

Cedar Riverside Community School
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Minutes
Board of Directors' Meeting
June 14th , 2017

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

Board Members Absent: none

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

Others Absent: none

I. Call to Order

- a. S Berven called the meeting to order at 4:35

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

III. Approval of the Agenda

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

IV. Consent Agenda

- a. Minutes from May 10th, 2017
- b. Employee hire - Andrew Burns, Technology teacher
- c. Employee hire - Matthew McGuire, Math teacher
- d. Employee hire - Megan Holm, Pre-K teacher
- e. Employee hire - Tim Foskett, Physical Education teacher
- f. Special Education vendor contracts - Special Education Director, Occupational Therapist, & Early Childhood Special Education Teacher
- g. S Berven motions to accept the Consent agenda with the removal of Special Education vendor contracts - Special Education Director, Occupational Therapist, & Early Childhood Special Education Teacher for discussion
- h. A Weber seconds
- i. Motion passes unanimously

V. Board Updates

- a. Board Retreat - will be held on Thursday June 22nd, 2017 from 8:00 am to 4:00 pm in the school's conference room
- b. Parent members
 - J Weber will direct parents who are interested to the board chair
 - A Jama will invite 2 parents to a board meeting but will wait until after Eid
- c. Board documents, monthly updates - attendance & training, policy review record
 - No discussion

VI. Committee Reports

- a. Executive Director Evaluation Committee - (S Berven, M Currie, & J Weber)
 - See closed session in Old Business - no other report

VII. Director's Report - tabled until June 22nd, 2017

- a. Strategic Plan
- b. Authorizer Goals
- c. Board Directives
- d. Maternity Leave
- e. Hiring update
- f. Summer update
- g. Employee compensation

VIII. Old Business

- a. Policy 5.4.4 - Student Discipline REVISION DRAFT - tabled until June 22nd, 2017
- b. CLOSED SESSION - Executive Director evaluation
- c. J Weber motions to go into closed session for Executive Director Evaluation
- d. M Currie seconds
- e. Motion passes unanimously
- f. M Currie motions to reopen the meeting at 7:20 pm
- g. A Weber seconds
- h. Motion passes unanimously
- j. J Weber motions to approve the Executive Director's 2017 - 2018 employment agreement as Discussed
- k. M Currie seconds
- l. Motion passes unanimously
- m. M Currie motions to approve the recommendations regarding the bonus for the Executive Director
- n. A Weber seconds
- o. Motion passes unanimously

IX. New Business

- a. Monthly financial report through May 2017
 - BKDA has been acquired by KDV
 - There will be no change in service
 - Effective July 1st, 2017
 - We will need to find new auditors & the firm recommends ABDO
 - M Currie motions to accept the financial report
 - N Buehler seconds
 - Motion passes unanimously
- b. ADSIS Grant
 - Terms require CRCS to reapply every 2 years
 - It is an involved application process & renewal is not guaranteed
 - CRCS will get reimbursed .55 cents for every dollar we spend; reimbursement will happen in the following year
 - Funding will be for tier II students ie., for students who are not in special education or may not qualify for special education but who may need additional support
 - M Currie motions to accept the ADSIS Grant
 - A Weber seconds

- Motion passes unanimously
- c. Summer payment options
- A question came up about taking the 12 month paycheck option but having the option to take a summer payout in June for all 3 months
 - If too many employees chose this option, CRCS would have a cash flow problem
 - Summer payout option in June is not viable & CRCS will keep the 2 paycheck options we currently have
- d. Employee termination procedures
- CRCS will check with our attorney to see if CRCS can suspend without pay until the board can meet as termination must be board approved
 - Must check if this would conflict with CRCS At-Will Agreements
- e. Employee Exit Interview
- CRCS has high turnover and leaving employees have valuable information - how will we use it?
 - CRCS will work on creating a survey on SurveyMonkey with an option for an oral exit interview.
 - Will work on during the board retreat
- f. Additional Work Beyond Duty Pay policy
- Staff doesn't understand their rights regarding the policy & often don't feel comfortable filling out the timesheet and asking the Executive Director for a signature
 - The Executive Director will bring time cards to meetings that the director calls that go beyond the duty day hours (currently 3:00 pm)
- g. Recommendations for new positions - Behavior Specialist TA, Building Substitute, & Community Partnership Coordinator
- M Currie motions to accept the new position of Behavior Specialist TA for Pre-K to 2nd grade area
 - N Buehler seconds
 - Motion passes unanimously
 - M Currie motions to accept the new position of CRCS Building Substitute
 - J Weber seconds
 - Motion passes unanimously
 - M Currie motions to accept the new position of Community Partnership Coordinator
 - N Buehler seconds
 - Motion does not pass: M Currie-yes, N Buehler-yes, A Weber-no, S Berven-no
 - R Vetsch will revise job description and revisit at board retreat
- h. Policies 4.3.1 & 4.3.2
- Policies have conflicting or incomplete definitions of full-time 1.0 FTE which affects pro-rated insurance premium coverage and PTO accrual for a couple CRCS employment positions
 - Office Manager employment agreement will be updated to reflect summer hour credits to create a FTE year round position
- i. Parent Liaison / Health Nurse position
- R Vetsch will rewrite position as 40 hours to reflect off-site liaison work
 - A Weber motions to accept the changes to the office manager and parent liaison/health coordinator employment agreements discussed to reflect 1.0 FTE
 - M Currie seconds
 - Motion passes unanimously
- j. Executive Director PTO request

- A Weber motions to accept the PTO request for R Vetsch from June 28 - 30, 2017
 - S Berven seconds
 - Motion passes unanimously
- k. M Currie motions to extend the meeting by 20 minutes at 6:30 pm
- l. S Berven seconds
- m. Motion passes unanimously

X. Public Comment

- a. No public present

XI. Adjourn Meeting

- a. Board Retreat is set for Thursday, June 22nd, 2017 at 8:00 am
- a. Next board meeting is set for July 12, 2017 at 4:30 pm
- J Weber motions to adjourn
 - M Currie seconds
 - Motion passes unanimously
 - Meeting adjourned at 7:22 pm

