

Approved: September 14, 2016

Cedar Riverside Community School
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Minutes
Board of Directors' Meeting
August 10th, 2016

Attendees: S. Berven, J. Weber, M. Currie, A. Weber, R. Vetsch, Kara Schneeberger & Janel Bitzan from (BKDA), Clarissa Herrera, Yasin Issa, and Hassan Liban

I. Call to Order

- a. S Berven called the meeting to order at 4:48

II. Approval of the Agenda

- a. J Weber motions to accept the agenda with the addition of 2 new employee hires and with flexibility
- b. M Currie seconds
- c. Motion passes unanimously

III. Consent Agenda

- a. Minutes from July 13th, 2016
- b. Policy 2.2 - Board Member Training - REVISED
- c. Policy 4.3.1 - Employee Benefits - REVISED
- d. Policy 4.5.1 - Prohibition Against Unfair Discriminatory Practices in Employment and Grievance Procedures - REVISED
- e. J Weber motions to accept the consent agenda
- f. M Currie seconds
- g. Motion passes unanimously

IV. Board Updates

- a. Board member attendance was included in the board packet; no discussion
- b. Pillsbury United Communities Epicenter Training - Everyone has accounts and completed the training
- c. Strategic Planning
 - Cost of hiring a consultant is cost prohibitive
 - CRCS will delegate tasks to Randy with stakeholder input with a monthly report at board meetings
- d. S Berven motions to delegate the strategic planning to R Vetsch with monthly stakeholder reports to the board
- e. J Weber seconds the motion
- f. Motion passes

V. Committee Reports

- a. Executive Director Evaluation Committee (S Berven, M Currie, A Weber) – tabled
- b. Policy 4.1.3 Criminal Background Checks Committee (J Weber & R Vetsch) - tabled
- c. Compensation for Additional Work Committee (M Currie, A Weber, J Weber & R Vetsch)
 - Work performed must be beyond duty dates and times defined in employee’s offer letter.
 - Employee is not receiving any other compensation for this time.
 - Work performed was assigned by the executive director of CRCS.
 - Work that does not qualify would be the following; parent teacher conferences, open houses, grading/report cards, CRCS board meetings, CRCS board committee meetings and/or work.Employee Handbook.
- d. J Weber motions to accept the Additional Work Beyond Duty Day Policy.
- e. M Currie seconds
- f. Motion passes

VI. Director’s Report

- a. 2016-2017 Enrollment
 - 202 prekindergarten through 8th grade, 20 of which are pre-k
- b. Pre-K
 - 18-20 for enrollment, R Vetsch may increase to 22 in future
- c. Hiring Update
 - R Vetsch is still working on 2 additional new hires; we still need another sped para and a second grade teacher
- d. Literacy - R Vetsch will schedule team meetings for literacy block planning
- e. Technology - Staff will be getting their new Chromebooks
- f. Staff Evaluation Program - MN requires that we implement a peer review process
 - Initially we will be out of compliance with the state but Randy will ease the staff into it by having us choose our own 3 peer reviewers and bring CRCS into compliance in the next few years.
 - CRCS will provide training on the peer review process
- g. MCA Data
 - we need to look at what percent are meeting proficiency & how we will make gains
 - The new Journeys curriculum has helped and we have hired a reading specialist
 - Math scores went down so we will need to look at math
 - There is a possibility of hiring a new math specialist in the future

VII. Old Business

- a. Community member seat
 - The board will wait to fill until the October election
- b. Parent member seat
 - After multiple parents presented excellent credentials, the board selected Yassin Isse to fill our open parent seat on CRCS Board of Directors
- c. Policy 4.6.1 - Health and Safety Including Employee Right to Know - tabled
- d. Employee pay - Ayan’s revised addendum

e. J Weber motions to accept the revised additional duty letter

f. A Weber seconds

g. Motion passes

h. Executive Director Additional Addendum - no report

VIII. New Business

a. Monthly financial report through July, 2016 – (J Weber)

- We want our fund balance as close to 17% as possible – we currently are at 17.9%
- R Vetsch reported that CRCS was approved for the Pre-K grant for \$180,000 for 1 year from Governor Dayton.
- We will be reimbursed at .6 based on our ADM
- Only 1 of 10 charter schools chosen
- CRCS also has the Pathways II grant for Pre-K of \$37,500.
- S Berven motions to accept the monthly financial report for May 2016
- M Currie seconds
- Motion passes unanimously

b. FY 2016 Audit - presented by Janel Bitzen of BKDA

- In the communication letter as required by law, BKDA presented a clean opinion (which is their highest opinion) that CRCS has a clear division of responsibility between financials and the duties of the school.
- There were no compliance findings; we had a clean audit.
- Ending fund balance of \$461,308.00 represents 20.4% of FY 2016 expenditures.
- J Weber motions to approve the audit
- M Currie seconds
- Motion passes unanimously

c. Student Handbook

- No changes
- M Currie motions to accept our Student Handbook as is
- S Berven seconds
- motion passes unanimously

d. Employee Handbook

- For field trips a dollar amount of \$2,000.00 per division will cover entrance fees and bus transportation.
- J Weber motions to accept the changes to our Employee Handbook
- A Weber seconds
- motion passes unanimously

e. Organizational Chart - Tabled

f. New Employee Hire TA

- Fatima Yusuf will be a sped Para in 3rd grade, 1 on1 with a student
- S Berven motions to accept our new hire
- J Weber seconds
- Motion passes

g. New Employee Hire TA

- Muna Yusuf will be our Pre-K para

- A Weber motions to accept our new hire
- M Currie seconds
- Motion passes

IX. Public Comment

- a. No public present

X. Adjourn Meeting

- a. Next board meeting is set September 14th at 4:30 pm

- A Weber motions to adjourn
- J Weber seconds
- Motion passes unanimously
- Meeting adjourned at 6:35 pm