

Cedar Riverside Community School
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Minutes
Board of Directors' Meeting
February 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), Ayan Jama

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. M Currie motions to accept the agenda with the addition of R Vetsch's request for PTO from 3/20/17 to 3/23/17 and with flexibility.
- b. A Weber seconds
- c. Motion passes unanimously

IV. Consent Agenda

- a. Minutes from January 11th, 2017
- b. Policy 5.9.1 - Student Extracurricular Participation
- c. Policy 7.1 - Segregation of Duties
- d. Policy 7.2.1 - Board Approval of Vendor Contracts
- e. Recommendation for hire - Ikram Dawlid, Special Education TA
- f. Recommendation for hire - Maryama Iman, Special Education TA
- g. M Currie motions to accept the Consent Agenda with the removal of the recommendations for hire of Ikram Dawlid, Sped TA and Maryama Iman, Sped TA and the removal of policy 5.9.1 Extra Curricular Participation.
- h. S Berven seconds
- i. Motion passes unanimously

V. Board Updates

- a. Community member introduction Nichole Buehler
 - Ms Buehler is a local attorney who lives in and serves the Cedar Riverside community neighborhood
- b. Community update - Ayan Jama
 - Ms Jama gave the board an update on how the immigrant community is feeling about and dealing with the temporary immigration and travel ban
 - The board offered its support in the form of creating a statement of support, holding a special board meeting for the parents and the community, inviting community

experts/attorneys to answer questions that our families may have and finally to share resources with our families

- J Weber, A Weber, and M Currie will draft the Statement of Support
- N Buehler and Ayan Jama will coordinate community experts and resources
- S Berven will coordinate logistics for the special board meeting to take place the week of February 20th (specific date and time to be determined)

c. Parent member seat - Ayan Jama

- Muna Yusuf & Khadra Elmie will be invited to the March board meeting to introduce themselves and share their interest in becoming board members

d. Board member background checks for PUC (Pillsbury United Communities)

- Submitted a clean report to PUC
- Will need to do checks more often (see new business)

e. PUC annual goals & performance framework review

- R Vetsch & S Berven met with PUC to review our goals
 - CRCS is setting baseline goals for student achievement
 - CRCS will look at the data & accountability to go into our annual report

f. Board website management

- L Aaronson will set up the CRCS website so that board members will only have access to the board section of the website
- M Currie motions that the board chair, the secretary and the executive director (as backup) will have access to and will update the board section of CRCS' website
- N Buehler seconds
- Motion passes unanimously

g. Executive Director evaluation surveys

- We will convert our executive director surveys to an online format outside of CRCS' server to maintain privacy and to ensure anonymity - Survey Monkey was suggested
- S Berven will work on the online conversion of the surveys

h. Board documents updates - attendance and training, policy review record

- No discussion

VI. Committee Reports

a. Hiring Protocol Committee - (S Berven , A Weber & J Weber)

- We must define what an emergency hire is
- Suggested ranking of importance in hiring staff
 - Executive Director
 - Classroom teachers
 - TAs
 - Receptionist, Lunch Coordinator, other support staff
- New positions will require board approval therefore, a special board meeting will be called
- Also need to determine if new hires can begin employment before board approval
- Appendices need to be developed and should be easy to use and not require a large amount of time to complete. A checklist format was suggested.

VII. Director's Report

a. Strategic Plan

- Will be our driving document over the next 5 years
- We will have four major goals with objectives & strategies under each subcategory
 - School culture
 - Academic program

- Community engagement
- Resource management
- b. Authorizer goals
 - No information provided
- c. 2017-2018 budget process
 - R Vetsch will bring a draft in March
 - Recommendations of offer letters will follow
- d. 2017-2018 school calendar draft
 - We may need to consider no school the Friday before the Super Bowl (traffic issues)
 - Discussion about staff development days in early September to accommodate the significant absence of students who will be observing Eid.
- e. School pictures will be taken on 2-23-17
 - Pictures will be catalogued in JMC

VIII. Old Business

- a. Policy 4.1.2 - At-Will-Employment - tabled
- b. Policy 1.1.1 - draft -tabled
- c. Q-Comp - tabled

IX. New Business

- a. Monthly financial report through January 2017
 - Our food service deficit is in line to remain under \$25,000
 - M Currie motions to accept the finance report
 - A Weber seconds
 - Motion passes unanimously
- b. Policy 4.1.3 - Criminal Background Checks
 - PUC recommends that CRCS review criminal background checks regularly
 - R Vetsch suggested every 3 years & will check with other schools
 - Teachers are automatically rechecked when they renew their license every 5 years but no report is provided to the teacher or the school
- c. Board Officer Selection
 - M Currie motions that S Berven is Chairperson, N Buehler is Vice Chair, J Weber is Treasurer & A Weber is Secretary
 - A Weber seconds
 - Motion passes unanimously
- d. R Vetsch has requested to use PTO from 3/20/17 to 3/23/17
 - R Vetsch is to provide a plan that explicitly outlines the protocols and procedures as well as delegated authority for MCA testing while he is absent
 - S Berven motions to approve time off for R Vetsch for the above stated dates
 - J Weber seconds
 - Motion passes unanimously

X. Public Comment

- a. No public present

XI. Adjourn Meeting

- a. Next board meeting is set for March 8, 2017 at 4:30 pm
 - J Weber motions to adjourn
 - A Weber seconds

- Motion passes unanimously
- Meeting adjourned at 6:43 pm