

**CORNERSTONE MONTESSORI ELEMENTARY SCHOOL – BOARD OF DIRECTORS MEETING  
TUESDAY NOVEMBER 15, 2016 – 6:00 P.M.**

**Board Members Present:** Liz Coenen, Melissa Santrach, Liesl Taylor, Amanda Cina, Julie Richards, Jess Goff, Andrea Galdames

**Board Members Absent:** Juliann McDermott

**Other Attendees:** Chris Bewell

**Meeting Called to Order by Liz Coenen, Board Chair, at 6:11 pm.**

**AGENDA**

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

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

- Liz asked if there were any additions or changes to the agenda;  
**Andrea MADE A MOTION TO APPROVE THE EVENING’S AGENDA; Melissa SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**
- Based on the approved agenda, Liz asked if anyone had any conflicts of interest with the evening’s agenda. None were disclosed.

**Audit Presentation for Fiscal Year 2015-16- Nick Sigurdson, Clifton Larson Allen, LLP**

Sandy & Nick - CliftonLarsonAllen LLP

Financial Statement Audit Report

- Audit went smooth
- Result was a Clean / Unmodified opinion
- Strong cash position
- Healthy fund balance
- General funds 0.3% variance
- Pension Liability is new this year; need to show financial liability, but not responsible for full balance on Total line (p 42); Zero effect on funding
- UFARS audit matches expenditures
- Internal Controls Audit is clean
- MN Legal Compliance Audit is clean

Executive Audit Summary

- Graphs of results
- Formal Required Communications is positive

**Excellent CLEAN Audit! :)**

**Julie MADE A MOTION TO ACCEPT the 2015-16 AUDIT; Andrea SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

### **Acceptance of Minutes from 10.18.16 Board Meeting**

- Liz asked if anyone had changes to the October meeting minutes; none were offered.

**Melissa MADE A MOTION TO ACCEPT THE MINUTES FROM THE AUGUST 2016 MEETING; Jess SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

### **Other Topics- Liz Coenen:**

- Juliann McDermott has resigned the Board
- We are down another Community Board Member
  - Conversations in with three other people to fill the two open spots
  - Work or live on the East Side
- Skill gaps on the Board:
  - Finance experience/skills
  - Legal experience/skills

### **Governance- Liz Coenen:**

#### **•Development and Communications Committee Charter Draft**

- Revised Charter drafted
  - Will meet the 2<sup>nd</sup> Tue of the month – 3:30-4:30 pm at Cornerstone
- Liesl asked to add more verbiage to call out the mission of the school and Montessori
  - Melissa will update the document with corrections and email to the board

**Melissa MADE A MOTION TO APPROVE THE DEVELOPMENT AND COMMUNICATIONS COMMITTEE REVISED CHARTER; Julie SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

#### **•Ongoing Board Training Policy Draft**

- CMES Ongoing Board Training Policy presented by Melissa

**Jess MADE A MOTION TO APPROVE THE CMES ONGOING BOARD TRAINING POLICY; Julie SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

#### **•FY16 CMES Service Learning Policy**

- CMES Service Learning Policy presented by Liesl
- Formalizes what we're already doing

**Andrea MADE A MOTION TO APPROVE THE CMES SERVICE LEARNING POLICY; Jess SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

#### **•Liz and Nancy met to discuss fundraising joint venture**

- Ways to support the work we're doing
- How to tell our story
- How to get CMES out into the greater community

- Fundraising (United Way type of collaboration; less competing for the same funds)
- Nancy is in full support of us as a school :)
- Liz to follow up with Nancy for ongoing relationship

#### **Treasurer's Report – Liz Coenen for Melissa Santrach**

- VOA recommended we make a change to ADM:
  - Current ADM payment projection and reference to what the state is actually paying should be included in the monthly finance report
  - Will be added to comments
  - Cumulated ADM at month's end
  - Sandy will update the report and adjust accordingly
  - Dr Speiker is right (as usual)
- Nothing out of order; tracking with a good cash balance as expected with revenue and expenses; no concerns at this point

**Melissa MADE A MOTION TO ACCEPT THE AUGUST, 2016 FINANCIAL STATEMENTS; Amanda SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

- Line of Credit
  - BMO Harris is offering an "on demand" line of credit
  - Requires less paperwork/expense
  - Annual fee is \$100 and will be waived this year and going forward
  - Termination fee if LOC is closed before 12 months
  - Good for managing cash flow

**Melissa MADE A MOTION TO OPEN THE ON DEMAND LINE OF CREDIT AT BMO HARRIS; Julie SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

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

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#### **Head of School Report – Liesl Taylor**

- Parent/Teacher/Staff partnerships are excellent
- Everyone is working hard
- Attention and support needed for traffic in and around CMES
  - Find out who our city council person is to work on the issue
- Attended 2016 Overcoming Racism Conference
  - Great learning experience
- Speaking at NAMTA in Jan 2017

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

- Got the Support Our Students Grant! :)
  - Matching grant
  - 50/50 match; get up to \$6000
  - 6 year grant
  - Gradually reduces grant contribution

- Attending labor law seminar for charter schools
  - gather information regarding the implementation of the Fair Labor Standards Act (FLSA) new Over-Time; Rule going into effect December 1
- Attended McKinney Vento Homeless Liaison Training
- Open Enrollment for next school year is now open (November 1 – December 1, 2016)
  - High concentration of siblings this year
  - Lottery will take place on Monday, December 12, 2016 at 5:00 pm
- 135 current enrolled students
- 20 Kindergarten Openings / At this time zero (0) openings in the other grades

**Amanda MADE A MOTION TO APPROVE 20 AVAILABLE KINDERGARTEN SLOTS AND WILL DRAW FROM THE LOTTERY FOR WAITLIST SLOTS FOR ALL OTHER GRADES AS OPENINGS BECOME AVAILABLE; Julie SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

**Other Business**

- Give to the Max
- Email service provider
- Facebook page

**Next month's (12.13.16) agenda**

- World's Best Workforce
- Treats for next meeting
- Treats for the Staff on Friday, December 16– Julie to organize
- Travis Wright debrief

**Adjourn**

**Julie MADE A MOTION TO ADJOURN THE MEETING AT PM; Melissa SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

***Respectfully Submitted by Andrea Galdames, CMES Secretary***

***Next meeting is December 13, 2016 at 6 p.m.***