

**CORNERSTONE MONTESSORI ELEMENTARY SCHOOL  
BOARD OF DIRECTORS MEETING  
TUESDAY, AUGUST 13, 2019 – 6:00 P.M.**

**Board Members Present:** Jean Melancon, Jess Goff, Alyssa Schwartz, Julaine Roffers-Agarwal, Maisah Outlaw, Amy Dvergsdal, Marcus Almon

**Board Members Absent:**

**Other Attendees:** Chris Bewell

**Meeting called to order by Jean Melancon, Board Chair, at 6:08 pm.**

**AGENDA**

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

No public comments were offered.

**Consent Agenda**

<b>Policies on the Consent Agenda</b>	<b>Notes</b>
522 Student Sex Nondiscrimination Policy	No changes
701 Purchasing Policy	Previously titled Procurement Policy, edited to align with new MDE-SpEd/legislative requirements
701.1 Purchasing Procedure	Minor edits to align with new MDE-SpEd/legislative requirements, replace the old Federal CSP Procurement and Contracting Procedures
705 Financial and Cash Management Policy	Minor updates redlined
706 Acceptance and Administration of Gifts	No Changes
<b><u>Other Items on Consent Agenda</u></b>	
Parent Policies Handbook	The former Parent Handbook has been divided into 2 documents. This one and the next one (Parent Program Handbook). Parents required to read annually. Some changes this year.
Parent Program Handbook	See above description. Reduced wordiness and updated the sample schedules to be more accurate.
Employee Handbook	Change per DHS re: water cup usage in the Children’s Houses. Also school history section reduced.
Motions for the August Meeting	These are standard motions that the board needs to approve annually. <b>Motions for the August 2019 Consent Agenda</b>  <b><u>Waiving the Pledge of Allegiance Requirement</u></b> FOR THE 2019-2020 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

	<p>THROUGH THE SCHOOL’S CURRICULUM.</p> <p><b><u>Assign Designated Bank as Depository for the Year</u></b>  CORNERSTONE MONTESSORI ELEMENTARY SCHOOL ASSIGNS SUNRISE BANK AS DEPOSITORY FOR FY 2019-20.</p> <p><b><u>Delegate Authority for Electronic Funds Transfer</u></b>  CMES DELEGATEs AUTHORITY TO the CMES TREASURER AND CMES BOARD CHAIR OR THEIR DESIGNEE TO MAKE THE ELECTRONIC FUND TRANSFERS FOR FY 2019-20.</p> <p><b><u>Approve Lunch Prices for the Food and Nutrition Program</u></b>  CMES ESTABLISHES THE FOLLOWING PRICES FOR SCHOOL MEALS FOR THE 2019-20 SCHOOL YEAR: \$1.75 FOR BREAKFAST AND \$3.50 FOR LUNCH AND THAT CMES WILL NOT DENY ANY CHILD A MEAL.</p>
Draft June Meeting Minutes	Board didn’t meet in July so these are the most recent minutes.

**JESS MADE A MOTION TO ACCEPT THE CONSENT AGENDA ITEMS AS DISCUSSED. MAISAH SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. THE MOTION PASSED UNANIMOUSLY.**

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

**JULAINÉ MADE A MOTION TO APPROVE THE EVENING’S AGENDA. JESS 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.

**Treasurer’s Report – Jean Melancon**

- See reports.

**MAISAH MADE A MOTION TO ACCEPT THE JUNE AND JULY FINANCIAL STATEMENTS. JULAINÉ SECONDED THE MOTION. THERE WAS NO DISCUSSION. THE MOTION PASSED UNANIMOUSLY.**

- Our new financial manager, Joe Aliperto of Dieci Finance, will attend the September meeting and will go over financial statements and what to pay attention to. There will be time for questions at this time.

**JESS MADE A MOTION TO ACCEPT JULY DONATION OF \$100. MARCUS SECONDED THE MOTION. THERE WAS NO DISCUSSION. MOTION PASSED UNANIMOUSLY.**

**Head of School Report – Alyssa Schwartz**

- See report.

