

**CORNERSTONE MONTESSORI ELEMENTARY SCHOOL
BOARD OF DIRECTORS MEETING
TUESDAY, JANUARY 22, 2019 – 6:00 P.M.**

Board Members Present: Jess Goff, Jean Melancon, Alyssa Schwartz, Julaine Roffers-Agarwal, Lorelee DiLorenzo, Maisah Outlaw, Robyn Ingber

Board Members Absent: Amanda Cina

Other Attendees: Chris Bewell

Meeting called to order by Jean Melancon, Board Chair, at 6:12 pm.

AGENDA

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

No public comments were offered.

Consent Agenda

- a. 509 Enrollment Policy
- b. 513 Acceleration & Retention Policy
- c. 526 Hazing Policy
- d. 533 Wellness Policy
- e. December Meeting Minutes

These items were moved from the consent agenda to the regular agenda.

- a. 516 Student Medication Policy
- b. 522 Student Sex Nondiscrimination Policy

MAISAH MADE A MOTION TO ACCEPT THE CONSENT AGENDA ITEMS AS DISCUSSED. LORALEE SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. THE MOTION PASSED UNANIMOUSLY.

Approval of Agenda & Declaration of Conflict of Interest

JULAINÉ MADE A MOTION TO APPROVE THE EVENING'S AMENDED AGENDA; ROBYN SECONDED THE MOTION. THERE WAS NO DISCUSSION. THE MOTION PASSED UNANIMOUSLY.

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

Treasurer's Report – Robyn Ingber

- See report.
- We are budgeted at 138 ADM. Our current ADM is 142. Right now the state of MN is paying us at 137, which we will update soon to 140.
- The committee revisited the sponsorship policy and it will be resubmitted for approval at a later date.
- The committee reviewed the 990 form and is bringing it to the Board for approval.

ROBYN MADE A MOTION TO ACCEPT THE FORM 990; JESS SECONDED THE MOTION. THERE WAS A SHORT DISCUSSION OF INCOMPLETE SENTENCES, WHICH ARE COMPLETED ELSEWHERE ON THE FORM. AFTER DISCUSSION, THE MOTION PASSED UNANIMOUSLY.

ROBYN MADE A MOTION TO ACCEPT THE DECEMBER FINANCIAL STATEMENTS. MAISAH SECONDED THE MOTION. THERE WAS NO DISCUSSION. THE MOTION PASSED UNANIMOUSLY.

- Fund Balance Policy 703 – suggested language change in policy to take out term “unassigned”.

ROBYN MADE A MOTION TO ACCEPT THE RESIGNED FUND BALANCE POLICY 703. LORALEE SECONDED THE MOTION. THERE WAS NO DISCUSSION. THE MOTION PASSED UNANIMOUSLY.

- Sandy Schmidt has given us a resignation letter as she is retiring at the end of the fiscal year, July 1, 2019. We have really enjoyed and benefitted from our work with Sandy. Chris and the Finance Committee will work with Sandy on a smooth transition in the coming months.

Head of School Report - Alyssa

- See report
- VOA awarded CMES the Governance award for FY 2018.
- Charter School Fair this Saturday 9-12
- Alicia Sojourner Events, Talking about Race – first one January 31. Families from Cathedral Hill Montessori are also invited to join us.
- Change in Authorizer Schedule for UST – see slide
- Ramsey – Washington Metro Watershed District Opportunity – restoration of yard and pond

Director of Business Operations Report - Chris Bewell

- See report

Communication and Development - Lorelee

- See report.
- March 7th is the next Discover Cornerstone event so we should be thinking of who to invite.

Governance Committee Report - Jean

- Policy 516 Student Medication Policy
 - o Concern about “creams” and “sunscreens”
 - o Policy is being returned to committee for further discussion about policy and procedure for prescription, non-prescription, and over the counter products.
- Policy 522 Student Sex Nondiscrimination Policy
 - o Policy is being returned to committee to look at language of sex and gender identity
- Consent Agenda Policy discussion
 - o Amend section B to not require immediate action, but action later in the same meeting
 - o Amend section D to apply to all documents, not just meeting minutes
 - o Minor editing changes

MAISAH MADE A MOTION TO ACCEPT THE CONSENT AGENDA POLICY AS AMENDED. LORALEE SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. THE MOTION PASSED UNANIMOUSLY.

- Policy - Public Comments at Board Meeting - discussion
 - o Expand point 3 to encourage advance sign up

JULAINÉ MADE A MOTION TO ACCEPT THE POLICY FOR PUBLIC COMMENTS AT BOARD MEETINGS WITH MODIFICATIONS. LORALEE SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. THE MOTION PASSED UNANIMOUSLY.

- Strategic planning focus groups
 - o Family sessions on 1/26 and 2/1
 - o Teacher/staff session on 2/6
- Board member self-evaluation will be sent from Jean. We will schedule one-on-one meetings over the next several months to go over this.

Mission Statement “check-in” Discussion - Lorelee

- We shared examples of mission statements that we liked. Lorelee took notes.
- See slides.
- Family strategic planning sessions will include discussions of what should be included in the mission statement.

- We discussed looking at Vision, Mission, and Values as an organizational framework to use going forward.

Board Education – Board Project Vetting Checklist – Jean Melancon

- See handout.
- What else do we need to look at?
 - o Pre-Approval Requirements section
 - Question: Do we need to talk to MCM?
 - Add Checklist: Who needs to be consulted? With list of stakeholders
 - Identify possible risks for children and community
 - o Approval of Project
 - Policy about RFP's
 - Policy about who does construction
 - Injury and liability
 - o Link to fundraising policy
- Please email any further feedback to Jean. This will be an internal procedure that will be discussed with the Governance Committee. One or more policies may come out of this discussion as well.

Suggested Agenda Items for Next Board Meeting

- Review of Head of School evaluation process
- Focus group feedback
- Continued work on mission statement

Reflection on Meeting

- Discussion of new agenda format
 - o Very helpful
 - o Could put consent agenda items in clickable links on agenda rather than separate attachments
- What went well? What to improve?
 - o Consent agenda is good
 - o Mission statement work and participation went well
 - o Let's keep sitting close in a small circle
 - o Feel free to let Jean know anything else

Adjourn

JULAINÉ MADE A MOTION TO ADJOURN THE MEETING AT 7: 55 PM; MAISAH SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

Respectfully Submitted by Jess Goff, CMES Secretary.

The next CMES Board Meeting is Tuesday, February 19, 2019 at 6 p.m.