

**CORNERSTONE MONTESSORI ELEMENTARY SCHOOL – BOARD OF DIRECTORS MEETING
TUESDAY MAY 16, 2017 – 6:06 P.M.**

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

Board Members Absent:

Other Attendees: Chris Bewell, Jean Melancon

Meeting Called to Order by Liz Coenen, Board Chair, at 6:06 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;

Amanda 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.

Acceptance of Minutes from 4.18.17 Board Meeting

- Liz asked if anyone had changes to the April meeting minutes; Footer was not updated-reads January 2017. This writer made the change for this month’s document.

Melissa MADE A MOTION TO ACCEPT THE MINUTES FROM THE APRIL 2016 MEETING; Andrea SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

Governance- Liz Coenen:

- We discussed the minute taking procedure. Currently the secretary is responsible for preparing the minutes and sends them in advance to whomever will take the minutes for that month’s board meeting. We have followed this procedure beginning July 1, 2016. It has added a couple tasks to Chris’ plate and does involve more organization. We discussed the value of posting the drafts to a private portal with the expectation of all board members reviewing them by the end of that week to finalize them. We would not be able to discuss them (no serial meetings). We also discussed having the secretary review all of the action items at the end of each meeting.
 - Additional secretarial tasks include serving on the Governance Committee (as a member).
 - We agree to continue this method for the 2017-2018 board year.

We discussed the purpose of the governance committee. Is it time to revisit our charge/what is the role of Governance? How does it interact with the other committees and the board? In many ways it operates as an executive space. Is it an opportunity to continue to better vet newer board members as we move from a founding board to a sustaining board? Do they need to be monthly?

We reviewed the board meeting calendar for 2017-2018.

**MELISSA MADE A MOTION TO APPROVE THE 2017-2018 BOARD MEETING CALENDAR.
AMANDA SECONDED THE MOTION. PASSED UNANAMOUSLY.**

Potential dates for our joint meeting with the Training Center are November 7th or 8th 2017. We acknowledge Nov. 7th as Election Day and will choose Wednesday, Nov. 8th, 2017.

2017-2018 is our year to do Strategic Planning. The July meeting can serve as a launching pad for these discussions as well as welcome our new board members. We could also use the time to discuss anti-bias/implicit bias training.

Strategic planning items include anti-bias work, relationship with training center (more contact points, re-imagining where we connect, where do we land in the larger landscape of AMI and public Montessori movement and the relationship of those two), staff support, growing/how we serve the children, our structure (school), as well as other items.

Treasurer's Report - Melissa Santrach

Note that our current ADM is 132.87. The budgeted ADM is 133.

Melissa MADE A MOTION TO ACCEPT THE APRIL 2017 FINANCIAL STATEMENTS; Andrea SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

We each signed our Lease Aid annual disclosure form.

MELISSA MADE A MOTION TO APPROVE THE LEASE PRICE OF 197,100.00 FOR FY17-18. AMANDA SECONDED THE MOTION. APPROVED UNANIMOUSLY.

We looked over the Preliminary Budget Projections for FY17 – FY20.

Note that:

We will budget at 135 ADM. This translates to about 10K per child
Per Sandy's recommendation it is safer to budget at the 1.5%
Compensatory rate will fall due to our free and reduced lunch rate falling
We are able to continue our Mental health grant at an increased matching rate of 7K (it was previously 6K)
New expenditures include a SPED at 1.0 FTE which is reimbursed at about 96%
Staff no longer have to use all their PD dollars within the fiscal year but can save it for larger PD experiences
We will carry our HoS cost at 75% this year compared to 65% last year
Our insurance cost has increased 10.4%
A \$4K donation is not reflected in this budget (which goes into net operating net income)

Finance Report - Budget FY18

The transfer to the Food Svc Fund from General Fund is included in the line item "Dues and Memberships/Transfers". The finance committee recommendation to the board is to commit in FY17 some of the General Fund balance (that is above the 20% of expenditures board policy) for staff sponsorship "grow our own staff" and staff development. The intent is to spend the committed "one time" staffing cost funds in future. Therefore, in the general operating budget there is a positive bottom line of \$2,428.69. However, when the school spends the committed funds it will show these expenses as well and reducing the Committed Fund balance - not affecting the Unassigned General Fund Balance. The committee wants to find the upmost balance of using resources towards delivering education to students and still be compliant with the board policy. It is not the intent to have deficit spending but to use our Fund Balance wisely and not build up a Fund Balance when it could be used toward educational delivery (one time costs that will not affect on-going future budgets).

Melissa MADE A MOTION TO APPROVE THE 2017-2018 BUDGET WITH A TOTAL NET OPERATING REVENUE OF 1,807,141.52, TOTAL NET OPERATING EXPENDITURES OF 1,804,712.83, AND A NET OPERATING INCOME OF 2,428.69. JESS SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

We have engaged CliftonLarsenAllen for the fiscal 2017 audit.

Development and Communications Committee Report – Melissa Santrach

- We discussed picking three dates that we host the friend/fund-raising breakfasts. Thursdays are the best days for the school/teachers.

We will create a development calendar during the schedule that includes newsletter development, breakfasts, etc.

Melissa attended a MN Non-Profit Council training on how to appeal to small family foundations (foundations that give away <1M a year). She made a contact that can share insight into which families champion which causes.

Head of School Report – Liesl Taylor

- Children have been going out 2-3 times a week. Upper elementary is connecting well with other schools.

Director of Business Operations – Chris Bewell

MCA's are over.

The state may create a different way to practice aside from the OLPA.

Other Business

MELISSA MADE A MOTION TO AUTHORIZE LIESL TAYLOR, CMES HEAD OF SCHOOL, AS OUR IDENTIFIED OFFICIAL WITH AUTHORITY FOR MDE SECURED WEBSITES; AMANDA SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

Next month's (6.20.17) agenda

Adjourn

JULIE MADE A MOTION TO ADJOURN THE MEETING AT 8:14PM; ANDREA SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

Respectfully Submitted by Julie Richards, CMES Board Member

Next meeting is June 20, 2017 at 6 p.m.