- Update on outdoor environment work. Question: do we need to check in with insurance about the dock into the pond?
- CMES hosting ESABA and Washington County Watershed District at CMES September 12. Board members are invited to attend.
- Oct 17-18 Staff and Board equity training/planning
- We have been awarded an ADSIS grant, which we will use to change to FT for Pedagogy Director
- Awarded \$1500 MN Humanities Center grant for equity-based professional development for literacy program. Sun Yung Shin consultation is scheduled on August 27<sup>th</sup> with staff read of the book, A Good Time for the Truth: Race in Minnesota, is scheduled this fall.

### **Director of Business Operations – Chris Bewell**

- Enrollment is right where we want it. We are budgeted for 142 and that is what we have currently enrolled. There are spaces available in the upper elementary, but waitlists for lower grades.
- Policies
  - o 702 Fixed Asset Policy
  - o 702.1 Fixed Assets Operating Procedure
  - o 705.1 Receipts Procedure

**JULAINÉ MADE A MOTION TO APPROVE THE THREE POLICIES AS DESCRIBED. MARCUS SECONDED THE MOTION. THERE WAS NO DISCUSSION. THE MOTION PASSED UNANIMOUSLY.**

- Conflict of Interest Statement – signed annually by all board members
- Board members verified contact information

### **Board Work Session – Strategic Plan - Julaine Roffers-Agarwal**

- Julaine shared the current draft. There was some discussion of various points. There will be some further rewriting and we will look to approve it at the September meeting.

### **Board Work Session – Mission and Vision Statement – Julaine Roffers-Agarwal**

- Discussion and comparison of current and proposed mission and vision statements
- Discussion about core values. Statements to be added as we think more about how we live the mission and vision

### **Board Chair Report – Jean Melancon**

- Started review of MOU and lease, expires June 2020
- Environmental Scan – anything going on we should know?
- Call to help identify potential board members
- CMES Annual Touchpoints with UST (authorizer)
  - o CMES admin produces quarterly reports for UST
  - o Board’s role: provide school admin input for CMES reports, approve annual report, receive feedback from UST on quarterly reports via HOS reports, access to all reports on board google docs
  - o UST’s role: provide written comments to CMES on each report, annually conduct at least 2 site visits, periodically attend board meetings

### **Governance Committee –Julaine Roffers-Agarwal**

- Approve new policy 523 on Gender Identity and Expression

**JULAINE MADE A MOTION TO APPROVE POLICY 523. AMY SECONDED THE MOTION. THERE WAS NO DISCUSSION. THE MOTION PASSED UNANIMOUSLY.**

- Proposed new policies for the board - discussion
  - o Attendance Policy
  - o Code of Conduct
    - Use CMES email addresses
    - Agree on frequency of checking CMES emails and reasonable time for response
    - Board member input for others?
- Proposed slate of officers for 2019-2020
  - o Chair: Jean Melancon
  - o Vice Chair: Julaine Roffers-Agarwal
  - o Secretary: Jess Goff
  - o Treasurer: Jean Melancon
- Proposed committee chairs
  - o Governance – Julaine Roffers-Agarwal
  - o HOS Evaluation – Jane Reilly

- Finance – Jean Melacon
- Development – Open

**MAISAH MADE A MOTION TO ACCEPT THE SLATE OF OFFICERS AND COMMITTEE CHAIRS. AMY SECONDED THE MOTION. THERE WAS NO DISCUSSION. THE MOTION PASSED UNIMOUSLY.**

**Suggested Agenda Items for September Board Meeting**

- Committee reports about work of last year and goals for this year.
- Approval of Strategic Plan
  
- October – Approval of Revised Budget

**Adjourn**

**JESS MADE A MOTION TO ADJOURN THE MEETING AT 7:48 PM. JULAINE SECONDED THE MOTION. THERE WAS NO DISCUSSION. THE MOTION PASSED UNANIMOUSLY.**

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

***The next CMES Board Meeting is Tuesday, September 17, 2019 at 6 p.m.***