking at having an outside facilitator in the next level meeting to support conversations around this. Some support staff in particular are feeling like they aren’t included enough in decision-making. Alyssa is consulting our lawyer about employment agreements and has talked with other school leaders through MACS about some concerns.
  - Comments
    - Good that looking for third party to support facilitation
    - Hoping that as we revise handbooks we might be informed by this

**Director of Business Operations – Chris Bewell**

- Chart with applications received – 10 K so far – we need 20 – this means we might end up not needing to do a lottery
- Postcards went out
- How does this compare to last year at this time? More last year at this time and we had over 20 for K and some for other grades by the time open enrollment ended. We have been sharing flyers with Ames Lake, lots of postcards went out recently.

**Governance Committee – Julaine**

- Got back some comments from MDE in response to contract with UST – we need to incorporate some language from a recent statute in relation to changing the structure of the board if wanted
- Currently balanced school board – parents, teachers, community members
- Could transition to teacher majority board through a process as outlined
- Julaine moved
- Carolyn seconded

**JULAINÉ MADE A MOTION TO APPROVE BYLAWS WITH STATUTE-MANDATED UPDATES. CAROLYN SECOND THE MOTION. THERE WAS SOME DISCUSSION ABOUT THIS. WE HAVE TO HAVE A MECHANISM DEFINED IN THE BYLAWS TO CHANGE TYPES OF BOARD. THIS ISN'T AN INTENTION TO DO SO, BUT WE NEED THIS PROCESS IN THE BYLAWS. THE MOTION PASS UNANIMOUSLY. THE VOTES WERE:**

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

Stocco	x	
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- These will now get passed to UST as required. Once they get them, Chris will also post on website.
- Other comments from MDE had to do with some little language things with the agreement with UST – these are being taken care of by UST and Alyssa – nothing more for us to do.

Treasurer’s Report – Joe Aliperto

- 139 ADM
- Budgeted currently at 138
- Everything is in line with what we want
- State paying at 140, but will adjust in April
- Joe talked through reports
- YTD donations from report: \$7,325.90
- Strong healthy cash balance and cash flow
- Funds – still some ESSER to use before September
- Fund Balance is very good – 35.5%
- Question: Employee Retention Credit balance is still sitting there – how long? – Joe knows of one challenge but they successfully defended – he anticipates more organizations will get some pushback, so recommends keeping it there until the summer
- Title window opened up last Friday and Alyssa, Chris, and Joe are working on it.
- Overall, things are where they should be, tracking as expected

**CAROLYN MADE A MOTION TO ACCEPT THE FEBRUARY 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	
Miller	x	
Roffers-Agarwal	x	
Stocco	x	

Marketing Update – Jeremy

- Postcards have gone out
- Please update spreadsheet about flyers if you can
- Starting to track how people found out when they enroll
- Met with vendor today – debrief and think about next steps – board meeting?

- Website - Tracking google analytics – there's been some uptick in traffic in February – but getting hits from all over the world – not sure about how that's happening – also could be connected to AMI or job candidates or something...
- Julaine – another strong appeal to please take flyers and distribute them if possible!
- Commiotte will keep meeting every other week probably – working on phase 2 to develop plan and perhaps hire to support – we want to move forward in a way that makes sense and is cost efficient

### **Strategic Planning - SOAR update – Rohan**

- Completed
  - o Phase 1: Compiled version of survey response by the CMES board is shared in Scott Flemming Board Drive folder
- In progress
  - o Phase 2: Survey has been shared with selected current school staff & parents, alumni (parents & staff), and past board members
  - o SLIDE
  - o Next steps: have this discussion again in April
  - o Question: curious about the limited responses – is this representative? Hard to know how to handle this information in terms of next steps – how will this be weighed?
  - o Would the more plentiful responses from the equity survey be helpful at all or is that not the focus of this work? This could be helpful. Lots of discussion about Equity Alliance report info.
  - o Rohan: This should help us to think about our mission, vision, and north star. So a next step is to see if we are wanting to take on mission and vision.

### **Board Chair Report – Julaine**

- April and May will be evaluation time for Board members
- Julaine and Alyssa will be meeting with Kelsey and Joe tomorrow – all were surprised by email about Joe's resignation
- Working to define Alyssa's job description and working with each organization – Julaine will update us
- Looking also for input from Joe before he leaves
- No news of interim at this point
- If anyone knows of current CMES parent that would be good on board, please talk to Julaine (she is going to nominate herself as a community member after her son graduates, leaving a parent spot open)

### **Next Meeting**

- Email Julaine if you have agenda items

- Upcoming plans for board education in the next few months – please respond to requests about availability – look for email from Rohan

**Feedback – what went well?**

- Email Julaine

**CAROLYN MADE A MOTION TO ADJOURN THE MEETING AT 7:14 PM. ROHAN 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	
Miller	x	
Roffers-Agarwal	x	
Stocco	x	

***The next CMES Board Meeting is, Tuesday, April 16, 2024 at 6 p.m.***

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