

**CORNERSTONE MONTESSORI ELEMENTARY SCHOOL – BOARD OF DIRECTORS MEETING
TUESDAY JULY 18, 2017 – 6:00 P.M.**

Board Members Present: Liz Coenen, Melissa Santrach, Liesl Taylor, Amanda Cina, Julie Richards, Jess Goff, Jean Melancon, Lorelee DiLorenzo

Board Members Absent:

Other Attendees: Chris Bewell, Rochel Manders (VOA)

Meeting Called to Order by Liz Coenen, Board Chair, at 6:05pm.

AGENDA

Public Comment Period: No public comments were offered.

Approval of Agenda & Declaration of Conflict of Interest

- Liz asked if there were any additions or changes to the agenda; Head of school contract moved to Head of school report.

Lorelee DiLorenzo MADE A MOTION TO APPROVE THE EVENING’S AGENDA; Melissa Santrach SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

- Based on the approved agenda, Liz asked if anyone had any conflicts of interest with the evening’s agenda. None were disclosed.

Acceptance of Minutes from 5.16.17 Board Meeting (*June meeting was cancelled.*)

- Liz asked if anyone had changes to the May meeting minutes: misused word: anonymous changed to unanimous.

Jess Goff MADE A MOTION TO ACCEPT THE MINUTES FROM THE May 2017 MEETING; Amanda Cina SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

Amanda Cina made motion to accept the minutes from the annual meeting. Jess Goff seconded the motion. The motion passed unanimously.

Board Development Exercise

Shared our “Special Sauce” with two other board members

Treasurer’s Report - Melissa Santrach

Note that our current ADM is 132.58. The budgeted ADM is 133.

Note that the Fund Balance Projection was amended to reflect financial changes to committed funds due to a cancelled June 2017 board meeting.

Melissa MADE A MOTION TO ACCEPT THE REVISED FISCAL 2018 BUDGET WITH A TOTAL OPERATING REVENUE OF \$1,827,815.98 AND TOTAL OPERATING EXPENDITURES OF \$1,820,191.71, WITH A NET OPERATING INCOME OF \$7,624.27; Lorelee DiLorenzo SECONDED THE MOTION. MOTION WAS SECONDED UNANIMOUSLY.

Melissa MADE A MOTION TO COMMIT \$13,851 OF THE FISCAL YEAR 2018 FUND BALANCE AS FOLLOWS: \$10,000 FOR MONTESORRI MATERIALS, \$3851 FOR STAFF DEVELOPMENT. Jess Goff SECONDED THE MOTION. MOTION WAS APPROVED UNANIMOUSLY.

Melissa MADE A MOTION TO ACCEPT THE MAY AND JUNE 2017 FINANCIAL STATEMENTS; Jean Melancon SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

Melissa MADE THE MOTION TO ACCEPT THE 2016-2017 DONATIONS FOR 2017 TOTALING \$25,670.77; Amanda Cina SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

Board Chair Report

- Liz presented several items that require annual board approval:
Pledge of Allegiance

Melissa Santrach MOVED THAT FOR THE 2017-2018 ACADEMIC YEAR, CORNERSTONE MONTESSORI ELEMENTARY SCHOOL WILL WAIVE THE REQUIREMENT, AS PERMITTED UNDER MINN. STAT. 121A.11 SUBD. 3, TO RECITE THE PLEDGE OF ALLEGIANCE ONE OR MORE TIMES EACH WEEK BECAUSE THE MONTESSORI LEARNING PROGRAM IS NOT ORIENTED TOWARD LARGE GROUP RECITATION. STUDENTS WILL LEARN ABOUT THE PLEDGE OF ALLEGIANCE AND ITS HISTORICAL SIGNIFICANCE THROUGH THE SCHOOL'S CURRICULUM; Amanda Cina SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

Official School Depository

Melissa Santrach MOVED THAT THE SCHOOL ASSIGN BMO HARRIS BANK AS DEPOSITORY FOR FISCAL YEAR 2017-2018; Lorelee DiLorenzo SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

