

**CORNERSTONE MONTESSORI ELEMENTARY SCHOOL  
BOARD OF DIRECTORS MEETING  
TUESDAY, NOVEMBER 20, 2018 – 6:00 P.M.**

**Board Members Present:** Amanda Cina, Jess Goff, Jean Melancon, Alyssa Schwartz, Julaine Roffers-Agarwal, Lorelee DiLorenzo, Maisah Outlaw

**Board Members Absent:** Robyn Ingber

**Other Attendees:** Chris Bewell, Sandy Schmidt, Dennis Hoogeveen

**Meeting called to order by Jean Melancon, Board Chair, at 6:03 pm.**

**AGENDA**

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

See slide from Jean of procedure for guests.

No public comments were offered.

**Consent Agenda**

Article about consent agenda was sent to board members previously. Jean has looked at consent agenda policies through MACS (MN Association of Charter Schools). See slide.

**JULAINÉ MADE A MOTION TO USE A CONSENT AGENDA TONIGHT AND TO CREATE A POLICY ABOUT WHAT MAY AND MAY NOT BE INCLUDED IN THE CONSENT PORTION OF THE AGENDA. LORALEE SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

**JULAINÉ MADE A MOTION TO ACCEPT THE CONSENT AGENDA FOR TONIGHT. AMANDA SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

- a. Acceptance of Minutes from October Board Meeting.
- b. Acceptance of Minutes from CMES/MCM Joint Board Meeting.
- c. Governance Committee Description
- d. Board Chair Report

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

**AMANDA MADE A MOTION TO APPROVE THE EVENING'S AGENDA; JESS SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

Jean asked whether, given the approved agenda, there were any conflicts of interest. None were disclosed.

**HOS Update on Teacher Licensure**

Alyssa shared information about MN Department of Education licensing information that affects Maisah teaching license.

**JESS MADE A MOTION TO ACKNOWLEDGE MAISAH OUTLAW'S COMPLETION OF HER TIER 2 LICENSE REQUIREMENTS ON OCTOBER 30, 2018, AND TO ALLOW HER TO RETAIN HER SEAT ON THE BOARD OF DIRECTORS AT THIS MEETING, NOVEMBER 20, 2018. AMANDA CINA SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

**Auditor's Report – Dennis Hoogeveen (of CliftonLarsonAllen LLP)**

Dennis Hoogeveen talked us through the auditor's reports. The auditor (CliftonLarsonAllen) has issued a clean opinion, which is as good a rating as we can get. This means that we had a clean opinion in terms of financial statements, legal compliance, and good budget to actual outcomes. Strong cash balance, good financial state overall. There were no concerns to report from them.

This is as good as it gets in terms of charter school audits. Kudos to Chris and Sandy.

**MAISAH MOVED TO ACCEPT THE AUDITORS REPORT. LORALEE SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

**Director of Business Operations Report - Chris Bewell**

Enrollment is healthy for this year. We are preparing for enrollment for the next school year.

**JESS GOFF MADE A MOTION TO APPROVE THE FOLLOWING ENROLLMENT OPENINGS FOR THE 2019-2020 LOTTERY: KINDERGARTEN – 20 OPENINGS, 1 ST – 6 TH GRADES: 0 OPENINGS; JULAINE SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

**Communications & Development Committee Report – Loralee DiLorenzo**

511 Fundraising Policy revisions

**MAISAH MADE A MOTION TO ACCEPT THE FUNDRAISING POLICY AS REVISED. LORALEE SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

**Financial Statements – Sandy Schmidt**

See statements, which Sandy walked us through.

We are budgeted at 138 ADM. Our current ADM is 139. Right now the state of MN is paying us at 137, which we will update later.

**LORALEE MADE A MOTION TO ACCEPT THE OCTOBER 2018 FINANCIAL STATEMENTS; AMANDA SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

### **Mission Statement “check-in” Activity – Lorelee**

The Board looked at the Mission of CMES and discussed what we saw as essential and what could be stronger.

Lorelee took notes on our conversation. She will summarize our thoughts and we will look at the mission again in the future as we think about making the statement stronger.

### **Governance Committee Report -**

506 CMES Behavior and Dismissal Policy

**JEAN MADE A MOTION TO ACCEPT THE POLICY AS REVISED. LORALEE SECONDED THE MOTION.**

Discussion: Additions of information about communication that would happen before dismissal was considered.

**THE MOTION PASSED UNANIMOUSLY.**

514 CMES Bulling Prohibition Policy

**JEAN MADE A MOTION TO ACCEPT THE POLICY AS REVISED. JESS SECONDED THE MOTION.**

Discussion: The definitions were moved to the top of the document instead of at the end.

**THE MOTION PASSED UNANIMOUSLY.**

691 Inclusive Education Program

**JEAN MADE A MOTION TO ACCEPT THE POLICY AS REVISED. MAISAH SECONDED THE MOTION.**

Discussion: change of language (“handicapped people” to “people with disabilities”)

**THE MOTION WAS PASSED UNANIMOUSLY.**

Consent agenda policy and public comment policy are going to be added to the agenda for the Governance Committee Meetings.

### **Head of School Report**

Discover Cornerstone Event guest sent a thank you note that was passed around.

Climbing Wall Resolution

- Insurance company recommended that we take down the climbing wall. MCM’s insurance company will not insure, and shared liability is really the only way to make this happen.
- A note has gone out to families. Some families have communicated with Alyssa, mostly those who were involved with the building itself.
- Alyssa has spoken with staff about repurposing wall in different ways to support recess and play.

Next steps:

- Holds are being removed, may be resold. Wood can be reused. We are hoping to repurpose for recess use.
- Policy changes have been made in the Parent handbook and in other policies to reflect communication with facilities and site usage.
- We discussed our responsibilities as a board in situations like this.
  - o ACTION ITEM: Julaine and Jean will work on a checklist of what steps need to be taken on the part of the board whenever projects are proposed.

#### Review Parent Survey Results

- See slides

MACS Innovation Awards applications available, \$1000 to a school with innovative program

- This grant deadline is coming up. One area that could be explored is “new forms of accountability.”
- ACTION ITEM: Lorelee will research further with the intent of applying for the grant.

#### **Board Education – Strategic Planning Process**

- See slide
- We will end up with a more formal plan after our process
- Alyssa will gather more input from staff
- Input from families – two sessions, one connected to Cornerstone Café (February) and one to the Stone Soup event (January)

#### **Suggested Agenda Items for Next Board Meeting-**

- Next meeting we will bring food items to share.

#### **Adjourn**

**LORALEE MADE A MOTION TO ADJOURN THE MEETING AT 7:52 PM; MAISAH SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

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

***The next CMES Board Meeting is Tuesday, December 18, 2018 at 6 p.m.***