

**CORNERSTONE MONTESSORI ELEMENTARY SCHOOL
BOARD OF DIRECTORS MEETING – VIRTUAL
TUESDAY, DECEMBER 15, 2020 – 6:00 P.M.**

Board Members Present: Jean Melancon, Jess Goff, Alyssa Schwartz, Julaine Roffers-Agarwal, Sarah Stocco, Carolyn Ganz, Marcus Almon, Maisah Outlaw (6:16)

Board Members Absent:

Other Attendees: Chris Bewell, Joe Aliperto (Dieci Finance, 6:11), Peter Dahl

Meeting called to order by Jean Melancon, Board Chair, at 6:04 pm.

AGENDA

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

Peter Dahl joined us. He is a parent of Evan in Pond. He is interested in the Facilities area and works with engineers and architects. He spoke about assisting the board as we explore expansion and/or building options.

Consent Agenda

- Revisions to Crisis Management Plan
- Previous Month's Meeting Minutes

CAROLYN MADE A MOTION TO ACCEPT THE CONSENT AGENDA. JESS SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. THE MOTION PASSED UNANIMOUSLY. THE VOTES WERE:

Board Member	Aye	Nay
Almon	x	
Ganz	x	
Goff	x	
Melancon	x	
Roffers-Agarwal	x	
Outlaw	A	
Stocco	x	

Approval of Agenda & Declaration of Conflict of Interest

SARAH MADE A MOTION TO APPROVE THE EVENING'S AGENDA. MARCUS SECONDED THE MOTION. THERE WAS NO DISCUSSION. THE MOTION PASSED UNANIMOUSLY.

Board Member	Aye	Nay
Almon	x	
Ganz	x	

Goff	x	
Melancon	x	
Roffers-Agarwal	x	
Outlaw	A	
Stocco	x	

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

Head of School Report – Alyssa Schwartz

- See report
- Distance Learning update- On site care was limited at the end of November to only Tier 1 essential workers 10-15 as opposed to 25-30. We will keep those numbers for the first week and then consider expanded care. We are continuing with distance learning for now, and will reevaluate later and often.
- Flash survey general information about distance learning
- Box meals are being provided – 5 breakfast and 5 lunches – for any child under 18 – through winter break as well. Families can be in touch with the school for this.

Treasurer’s Report – Joe Aliperto

- See reports
- Donations: We received \$370 from Mighty Cause, Amazon Smile, and Give to the Max

CAROLYN MADE A MOTION TO APPROVE THE DONATIONS TOTALLY \$370. MARCUS SECONDED THE MOTION. THERE WAS NO DISCUSSION. THE MOTION WAS APPROVED. THE VOTES WERE:

Board Member	Aye	Nay
Almon	x	
Ganz	x	
Goff	x	
Melancon	x	
Roffers-Agarwal	x	
Outlaw	A	
Stocco	x	

- Financial Reports from November
- 137 enrolled, good for 135 ADM budgeted - expected to drop to 135 at the end of December
- Strong healthy cash and fund balance, tracking as expected
- See reports
- PPP loan – have applied for forgiveness, seems likely that we will know if we are approved by next board meeting.

MAISAH MADE A MOTION TO ACCEPT THE NOVEMBER FINANCIAL STATEMENTS. JULAINE SECONDED THE MOTION. THERE WAS NO DISCUSSION. THE MOTION PASSED UNANIMOUSLY. THE VOTES WERE:

Board Member	Aye	Nay
Almon	x	
Ganz	x	
Goff	x	
Melancon	x	
Roffers-Agarwal	x	
Outlaw	x	
Stocco	x	

Director of Business Operations – Chris Bewell

- Lease Aid documentation almost complete
- 135 ADM expected by end of month – down from 137 - one family moving out of state with two children
- Upcoming virtual Charter School Fair in process – this will be a new experience. Date will likely be the end of January.
- Board members – be sure to send information about board continuing education to Chris by December 17 – anything that helps make you a better board member

Governance Committee – Julaine Roffers- Agarwal

- Policy for guidelines for electronic funds transfer (EFT). This helps to codify how records are kept .

JULAINE MADE A MOTION TO APPROVE THE NEW EFT POLICY. CAROLYN SECONDED THE MOTION. THERE WAS SMALL DISCUSSION OF A TYPO. THE MOTION WAS APPROVED UNANIMOUSLY. THE VOTES WERE:

Board Member	Aye	Nay
Almon	x	
Ganz	x	
Goff	x	
Melancon	x	
Roffers-Agarwal	x	
Outlaw	x	
Stocco	x	

- Marketing Task Force Charge – because enrollment is down and no wait list (COVID), we are looking at creating a temporary marketing task force to create a campaign. There will be an accelerated time line so that we can be upping enrollment applications. We want to make materials that are reusable for future years. The Task Force would include Carolyn, Chris, Alyssa. We discussed other possible members - Nancy Dana, advisor, Paris Dunning from ESABA, Marcus, other parents (Stephen and Fatima Moore), Barbara Williams from MCM, etc.

- Equity Task Force Charge

The charge was written after input from board at October meeting. Sarah and Maisah would be co-chairing this task force. We would be looking at longer time period- phases. Potential members include other parents and staff – it would be great to recommend possible members to Sarah and Maisah.

JULAINIE MADE A MOTION TO APPROVE THE TASK FORCE CHARGES FOR BOTH THE MARKETING TASK FORCE AND THE EQUITY TASK FORCE. MAISAH SECONDED THE MOTION. THERE WAS NO DISCUSSION. THE MOTION WAS PASSED UNANIMOUSLY. THE VOTES WERE:

Board Member	Aye	Nay
Almon	x	
Ganz	x	
Goff	x	
Melancon	x	
Roffers-Agarwal	x	
Outlaw	x	
Stocco	x	

Strategic thinking – Expansion – Jean

- Continuing to explore expansion, albeit on a revised timeline because of COVID
- Proposing the formation of an Expansion Feasibility Task Force
- One goal is minimal impact on Head of School and Admin staff, research falls to board members
- A feasibility study – demographics, survey of families would students be willing to return for jr high classroom – 8th grade?
- Benchmarking what other adolescent programs have /what are the selling points
- Success factors and what would you do differently from schools with adolescent programs
- Are there hidden costs?
- It's actually easier to reach out to far-away schools during Covid – virtual everything
- Task Force research needs to be done by the April 2021 Board Meeting
- Board makes yes/no decision to submit UST application for expansion
- Application due June 2021 for Sep 2022 opening at the earliest
- Board to review TF Charge document January

Board Chair Report – Jean Melancon

- Met with local organizations, as we are thinking marketing – we need to think also about before and after care

Suggested Agenda Items for Next Board Meeting

- Review/Approve Expansion Feasibility TF Charge
- Update from MCM – near campus space availability
- Guest speaker – Montessori Adolescent Environment

Adjourn

CAROLYN MADE A MOTION TO ADJOURN THE MEETING AT 7:16 PM. SARAH SECONDED THE MOTION. THERE WAS NO DISCUSSION. THE MOTION PASSED UNANIMOUSLY. THE VOTES WERE:

Board Member	Aye	Nay
Almon	x	
Ganz	x	
Goff	x	
Melancon	x	
Roffers-Agarwal	x	
Outlaw	x	
Stocco	x	

The next CMES Board Meeting is Tuesday, January 19th, 2021 at 6 p.m.

Respectfully Submitted by Jess Goff, CMES Secretary