Additional School Depository

Melissa Santrach MOVED THAT THE SCHOOL ASSIGN HIWAY FEDERAL CREDIT UNION AS ADDITIONAL DEPOSITORY FOR FUNDS IN EXCESS OF THE FEDERAL DEPOSIT INSURANCE LIMIT. Jess Goff SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

Electronic Funds Transfer Authorization (for payroll, TRA/PERA, benefits, and some vendor payments)

Melissa Santrach MOVED THAT THE SCHOOL DELEGATE AUTHORITY TO THE CMES TREASURER AND CMES BOARD CHAIR OR THEIR DESIGNEE TO MAKE THE ELECTRONIC FUND TRANSFERS FOR FISCAL YEAR 2017-2018; Amanda Cina SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

- Liz presented Liesl's 2017-2018 contract for approval.

The CMES portion will be \$49,514, or 75%. This is a 1% increase from last year, which is the same as for all staff. The Montessori Center of Minnesota will pay the remaining 25%. All other terms of the contract are the same as the previous year: Liesl is eligible for all benefits offered by CMES, she will have 3 weeks of vacation to be coordinated with MCM and approved by CMES board chair, she will have Christmas Eve, New Year's Day, and 6 major holidays off as paid holiday and she will have 7 sick /personal days (PTO)

CMES will reimburse \$600 toward Professional Development activities during the 2017-18 academic year.

Jean Melancon MADE A MOTION TO EXTEND AN OFFER OF EMPLOYMENT TO LIESL TAYLOR FOR THE POSITION OF CMES HEAD OF SCHOOL FOR THE 2017 – 2018 SCHOOL YEAR. CMES WILL PAY 75% OF THE CONTRACTED SALARY OR \$49,514 AND ALL OTHER TERMS OF THE CONTRACT AS STATED ABOVE; Amanda Cina SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

Julie Richards MADE A MOTION TO APPROVE THE 2017-2018 STAFF ROSTER; Amanda Cina SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Development and Communications Committee Report – Melissa Santrach

Committee met and created a calendar of fund/friend raising and communication activities for the year. Melissa will communicate with Liesl to set three dates for the year.

Director of Business Operations – Chris Bewell

We are in a better position this summer in terms of enrollment for this fall. It was very helpful to interact with parents and paperwork during carpool.

Board members asked to report on professional development as it relates to board work for the previous year.

Head of School Report – Liesl Taylor

Paraprofessionals will be hired through Teachers on Call. This makes it easier to make sure staff/students are a good fit, and also fits having an uncertain time commitment.

Governance Committee Report - Liz Coenen:

- The following slate of officers, to serve from July 1, 2017 through June 30, 2018, are presented for board approval:
 - Chair: Elizabeth Coenen
 - Acting Vice Chair: Julie Richards
 - Treasurer: Melissa Santrach
 - Secretary: Julie Richards

LORALEE DILORENZO MADE A MOTION TO APPROVE THE SLATE OF OFFICERS FOR 2017-2018 AS PRESENTED; JESS GOFF SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

Other Business

We discussed forming an advisory council that can support the school in a lesser capacity and possibly lead to board membership.

Melissa Santrach MADE A MOTION TO APPROVE THE ADVISORY COUNCIL CHARTER. Jean Melancon SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Discussed the Planning Task Force Charter document created by Liz Coenen. It will be important to consider the current job market/small pool of candidates.

Julie Richards MADE A MOTION TO ACCEPT AND ESTABLISH THE PLANNING TASK FORCE CHARTER; Amanda Cina SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

Next month's (8.15.17) agenda

Adjourn

Jean Melancon MADE A MOTION TO ADJOURN THE MEETING AT 9:00 PM; Amanda Cina SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

Respectfully Submitted by Julie Richards, CMES Secretary, Acting Vice Chair

Next meeting is August 15, 2017 at 6 p.m.