

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

July 13th, 2016

Attendees: S. Berven, J. Weber, M. Currie, A. Weber, R. Vetsch

I. Call to Order

- a. S Berven called the meeting to order at 12:41 pm

II. Approval of the Agenda

- a. J Weber motions to accept the agenda with flexibility
- b. M Currie seconds
- c. Motion passes unanimously

III. Consent Agenda

- a. Minutes from June 8, 2016
- b. Proposal for BKDA to prepare and submit form 990
- c. Recommendation for employee hire—Payton Erickson, 1st grade
- d. Recommendation for employee hire—Mecca Mohamed, receptionist
- e. M Currie motions to accept the consent agenda
- f. J Weber seconds
- g. Motion passes unanimously

IV. Board Updates

- a. Board member attendance was included in the board packet; no discussion
- b. MN Charter School Conference on July 27th, 2016
 - Reminder this conference is approaching and to register if interested
 - This is a one-day conference held at the University of Minnesota
- c. PUC Epicenter training on July 19th, 2016
 - Reminder this training from Pillsbury United Communities is approaching
 - Board members need to make sure they set up their accounts on Epicenter
- d. Policy Review Record
 - Format is acceptable
 - Would like to see it posted on Epicenter and updated monthly
- e. Strategic planning
 - Ask PUC if they know of a consultant we could contact to help facilitate this process
 - Possibly have a work session on Aug. 10th prior to the regular board meeting to begin this work

V. Committee Reports

- a. Executive Director Evaluation committee (S Berven, M Currie, A Weber) – no report, see New Business item d.

VI. Director's Report

- a. 2016-2017 Enrollment
 - Not much change since last month because of Ramadan
 - Office staff will meet again next week to review
 - Will begin to request records for new students
- b. Pre-K
 - All Pathways I (Think Small) applications were turned in to MDE on June 30th
 - There were 20 applications
 - Class size had been set at 16, will increase to 18 and possibly eventually increase to 20 in order to ensure we are able to support a full Kindergarten enrollment
 - We have been approved for the Pathways II grant of \$37,500
- c. Hiring Update
 - 1st grade teacher has been hired
 - Receptionist has been hired
 - Still need to find a 2nd grade teacher, Pre-K TA, and some Special Education TAs
- d. Literacy
 - Divisions met to discuss the new literacy block and what it will look like
 - Curriculum components, division of responsibilities, time allotted, and instructional format were discussed
 - Schedule is almost complete
 - There will be additional meetings this summer
- e. Technology
 - Major changes going on in the area of technology
 - Integration into Google and moving to the cloud in progress
 - Working on getting printers back on-line
 - Finding more and more issues that have been band aided in the past that now need to be fixed, but CRCS will be in a better place once they are addressed
 - Chromebooks for staff will be handed out soon and training will be provided
 - Our new technology service company, CaDan, has been available as we need them and has provided the services and support we need

VII. Old Business

- a. Community member seat
 - Lexi Prahl from PUC has a person who is interested
 - Will reach out and see if he is available to attend our August meeting
- b. Parent member seat
 - Clarissa Herrera is planning to attend our August meeting
 - Discussion about also looking for parents who have been part of the CRCS community for a while that would be able to provide a voice for the families
 - Ayan Jama suggested we also reach out to Yasin Mohamud Issa and Hassan Liban to see if they are interested and can attend our August meeting
- c. Review of Policies
 - 2.2—Board Member Training
 - i. S Berven handed out a draft of a revision that includes the addition of New Board Member Orientation
 - ii. Suggestions were made to simplify and clarify some of the language
 - iii. Revisions will be brought to the August meeting
 - 4.1.3—Criminal Background Checks

