

**CORNERSTONE MONTESSORI ELEMENTARY SCHOOL  
BOARD OF DIRECTORS MEETING  
TUESDAY, DECEMBER 18, 2018 – 6:00 P.M.**

**Board Members Present:** Amanda Cina, Jess Goff, Jean Melancon, Alyssa Schwartz, Julaine Roffers-Agarwal, Loralee DiLorenzo, Maisah Outlaw, Robyn Ingber

**Board Members Absent:**

**Other Attendees:** Chris Bewell, Sandy Schmidt, Rod Haenke from VOA (joined the meeting at 6:42 pm)

**Meeting called to order by Jean Melancon, Board Chair, at 6:17 pm.**

**AGENDA**

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

No public comments were offered.

**Consent Agenda**

**LORALEE MADE A MOTION TO ACCEPT THE CONSENT AGENDA FOR TONIGHT. AMANDA SECONDED THE MOTION. THERE WAS NO DISCUSSION THE MOTION PASSED UNANIMOUSLY.**

- a. Acceptance of Minutes from November Board Meeting.

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

**MAISAH MADE A MOTION TO APPROVE THE EVENING'S AGENDA; ROBYN SECONDED THE MOTION. THERE WAS NO DISCUSSION. THE MOTION PASSED UNANIMOUSLY.**

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

**Financial Statements – Robyn Ingber**

- We received the totals for Give to the Max: \$1265.
- We are budgeted at 138 ADM. Our current ADM is 142. Right now the state of MN is paying us at 137, which we will update next month to 140.
- Auditor reports were already submitted to MDE so already in compliance there.
- There will be more on Fund Balance Policy next month.

**ROBYN MADE A MOTION TO ACCEPT DONATIONS IN THE AMOUNT OF \$1265. LORALEE SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

**ROBYN MADE A MOTION TO ACCEPT THE NOVEMBER 2018 FINANCIAL STATEMENTS; AMANDA SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

### **Director of Business Operations Report - Chris Bewell**

Enrollment is healthy. The lottery was held on December 10<sup>th</sup>. Numbers are included in report.

### **Mission Statement “check-in” Discussion - Loralee**

- As a group, we looked at a document titled, *9 Characteristics of a Mission Statement*, from boardsource.org.

- ACTION ITEM: Loralee asked each board member to bring in January 1-3 mission statements that we find well written and to be prepared to talk about the characteristics document more.

### **Communication and Development - Loralee**

This committee hasn't met this month, but will meet in January.

Loralee attended a Minnesota Council of Nonprofits workshop today and got a book (Minnesota Grant Directory 2019). The committee will discuss this book and her notes more at the next meeting.

### **Governance Committee Report - Jean**

Several policies will be included next month and sent out early in order for review before the January board meeting.

This committee is working on a policy about creating task forces, which will be important especially as we move into the strategic planning process.

### **Head of School Report - Alyssa**

- UST approved our request to transfer authorization from VOA. More information on the slide.
- We will continue working with VOA this year. The annual conference is coming up in early January. Chris will attend and another board member is welcome to join her.
- Alyssa attended the MCM board meeting last week and shared the same status update on the climbing wall with them that she shared with us last month.
- Professional Development goals for the year were submitted for approval. This is part of the Head of School evaluation process that is being revised.

**JULAINÉ MADE A MOTION TO APPROVE THE HEAD OF SCHOOL'S PROFESSIONAL DEVELOPMENT PLAN. LORALEE SECONDED THE MOTION.**

There was discussion of accountability for the plan and it was determined that topic would be discussed more during the evaluation process and by the Head of School evaluation committee.

**AFTER DISCUSSION, THE MOTION PASSED UNANIMOUSLY.**

**Board Education – Social Media (Integrity in Community) - Jean**

- Scenario video and discussion

**Suggested Agenda Items for Next Board Meeting-**

- Governance committee will have several policies for review.
- Review of Head of School's evaluation process
- Distribute individual board member self evaluation
- Mission related action item as noted

**Adjourn**

**JULAINÉ MADE A MOTION TO ADJOURN THE MEETING AT 7:29 PM; AMANDA SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

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

***The next CMES Board Meeting is Tuesday, January 15, 2019 at 6 p.m.***