

Cedar Riverside Community School
1610 South 6th Street, Suite 100
Minneapolis, MN 55454
Phone 612-339-5767
Fax 612-339-2951

Minutes
Board of Directors' Meeting
March 8th, 2017

Board Members in Attendance: Sonja Berven, Jennifer Weber, Malcolm Currie, Anne Weber, Nichole Buehler

Board Members Absent: Hassan Liban

Others in Attendance: Randy Vetsch, Kara Schneeberger (BKDA)

Others Absent: none

I. Call to Order

- a. S Berven called the meeting to order at 4:30

II. Reading of the Vision, Mission & Values of CRCS

III. Approval of the Agenda

- a. J Weber motions to accept the agenda with the additions of A Weber's FMLA request, S Berven's CEU request, a request for a closed session (under New Business), Innocent Classroom request (Director's Report) and with flexibility.
- b. S Berven seconds
- c. Motion passes unanimously

IV. Consent Agenda

- a. Minutes from February 8th, 2017
- b. Minutes from February 22nd, 2017--Special Board Meeting
- c. Policy 6.2 - Length of School Year & School Calendar
- d. Policy 6.4.1 - Release Time for Religious Events & Religious Accommodation - removed
- e. S Berven motions to accept the Consent Agenda with the removal of Policy 6.4.1 for discussion.
- f. N Buehler seconds
- g. Motion passes unanimously

V. Board Updates

- a. Sports Check It Out presentation
 - S. Adan, C. Tiempos and H. Abdalla gave a presentation on their experience going to the Super Bowl and receiving the \$10,000.00 check for their start-up nonprofit to serve the Cedar Riverside Community.
- b. Statement of Support
 - S Berven typed and printed our Statement of Support for the current board members to sign - the statement will be framed and posted in the Administration building.
- c. Thank you notes
 - Thank you notes were signed by the board to give to the attorneys who assisted with the question & answer session following the special board meeting on February 22nd.
- d. Executive Director Evaluation Committee
 - S Berven, M Currie & J Weber will serve on the committee

- Parent & staff surveys will be loaded onto Survey Monkey to ensure anonymity for all staff & families
- e. Board documents, monthly updates - attendance & training, policy review record
 - No discussion

VI. Committee Reports

- a. Hiring Protocol Committee - (S Berven , A Weber & J Weber)
 - The objective is to be equitable, transparent, and legal in order to gain high quality staff
 - Rushing or skipping the process does not get us quality staff
 - S Berven motions approve changes to the Hiring Policy draft, to add to the at-will agreement stating, "This contract is contingent on board approval.", and to remove Appendix C from the Hiring Policy
 - N Buehler seconds
 - Motion passes unanimously

VII. Director's Report

- a. Strategic Plan
 - R Vetsch will meet with the entire staff on March 31st to move toward the action plan
 - We will have four major goals with objectives & strategies under each subcategory
 - School culture
 - Academic program
 - Community engagement
 - Resource management
- b. Authorizer goals
 - Academic goals - NWEA, MCA (Math & Reading) spring to spring
 - Testing will begin end of March
 - Spring 2016's data is the baseline
 - Tracking conference attendance & reaching out to parents who don't attend conferences
 - Need more work on parent involvement
 - Met the fund balance requirement for the finance goal
- c. Hiring
 - Posting for long-term sub positions
 - R Vetsch will post for the following sub positions:
 - Math & technology
 - Leave of Absence for A Ahlbrecht
 - Maternity leave for S Grell
- d. 2017-2018 budget draft
 - Current student enrollment is at 192 - we are budgeted for 185
 - 185 student count was based on October 2016 - includes pre-k
 - \$177,00.00 projected increase in fund balance (30.5% fund balance)
 - Proposes a 2% salary increase for staff
 - The budget draft will be edited according to our strategic plan, finalized, and then voted on at the next board meeting
- e. Innocent Classroom
 - R Vetsch shared that PUC is promoting this program for students of trauma & will waive the fee for us if we have some staff sign up for initial training this spring

VIII. Old Business

a. Policy 4.1.2 - At-Will-Employment

- CRCS will take the 2 weeks notice out of our offer letter
- R Vetsch will review the At - Will Agreement with our attorney & bring a proposal to the April meeting

b. Policy 1.1.1

- We approved the vision, mission, and values statement but we did not approve the policy revision
- S Berven motions to approve the revision of our vision, mission, and values policy
- A Weber seconds
- Motion passes unanimously

c. Q-Comp

- R Vetsch states that CRCS probably won't receive funding for Q-Comp since there is currently no state funding available for additional schools to receive the funding.
- R Vetsch recommends that CRCS complete the strategic plan first and postpone the Q-Comp application

d. Policy 4.1.3 - Criminal Background Checks

- S Berven motions that CRCS conduct a criminal background check when every employee is hired & then every 3 years thereafter
- J Weber seconds
- Motion passes unanimously

IX. New Business

a. Monthly financial report through February 2017

- We are on-target with revenues and expenditures
- R Vetsch is talking to the bus company about the contract for next year
- Substitute line increased and salary line decreased to accommodate for the long-term subs in first grade and special education
- A Weber motions to accept the finance report
- M Currie seconds
- Motion passes unanimously

b. 2017 - 2018 School Calendar

- M Currie motions to accept the proposed 2017 - 2018 Calendar
- A Weber seconds
- Motion passes unanimously

c. Recommendations for 2017 - 2018 offer letters

- No new positions have been added
- M Currie motions to accept extending offer letters to those recommended by R Vetsch (these are not At-Will Employment Agreements)
- A Weber seconds
- Motion passes unanimously

d. Recommendation for hire - Sirat Bashir, Special Education TA

- S Berven motions to approve the hire of Sirat Bashir, Special Education TA
- N Buehler seconds
- Motion passes unanimously

e. Recommendation for hire - Jennifer Weich, Special Education TA

- A Weber motions to approve the hire of Jennifer Weich, Special Education TA
- N Buehler seconds

- Motion passes unanimously
- f. Employee Resignation
- M Currie motions to accept the resignation of Shane Nelson, 3-8 Math teacher
 - A Weber seconds
 - Motion passes unanimously
- g. Family & Medical Leave Act Request
- A weber requests a medical leave of absence for 4th quarter
 - S Berven motions to accept the FMLA leave
 - N Buehler seconds
 - Motion passes unanimously
- h. CEU request
- S Berven reports that she has asked both the person conducting the training and R Vetsch several times over the past 10 months for the CEUs she earned for completing ENVoY training the spring of 2016 but has not yet received it
 - She is requesting the documentation of 18 CEUs for ENVoY training that she earned approximately a year ago
 - J Weber will submit a request for the CEUs to be given to S Berven by the end of the week
- i. Closed session
- S Berven recommends going into closed session
 - Open Meeting Law, Minnesota Statute section 13.D.05, subdivision 2(b), states that a public body shall close a meeting for the preliminary consideration of allegations against an individual subject to its authority.
 - During the closed session, the Board will discuss the allegations and possible next steps
 - N Buehler motions to go into closed session for preliminary consideration of allegations against an individual subject to the Board's authority
 - A Weber seconds
 - Motion passes unanimously
 - A Weber motions to return to open session
 - S Berven seconds
 - Motion passes unanimously
 - A Weber motions to accept the next steps that the board has discussed
 - M Currie seconds
 - Motion passes unanimously

X. Public Comment

- a. No public present

XI. Adjourn Meeting

- a. Next board meeting is set for April 12, 2017 at 4:30 pm
 - A Weber motions to adjourn
 - M Currie seconds
 - Motion passes unanimously
 - Meeting adjourned at 8:29 pm

