

**CORNERSTONE MONTESSORI ELEMENTARY SCHOOL – BOARD OF DIRECTORS MEETING
TUESDAY AUGUST 21, 2018 – 6:00 P.M.**

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

Board Members Absent: Robyn Ingber

Other Attendees: Maisah Outlaw, Sandy Schmidt, Julie Richards

Meeting Called to Order by Jean Melancon, Board Chair, at 6:03pm.

AGENDA

Public Comment Period: No public comments were offered.

Approval of Agenda & Declaration of Conflict of Interest

**Lorelee DiLorenzo MADE A MOTION TO APPROVE THE EVENING’S AGENDA;
Julaine Roffers-Agarwal SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

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

Acceptance of Minutes from 7.16.18. Board Meeting

- Jean asked if anyone had changes to the July meeting minutes. There were some minor typos (Robyn’s name was misspelled as Robin).

Julaine MADE A MOTION TO ACCEPT THE MINUTES AS AMENDED FROM THE JULY 2018 MEETING; Lorelee SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

Director of Business Operations – Alyssa Schwartz for Chris Bewell

- Enrollment is robust, currently standing at 140, with another application in process.

Head of School Report – Alyssa Schwartz

- See report
- SPED teacher – we received no applications to multiple posting. We have worked with the company that we contract with for services to have our due process person join us to provide services as well.
- Climbing wall – temporarily on hold while MCM and CMES talk with insurance companies and the CMS board talks about it. We want it to be there, but need to make sure we are following all the correct steps.

- Parent Family Handbook – some revisions were made to align with MDE and DHS requirements

JESS MADE A MOTION TO ACCEPT THE 2018-2019 PARENT HANDBOOK AS AMENDED. AMANDA SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Board Education – Julie Richards – The Area We Serve: The East Side

- Julie presented to the board, sharing demographic information about the residents of the East Side of Saint Paul.

Treasurer’s Report - Sandy Schmidt (for Robyn Ingber)

- See reports, we have a healthy cash flow, audit is on target, they will be out again September 27-28 for the audit and it should be complete in November.

LORALEE MADE A MOTION TO ACCEPT THE JULY 2018 FINANCIAL STATEMENTS; JULAINE SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

- Alyssa Schwartz presented two salary issues that have come up.
 - First, we have a teacher position that has requested a \$2000 raise, as a level lead, based on the teacher’s experience, new licensure, and area of licensure.

LORALEE MADE A MOTION TO GRANT THIS RAISE AS PRESENTED. AMANDA SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

- Second, there is an assistant whose salary is not aligned with the salary scale so Alyssa recommends a \$2/hour raise to bring it into alignment.

JESS MADE A MOTION TO CHANGE THIS SALARY AS RECOMMENDED TO BRING IT INTO ALIGNMENT WITH THE CURRENT SALARY SCALE. LORALEE SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

Communications and Development Committee Report – Lorelee DiLorenzo

- There are plans to meet with Alyssa to plan and schedule the Introduction to Cornerstone events.

Governance Committee Report – Jean Melancon

- The group is working on policy revisions and will have some available at the next meeting.
- Jean recommended adding Maisah Outlaw to the board. Our bylaws specify that we need to have at least one teacher, but we can also have more than one teacher.

JESS MADE A MOTION TO APPROVE THE NOMINATION OF MAISAH OUTLAW FOR A 3-YEAR TERM FULFILLING A TEACHER SLOT AND REPRESENTING AN EARLY CHILDHOOD STAFF PERSPECTIVE. THIS WOULD BE EFFECTIVE 8/21/2018 THROUGH 6/30/2021. AMANDA SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

- We are looking for more community and parent members as well. Nominations can be forwarded to Jean for further exploration. We also have a mentorship program for new board members. Lorelee has agreed to be Maisah's mentor.

Board Chair Report

- See report
- Board Calendar - We made one change to the calendar for the September meeting, moving it from Tuesday, September 18th to Monday, September 17th to ensure all can attend.

JEAN MADE A MOTION TO APPROVE THE BOARD CALENDAR FOR THE YEAR AS AMENDED. AMANDA SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

- Jean presented a board education possibility (Marc Frankel) that would happen on October 5th. **LORALEE MADE A MOTION TO ALLOCATE UP TO \$350 DOLLARS FOR THIS BOARD TRAINING. AMANDA SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

- Jean presented pros/cons of switching authorizers from Volunteers of America to University of St. Thomas. To move forward, the first step to switch would be to submit a letter of intent to UST. The next step would be for UST to invite us to submit a full application. If they did not, we would return to the process of renewing authorization with VOA (which is due to happen this fall anyway). We discussed risk concerns with making a switch as well as advantages to the particular switch.

JEAN MADE A MOTION FOR THE BOARD TO PROCEED WITH SUBMITTING A LETTER OF INTENT TO UNIVERSITY OF ST. THOMAS, CONTINGENT UPON VOA'S WILLINGNESS THAT WE WOULD BE ABLE TO PARTICIPATE IN THE REAUTHORIZATION PROCESS WITH THEM IF NEEDED. MAISAH SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

Suggested Agenda Items for Next Month

- NONE

Adjourn

MAISAH MADE A MOTION TO ADJOURN THE MEETING AT 7:36 PM; JULAINE SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

Respectfully Submitted by Jess Goff, CMES Secretary

Next meeting is September 17, 2018 at 6 p.m.