

**CORNERSTONE MONTESSORI ELEMENTARY SCHOOL – BOARD OF DIRECTORS MEETING  
TUESDAY AUGUST 18, 2015 – 6:00 P.M.**

**Board Members Present:** Liz Coenen, Andrea Galdames, Eve Lo, Jane Reilly, and Melissa Santrach

**Board Members Absent:** Kristen Campbell, Juliann McDermott, Julie Richards, Liesl Taylor

**Other Attendees:** Chris Bewell

**AGENDA**

**Meeting called to order by Board Chair, Liz Coenen, at 6:09 pm**

**Public Comment Period:** No public comments were offered.

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

- Liz added the Head of School Evaluation Committee report (which was included in the packet) to the agenda after the Treasurer’s report.

**MELISSA MADE A MOTION TO APPROVE THE EVENING’S AMENDED AGENDA; EVE  
SECONDED THE MOTION. MOTION CARRIED 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**

- Liz asked if anyone had changes to the June meeting minutes.
  - Two typos: “y” was omitted in Nadiya; “f” was omitted in Clifton

**EVE MADE A MOTION TO ACCEPT THE CORRECTED MINUTES FROM THE JULY MEETING;  
MELISSA SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**

**Head of School Report – Liz on behalf of Liesl Taylor**

*Liesl’s report was distributed to the group (the Vital Signs report is not given when school is not in session); additional comments follow:*

- Liz invited Chris to elaborate on any points in Liesl’s report.
- Chris said they are working daily to prepare for the beginning of the school year and indicated that they have especially been working to update the Employee and Parent handbooks.
  - Chris distributed draft handbooks and said that there have been no substantive changes. They have been updated to reflect Liesl’s voice and to provide clarifications on some school procedures. Chris also indicated that language regarding the social media policy will be added as an addendum.
  - Jane asked if any changes to the handbooks would require policy updates; none are needed.

**MELISSA MADE A MOTION TO APPROVE THE EMPLOYEE HANDBOOK AND THE PARENT  
HANDBOOK; EVE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**

- Jane asked if the Parent Survey Attachment mentioned in Liesl’s report could be forwarded to the Board. Liz will send it out to the group.

**Director of Business Operations – Chris Bewell**

*See report; additional comments follow:*

- Chris reported that our enrollment numbers are steady. We will definitely have 20 kindergarteners and we have another 4<sup>th</sup> grade application. She also noted that as the beginning of the school get closer, the enrollment will likely fluctuate.

- Melissa asked how the annual report is coming along and if there is anything needed from the Board. Chris responded that she and Liesl are working on it and will let Board members know if anything else is needed from them.

#### **Board Chair Report – Liz Coenen**

*See report; additional comments follow:*

- Liz had no additional comments; no questions were asked.

#### **Governance Committee Report – Liz Coenen**

*See Governance Committee minutes; additional comments follow:*

- Liz referenced Liesl's report regarding a new Board member to take the seat vacated by Marje Nitz's. Liz noted that she will talk with Liesl about the next step in moving forward on this. Liz will bring it to the Governance Committee's September meeting.

#### **Development Committee Report – Melissa on behalf of Julie Richards**

*The Development Committee did not meet in July*

- Melissa reported on the progress to-date on the one-page marketing piece being developed by Brenda Sussana. The piece is intended to be used to introduce Cornerstone to new funders.
  - Brenda is a graphic designer who is also a Montessori parent and has done the Montessori training so she has a solid understanding of what we are trying to convey. Melissa gave Brenda the ideas generated by the Development Committee over the last several months and Brenda is developing some draft pieces for us to review.
  - Once we have a draft, we can start giving feedback. The Development Committee will be sure staff has a chance to review and offer feedback.
- The Development Committee's next meeting will be Wednesday, August 26 at 7:15 am at Dancing Goat Coffee Shop. We will look at other fundraising opportunities.

#### **Treasurer's Report – Melissa Santrach**

*See Finance Committee minutes; additional comments follow:*

- Melissa reviewed the July financials and commented that since it's the first month of the new fiscal year, there isn't a lot to report. Melissa asked if anyone had questions; none were asked.

**MELISSA MADE A MOTION TO ACCEPT THE JULY 2015 FINANCIAL STATEMENTS; ANDREA SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

- Melissa noted that our 2014-15 budget shows a loss in our food service fund of \$10,763, which is typical for most schools and was anticipated. Melissa indicated that Board action is required to move money from the general operating fund to the food service fund.

**MELISSA MADE A MOTION TO TRANSFER \$10,763 FROM THE GENERAL FUND TO THE FOOD SERVICE FUND; EVE SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

- Melissa next discussed the substantial fund balance we had at the end of the 2014-15 fiscal year and explained that it was, in part, due to a cabinet project for the hallway and multipurpose room that we had hoped would be done during 2014-15. We now have the bids for the cabinets and are ready to move forward, however, due to our Fund Balance Policy the Board would need to commit the funds to the project. Melissa asked if anyone had questions about this; none were asked.

**MELISSA MADE A MOTION, IN COMPLIANCE WITH THE CMES FUND BALANCE POLICY, THAT THE BOARD APPROVE A COMMITTED FUND BALANCE FOR THE 2014-15 FISCAL YEAR OF \$11,070: \$8,770 WILL BE FOR CABINETS IN THE MULTI-PURPOSE ROOM, AND \$2,300 WILL BE FOR CABINETS IN THE HALLWAY; EVE SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

**Head of School Evaluation Committee Report – Jane Reilly**

*See HOS Committee Report; additional comments follow:*

- Jane asked if anyone had any questions; none were asked.

**Other Business**

- Liz mentioned that Jane had approached her about doing something for staff during their back-to-school meetings. Chris discussed it with Liesl and Liesl suggested we provide lunch on Wednesday, September 2. Jane offered to coordinate the lunch, which will be for about 30 people.
- Melissa mentioned that she has scheduled a meeting with Molly and Carleen Rhodes to discuss how we navigate development efforts in a coordinated, supportive way.

**Next month's agenda**

- Liz and Eve will meet with Liesl to reconfigure the parent involvement committee and report back in September to the Board.

**Adjourn**

**EVE MADE A MOTION TO ADJOURN THE MEETING AT 7:03 PM; ANDREA SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**

***Respectfully Submitted by Jane Reilly, CMES Board Secretary***

***Next meeting: September 15 at 6 p.m.***