

**CORNERSTONE MONTESSORI ELEMENTARY SCHOOL
BOARD OF DIRECTORS MEETING – VIRTUAL
TUESDAY, SEPTEMBER 15, 2020 – 6:00 P.M.**

Board Members Present: Jean Melancon, Jess Goff, Alyssa Schwartz, Julaine Roffers-Agarwal, Maisah Outlaw, Sarah Stocco, Carolyn Ganz

Board Members Absent: Marcus Almon

Other Attendees: Chris Bewell, Joe Aliperto (Dieci Finance)

Meeting called to order by Jean Melancon, Board Chair, at 6:13 pm.

AGENDA

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

No public comments were offered.

Consent Agenda

- August Month Meeting Minutes – Carolyn’s name was omitted in the draft, but has been added.

JULAINÉ MADE A MOTION TO ACCEPT THE CONSENT AGENDA ITEMS AS DISCUSSED. CAROLYN SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. THE MOTION PASSED UNANIMOUSLY. THE VOTES WERE:

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

Approval of Agenda & Declaration of Conflict of Interest

SARAH MADE A MOTION TO APPROVE THE EVENING’S AGENDA. CAROLYN SECONDED THE MOTION. THERE WAS NO DISCUSSION. THE MOTION PASSED UNANIMOUSLY.

Board Member	Aye	Nay
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.

Governance Committee

The Governance committee recommends that Maisah continue on the Board as a Community member.

JULAINÉ MADE A MOTION TO RECLASSIFY MASIAH OUTLAW AS A COMMUNITY BOARD MEMBER. SARAH SECONDED THE MOTION. THERE WAS DISCUSSION ABOUT THE LENGTH OF HER TERM; SHE WILL COMPLETE THE REMAINDER OF HER CURRENT TERM IN THIS NEW CLASSIFICATION. THE MOTION PASSED UNANIMOUSLY.

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

Head of School Report – Alyssa Schwartz

- See report
- Congrats to Jess for WEM Synergy Teachers Achievement Award.
- School year has started and is very busy. We have two programs running really – distance learning and on-site distance learning. Everyone is working really hard and things are getting smoothed out.
- So lovely to see people at the Back to School Fair!

Treasurer’s Report – Joe Aliperto

- See reports
- Financial Reports
- Some of the budgeting work right now is revising budget based on current ADM of 136 (from 142). We will continue to monitor this since this greatly affects our funding.
- Additional funding sources – CARES and Corona-Relief funds – will be used to support distance learning needs, budget, etc.
- Due dates: Corona-Relief Fund- about \$42000 – get application in and then spend by end of December, we have longer to spend the CARES money.
- PPP – been told to hold off on applying for forgiveness right now but it seems that we will be forgiven for the full amount

CAROLYN MADE A MOTION TO ACCEPT THE AUGUST FINANCIAL STATEMENTS BASED ON MOST CURRENT INFORMATION. MAISAH SECONDED THE MOTION. THERE WAS NO DISCUSSION. THE MOTION PASSED UNANIMOUSLY. THE VOTES WERE:

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

- Donations this month – Total this month is \$1072.79 from a \$1000 donation and funds from Amazon Smile.

MAISAH MADE A MOTION TO ACCEPT DONATIONS OF \$1072.79. JULAINE SECONDED THE MOTION. THERE WAS NO DISCUSSION. THE MOTION PASSED UNANIMOUSLY.

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

Director of Business Operations – Chris Bewell

- See report
- Wait list is dwindling – unlikely we will get applications throughout the year. Families are hesitant to join while in distance learning. Hard to recruit when not really able to be out in the community.
- Where are families going instead? Homeschool, Private, Great River
- Technology update for distance learning –we are continuing to add more tech to support learners and teachers.

Lease Update

- Current extension ends September 30, 2020.
- There are four areas of discussion: terms, rent, legal/insurance, exhibits/attachments (shared space agreement).
- Terms: Currently looking at 3-year lease, with option for one-year extension. Both parties in agreement about this.
- Rent/Lease: looking at enrollment and lease aid, wording still being finalized
- Legal/Insurance: final wording being approved by both sides’ attorneys
- Shared Space Agreement: MCM has drafted, CMES reviewing

MAISAH MADE A MOTION TO APPROVE THE LEASE TERMS SUBJECT TO REVIEW BY CMES ATTORNEYS. CAROLYN SECONDED THE MOTION. THERE WAS NO DISCUSSION. THE MOTION PASSED UNANIMOUSLY. THE VOTES WERE AS FOLLOWS.

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

Governance Committee – Julaine

- There is a need for a new policy: Tele-related Services Policy.
- HIPAA laws cover some of the services and we need a policy as we use services in this way.
- The policy template was provided by the providers that we use.
- Providers will be using HIPAA compliant platforms for direct services which means we are in compliance.

JULAINE MADE A MOTION TO APPROVE TELE-RELATED SERVICES POLICY #526. SARAH SECONDED THE MOTION. THERE WAS NO DISCUSSION. THE MOTION PASSED UNANIMOUSLY. THE VOTES WERE AS FOLLOWS:

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

Board Education

- Training opportunity: virtual training by Triangle and Associates. We have had similar opportunities in the past. Other Montessori Schools will also be in attendance. Friday, October 2nd, 9-11:30 am. Jean will attend and share recording when available.
- Reminder: Board members need to continue to further their own training. There are many opportunities for this: MACS, UST, etc.
- Ideas for future group trainings? Perhaps successful adolescent environment – speaker? – Is this even the time to think expansion? Outdoor education?

Board Chair Report – Jean Melancon

- See report
- Environmental Scan
- ESABA Gala

Suggested Agenda Items for Next Board Meeting

- HoS annual goals and professional development plan
- Reviewing board annual goals
- Revised budget- October
- Auditor report? Possible

Adjourn

CAROLYN MADE A MOTION TO ADJOURN THE MEETING AT 7:12 PM. JULAINE SECONDED THE MOTION. THERE WAS NO DISCUSSION. THE MOTION PASSED UNANIMOUSLY. VOTES WERE:

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

The next CMES Board Meeting is Tuesday, October 20 , 2020 at 6 p.m.

Respectfully Submitted by Jess Goff, CMES Secretary