

**NOTICE & AGENDA  
FOR THE MEETING OF THE  
COLLECTIVE MONTESSORI SCHOOL GOVERNANCE BOARD**

**June 26, 2025, at 10:00 AM**

This is an open meeting. Attend **CMS Board Meeting**

**Video call link:** <https://meet.google.com/dnn-bmmn-erj>

**Or dial: (US) +1 641-632-2223 PIN: 918 301 212#**

**1. Call to Order & Notice of Posting**

- a. Board President, Bob Merar, called the meeting to order at 10:00 AM.
- b. This is a meeting of the **COLLECTIVE MONTESSORI SCHOOL GOVERNANCE BOARD**. in public for the purpose of conducting the School's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in the agenda.
- c. Wisconsin State Statute 19.84(2). The meeting notice was submitted at least 48 hours prior to the meeting start time. Notices have been posted at least 48 hours prior to the start time at the **Collective Montessori School website, calendar, and Facebook page**.

**2. Roll Call**

- a. Ensuring Quorum
- b. Ensuring President & Secretary
- c. Attendees: Kathy Ronco, Adam Raymonds, Dani Merar, Bryant Zimmermann, Bob Merar, Sonia Raymonds, Mindi Eineichner, Cassie Wipperman, Ashley Steurer


**3. Opportunity for Public Comment**

- a. No public comment requested (must be done, in writing, 7 days prior to [cmsboard@collectivemont.org](mailto:cmsboard@collectivemont.org))

**4. Guest Reports from Students and/or Teachers**

- a. None at this time

**5. Approval Item(s):**

- a. Approve Minutes from Last Meeting  
 **5-22-25 CMS Board Meeting Agenda .docx**
  - i. **Motion:** By Adam Raymonds, seconded by Bob Merar to approve the minutes of the May 22, 2025 Monthly Meeting
  - ii. **Vote:** Motion carried unanimously (5-0)
- b. Financial Report(s) -
  - i. Grant Report
    1. DPI Charter Schools Grant
      - a. Ashley Steurer provided updates on:
        - i. Meeting with Michael McCabe to determine resources
        - ii. Utilize WRCCS for second attempt
        - iii. Utilize real numbers and data in second attempt
    2. Burke Foundation

- a. Dani Merar provided updates on:
      - i. Burke Foundation application has moved on to the next phase
      - ii. This phase's due date is August 15, 2025
      - iii. This grant would be used for enhancement of specials funding with an award of up to \$300,000
  - 3. Other grant updates
    - a. Dani Merar provided updates on:
      - i. Case for Support has been completed by the grant team
      - ii. Case for Support is being shared to the Board by Dani
      - iii. Grant team has found a potential of 600 donors
      - iv. A potential fundraiser to be held around Labor Day
      - v. Dani to get update from fundraising team as a next step to confirm sending out of information to donors
      - vi. Dani will inquire for options instead of a 990 form
    - b. Dani Merar provided updates on:
      - i. Harri Hoffmann Grant
      - ii. Grant is due June 30
      - iii. For this grant, we will utilize LLC EIN number
      - iv. Ask for \$10,000 for general operations with no stipulations
- ii. District Funds
  - 1. Ashley Steurer provided updates on:
    - a. ACH payments from DPI need to be in place by July 1, 2025
    - b. Adam Raymonds as verifier, for second person on accounts
    - c. Ashley to send articles of incorporation and EIN information to Wintrust for the account
    - d. Dani, Bryant, and Adam as the signers on account and will return paperwork to Wintrust
  - 2. Adam Raymonds provided updates on:
    - a. Budgeting template due to UWM July 1
    - b. Adam will have update to Ashley by this weekend
    - c. Our budgeting format will migrate to the UWM format to make reporting easier moving forward as we report every quarter
    - d. Adam has started with cash flow template
    - e. We are prepared to cover payrolls until state moneys are disbursed
- iii. Building Repair/Maintenance Progress
  - 1. Bryant Zimmermann provided updates on:
    - a. LED lights were taken care of in all needed areas
    - b. Landlord is prepared to pay for a portion of the flooring replacement in the current first floor storage room
    - c. Camera systems will be repaired between landlord and alarm company

- d. Bryant to ask landlord about covering the flooring cost, with CMS covering the labor cost
    - e. WAC room heating to be added to list of repairs
    - f. Fence will be repaired by church by end of summer, per church member, Ron
    - g. Potential to get vinyl signage onto existing board
      - i. Sonia, Ashley, and Dani to work on logo and ideas and send to Adam
  - iv. UWM Charter Update Document (emailed to Board)
    - 1. Ashley Steurer provided updates on:
      - a. Adrienne Woods has provided us an update of the charter contract to reflect that the school has a principal with an administrator's license, and a Head of School that runs the day to day
      - b. Ashley will ensure Sonia Raymonds' CV and contract are sent to UWM by the July 1 due date