- i. Policy contains some incomplete sentences and places where the school name needs to be inserted
 - ii. Discussion about volunteers and board members needing background checks, the feasibility of conducting, managing, and storing this information, and who pays for the fees
 - iii. S Berven motions to establish a committee to research and revise this policy
 - iv. M Currie seconds
 - v. Motion passes unanimously
 - vi. J Weber and R Vetsch will serve on this committee and have a draft for the August meeting
- 4.3.1—Employee Benefits
 - i. Recommend to add the stipulation that from 7/13/16 forward regular, part-time employees are not eligible for benefits
 - ii. Add a description of benefits (which are also included in the Employee Handbook)
 - iii. Revisions will be brought to the August meeting
- 4.5.1—Prohibition Against Unfair Discriminatory Practices in Employment and Grievance Procedures
 - i. Recommend to name the Activities Director as the Title IX Coordinator
 - ii. Recommend to name the Office Manager as the Human Rights Officer
 - iii. Revisions will be brought to the August meeting
- 4.6.1—Health and Safety Including Employee Right to Know
 - i. Questions regarding IV and the membership of the Health and Safety Committee whether members need to be elected by staff and how often, if employees serving in identified positions are obligated to participate in the committee (ex. School’s Health Coordinator), or if staff volunteers can participate
 - ii. S Berven will get clarification from the school’s lawyer and report back at the August meeting

VIII. New Business

- a. Monthly financial report through June 2016 – (J Weber)
 - We are preparing for the upcoming annual audit
 - Audit report will likely be in September
 - Food Service was over by \$21,000 which is a significant drop from last year and from the projected (\$60,000)
 - Projected fund balance is 15.6%, but hopeful that after everything is reconciled we will be at 17%
 - We had set the goal of reaching a 17% fund balance before the loss of the Pre-K funding and Pre-K TA substitute costs
 - Transportation costs also were over budget due to field trips
 - M Currie motions to accept the monthly financial report for June 2016
 - A Weber seconds
 - Motion passes unanimously
- b. Recommendation for new lawyer—Amy Mace from Rupp, Anderson, Squires, & Waldspurger, P.A.
 - Amy Mace was recommended by our previous lawyer, Ellen McVeigh
 - R Vetsch supported the recommendation based on his knowledge of her work

- A Weber motions to approve Amy Mace and the firm Rupp, Anderson, Squires, & Waldspurger, P.A. as our legal counsel
 - J Weber seconds
 - Motion passes unanimously
- c. Employee pay
- Ayan Jama
 - Ms. Jama presented that she thought there was a discrepancy between what she was paid and what the addendum to her employment agreement for recruitment work indicates and asked why the board did not approve the payment
 - Clarification was made that the discrepancy had not previously been brought to the board and no motion regarding pay beyond the initial approval for the addendum had been made
 - R Vetsch will work with Ms. Jama to clarify and rectify any discrepancy between the number of recruited and enrolled students she has been and may be due compensation for and will report back the results at the August meeting
 - Ms. Jama also asked for revisions to her new recruitment addendum
 - Discussion about pro-rating compensation and limiting the addendum for 1 year
 - R Vetsch will bring a revised addendum to the August meeting
 - Anne Weber
 - Ms. Weber presented that there was a discrepancy in her salary on her 2015-2016 employment agreement due to a clerical error
 - R Vetsch presented that while her employment agreement stated the incorrect salary, CRCS had paid her the correct amount because BKDA did not use the stated salary but rather the salary history and approved raises each year
 - R Vetsch was asked to resolve staff employment grievances in a timely manner going forward
 - Compensation for additional work
 - Recommend that a policy be written to distinguish and clarify what work warrants additional compensation
 - Points to consider include the rate, what constitutes work beyond regular duties, when additional work is compensated, and when this work takes place including the recommendation that interview committees take place outside the work day so as to allow for the inclusion of various staff members
 - M Currie motions to establish a committee to write a policy for the compensation for additional work
 - J Weber seconds
 - Motion passes unanimously
 - M Currie, A Weber, J Weber, and R Vetsch will serve on the committee
 - Committee will provide a draft of policy for the August meeting
- d. Executive Director employment agreement addendum--draft
- Executive Director evaluation Committee presented a draft of the addendum
 - Addendum still needs to be reviewed by a lawyer
 - Discussion about the pre-approval requirement and addressing grant applications with short timelines or timelines that do not align with the board meeting schedule

- Recommend that the board chair can provide pre-approval in place of the full board if needed
- Addendum will be reviewed by a lawyer and brought to the August meeting

IX. Public Comment

- a. No public present

X. Adjourn Meeting

- a. Next regular board meeting is set August 10th at 4:30 pm
- J Weber motions to adjourn
 - M Currie seconds
 - Motion passes unanimously
 - Meeting adjourned at 4:29 pm