

**CORNERSTONE MONTESSORI ELEMENTARY SCHOOL – BOARD OF DIRECTORS MEETING
TUESDAY OCTOBER 17, 2017 – 6:00 P.M.**

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

Board Members Absent: Liz Coenen, Lorelee DiLorenzo

Other Attendees: Chris Bewell

Meeting Called to Order by Melissa Santrach, Board Treasurer, at 6:10pm.

AGENDA

Public Comment Period: No public comments were offered.

Approval of Agenda & Declaration of Conflict of Interest

**Jean Melancon MADE A MOTION TO APPROVE THE EVENING’S AGENDA;
Amanda Cina SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

Melissa asked if, given the approved agenda, there were any conflicts of interest and none were given.

Acceptance of Minutes from 9.19.17 Board Meeting

- Melissa asked if anyone had changes to the September meeting minutes.
Several errors were corrected including correcting names, spelling, grammar and punctuation.

**Julie Richards MADE A MOTION TO ACCEPT THE MINUTES AS AMENDED FROM THE
September 2017 MEETING; Jess Goff SECONDED THE MOTION. THE MOTION PASSED
UNANIMOUSLY.**

Treasurer’s Report - Melissa Santrach

- ADM is 135 budgeted, actual is 136.
- We are tracking as per budget, no current concerns.
- Discussed timeline for transition to Sunrise Bank and Sandy provided a well-detailed timeline with tasks.
- Audit fieldwork is complete.
- In accordance with our new process of approving donations monthly, we have received donations totaling \$5,046.07 since the September board meeting.
- Amazon Smiles: \$46.07,
- Melissa Santrach donated \$5000

**Amanda Cina MADE A MOTION to accept donations of \$5,046.07. Jess Goff SECONDED
THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

Board Chair Report – Melissa Santrach for Elizabeth Coenen

We need a motion to establish a Head of School search committee, of which Jean Melancon will serve as chair. There will be a core team of 3 CMES board members and 3 MTCM board members to begin the process and then the team will expand to include more stakeholders as the interview process begins.

Julie Richards MADE A MOTION to authorize the establishment of an ad hoc Head of School search committee for the purpose of hiring a Head of School to begin July 1, 2018. The committee's work will commence in October 2017 and will end when the Board approves the hiring of the recommended candidate. Amanda Cina SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

We discussed the Annual Report including the World's Best Work Force.

Jean Melancon MADE A MOTION to approve the Annual Report including the World's Best Work Force with minor edits. Julie Richards SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

We have our annual joint board meeting on Wednesday, November 8, 2017. All board members are encouraged to attend. The night will feature several presentations by Cornerstone children.

We also discussed the upcoming Give to the Max day and a potential Board Match. Liz will reach out us individually.

Development and Communications Committee Report – Melissa Santrach

A newsletter is close to be ready for deployment. It has four sections that discuss various topics and includes links to other interesting information about Cornerstone. The purpose of the newsletter is to increase awareness of Cornerstone and grow our base of potential donors.

We want to have a strong presence for Give to the Max day, and Amanda Cina is preparing three emails, which will be sent to our distribution list through Mail Chimp. The first two will be sent before GTMD, and the last will be sent on GTMD. These emails can easily be forwarded to others if desired, with the hope that they will donate and/or sign up for our email newsletters.

Director of Business Operations – Chris Bewell

Along with Sandy Schmidt, supported audit field work on Sept 27 and 28. Completed 2016-2017 Annual Report for Board review, and supported VOA site visit on Oct 3.

Managed finances, transportation, website, and completed all MDE/VOA-mandated reporting.

Head of School Report – Liesl Taylor

School Based Mental Health is positively affecting behavior and decreasing children's time outside the classroom.

The Parent Involvement Committee is focused on supporting 2 main tracks: Guide/classroom support and Community Engagement.

School safety and security is improved and includes nightly walk-throughs. Staff are no longer allowed to come in on the weekends. The school may add two new sets of security cameras that have recording capabilities. There will also be new dead bolt locks on the pod doors.

Governance Committee Report – Melissa Santrach for Elizabeth Coenen

Liz will create a policy review schedule for 2017-2018.

Chris will ensure that background checks are done for all current board members. Background checks will be done for all new board members at the beginning of their term or prior to the start of their service.

Board member recruiting activities are ongoing.

Other Business

We have added a Monthly Board Highlights section to the Board portion of our web page.

Next month's (11.21.17) agenda

Audit report if available

Grade level openings for open enrollment period

Adjourn

Julie Richards MADE A MOTION TO ADJOURN THE MEETING AT 7:40 PM; Amanda Cina SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

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

Next meeting is November 21, 2017 at 6 p.m.