## 6. School Leader Reports

- a. July 1 UWM Requirements
  - i. Ashley Steurer provided updates on:
    - 1. Certificate of insurance
      - a. Insurance Updates
        - i. Workers Comp quote has come through from Robertson Ryan
        - ii. Ashley is to compare workers comp quote to UWM requirements
        - iii. Ashley to contact Joe for update on how to pay and to secure liability information for UWM by July 1
    - 2. Complete school curriculum plan for students
    - 3. First year revenue and expenditures budget
    - 4. IRS 501c3
      - a. Adam to create official letter for explanation of situation
    - 5. Name and vitae of certified school administrator
    - 6. School administrator employment contract
    - 7. School Organization Chart
    - 8. School Calendar
    - 9. Days and Hours of Instruction
      - a. Ashley will complete with information from Sonia's daily schedule
    - 10. Student Enrollment Plan
      - a. Created by Dani and will be edited/uploaded by Ashley once compared to Charter Requirements
  - ii. Vendor Subcontracts (over 5k)
    - 1. N/A
  - iii. Management agreement
    - 1. N/A

- iv. Articles of Incorporation (nonstock corp)
- v. Occupancy Permit
  - 1. Dani Merar provided updates on:
    - a. All items were submitted and it was deemed complete
    - b. Meeting will be held on July 31 with Dani in attendance
    - c. Documentation will be shared for UWM of meeting date for extension of deadline
- b. Vendor Meetings
  - i. Transparent Classroom
    - 1. Dani Merar provided updates on:
      - a. All information was able to be transferred over to our entity's page
      - b. Students are not active until September 1, which is when billing will begin
      - c. Pricing is around \$2.50 per child per month, for active students
  - ii. Ashley Steurer provided updates on:
    - 1. JMC
      - a. Contract has been signed after approval and platform will be created in July
      - b. Payment to begin in July if possible
    - 2. Quickbooks
      - a. Proposal was shared with the Board
      - b. Kathy Ronco recommended that TechSoup would be a better option financially as a nonprofit
    - 3. Paychex
      - a. Follow-up meeting to be held on Tuesday to determine what services would be beneficial for HR and payroll
    - 4. SEEDS
      - a. Contract was signed after approval
    - 5. Kompas Care
      - a. Contract was signed and first payment was made before end of in-service days to ensure availability to utilize from day 1 of instruction
      - b. Contract to be uploaded to Board Docs by Ashley
    - 6. Google Workspace for Schools
      - a. All information has been submitted
      - b. Waiting for approval from Google, possibly in early July
    - 7. Food Service CEP
      - a. Contract has been submitted
      - b. Contract would last for 4 years at a rate of 100% federal reimbursement
  - iii. Lifetouch
    - 1. Sonia Raymonds provided updates on:
      - a. Scheduling of two photo days

- b. Free of cost for the school and only cost for families is if they purchase
  - c. Enrollment Update
    - i. Dani Merar provided updates on:
      - 1. We have enrolled 147 students
      - 2. Openings in 3 Lower Elementary, 1 Upper Elementary
  - d. Staffing Update
    - i. Sonia Raymonds provided updates on:
      - 1. Offer out to SLP currently instead of utilizing a staffing agency
      - 2. Physical Education Teacher position is reopening
      - 3. Waiting to fill a paraprofessional role until later in the summer
    - ii. Sonia reaching out to other organizations to work on volunteer opportunities for more enrichment
  - e. Distribution of Roles and Responsibilities; Admin Tracker
    - i. Ashley Steurer provided updates on:
      - 1. Administrative team of Ashley Steurer, Sonia Raymonds, Dani Merar, Alyssa Peterson, and Cassie Wiperman met and utilized WRCCS resource to determine decision making, approval, and input. This will be emailed to the board
      - 2. An administration tracker was created for the administrative team to know what needs to be completed, who is in charge, and to track interactions

## 7. Committee Reports

- a. N/A

## 8. Items up for Possible Vote

- a. Formation of Leadership Team -
  - i. Adam Raymonds and Bob Merar provided updates on:
    - 1. Leadership team would act on behalf of the board to run the day-to-day of the school
    - 2. Sonia Raymonds, Ashley Steurer, and Dani Merar would make up this team
    - 3. Approved by Bob Merar
- b. Quotation for Workers' Compensation (emailed to Board)
  - i. Ashley to inquire about payment options before approval
- c. Act 20 Promotion Policy (emailed to Board)
  - i. **Motion:** By Kathy Ronco, seconded by Dani Merar to approve the Act 20 Promotion Policy
  - ii. **Vote:** Motion carried unanimously (5-0)
- d. Quickbooks Quote (emailed to Board)
  - i. Ashley to look at pricing through TechSoup before a decision is made
- e. New Board Member
  - i. Mindi Eineichner, appointed by Bob Merar
  - ii. Kathy has agreed to continue as a Board member until we fill her position

## 9. Adjournment

- a. **Motion:** By Bryant Zimmermann, seconded by Bob Merar to adjourn meeting at

11:40 AM

- b. **Vote:** Motion carried unanimously (5-0)

Next Board Meeting – **July 16 at 4 pm on Google Meets**

**Posted 7/16/25**