

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' Retreat**  
**June 22nd , 2017**

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

**Board Members Absent:** Nichole Buehler

**Others in Attendance:** Randy Vetsch

**Others Absent:** Kara Schneeberger (BKDA)

- I. Call to Order
  - A. S Berven called the meeting to order at 8:13 am
- II. Reading of the Vision, Mission, & Values Statement
- III. Approval of the Agenda
  - A. J Weber motions to approve the agenda with the addition of the Art Teacher's At-Will Agreement under new business and with flexibility
  - B. A Weber seconds
  - C. Motion passes unanimously
- IV. Director's Report
  - A. Strategic Plan
    1. The Strategic Plan Committee changed to the Academic Committee
    2. The Academic Committee will focus on the instructional pieces of the strategic plan
    3. The instructional focus for the coming school year will be what we teach and the following year we will focus on how we teach
    4. PBIS (Positive Behavioral Intervention & Supports) will take over the behavior plan from the strategic committee
    5. The values and school culture piece will be developed with the whole staff
    6. R Vetsch will put together a staff development schedule
  - B. Authorizer Goals
    1. 40% met NWEA target goals
    2. There is no MCA data yet
    3. FAST Test - a new test (fastbridge.com) to possibly replace the NWEA
    4. For the community partnerships we met the parent attendance at conference goal and two other meetings during the school year (Annual Meeting and meeting regarding the Travel Ban) also met attendance goals
    5. Family engagement and involvement needs work
    6. Our fund balance is at 23.9%
  - C. Board Directives
    1. The TAs filled out time sheets--for some this improved timeliness, for one it moderately improved, and for one it did not improve
    2. Time on task sheet was completed
  - D. Maternity Leave
    1. K Mandt will be taking first 6 weeks off & returning October 9th, 2017
    2. B Bates will sub for kindergarten w/ assistance from TA, R Weber
  - E. Hiring Update

1. CRCS still needs to hire SPED teacher, lunch coordinator, building sub, and TAs for literacy, behavior, and SPED
- F. Summer Update
1. Google cubes will replace current towers in the lab
  2. The new server will be paid for out of E-Rate for Title schools
  3. CaDan will update (imaged) tablets
  4. CRCS is getting new copiers & printers
  5. The Bear's Den was organized to store the LLI kits and the FOSS kits
- G. Employee Compensation
1. R Vetsch researched and printed out an employee compensation scale based on Minneapolis School District following 80% - 85% - 90% of Minneapolis pay BA and MA teacher education lanes
  2. TAs are in 2 different tiers based on duty requirements & skills
  3. The board will give the numbers to our accountant for budget projections & possible future scenarios - will look at in July
- V. Old Business
- A. Special education vendor contracts: Special Education Director, Occupational Therapist, & Early Childhood Special Education Teacher
1. S Berven motions to accept all 3 Special Education Contracts with the corrected dates
  2. J Weber seconds
  3. Motion passes unanimously
- B. Policy 5.4.4 - Student Discipline REVISION DRAFT
1. The board will consult with our attorney about page 6 and will bring back to the board in July
- C. Recommendation for new position - Community Partnership Coordinator
1. R Vetsch revised the job description to show that the primary focus of this position is the academic program during the school day
  2. While Augsburg College will remain a community partner for CRCS, R Vetsch revised the job description that eliminates the implied partnership contract solely or primarily with Augsburg College
  3. M Currie motions to approve the position w/ the job description with all the components stated plus Activities Director, regular school calendar hours plus summer school for a salary of \$50,000
  4. S Berven seconds
  5. Motion passes- M Currie - yes, S Berven - yes, A Weber - yes, J Weber abstains
- D. Employee Exit Interviews
1. To be developed for employees who resign, not for terminated employees
  2. M Currie motions to form a committee to develop tools for employee exit interviews (with M Currie, S Berven & R Vetsch)
  3. S Berven seconds
  4. Motion passes unanimously
- E. Policy 2.7 - Executive Director (Principal) Hiring, Supervision, & Evaluation
1. Changes made to IIIA regarding ED qualifications to state the ED must hold a valid MN administrator's license
  2. Changes made to VB to replace "personnel committee" with "board"
  3. Remove VI--Professional development because it conflicts with the requirement that the ED must be licensed

- F. Policy 4.10 - Whistleblower
  - 1. Designated official will be named office manager and will be noted on 2nd page
- G. Policy 4.11 - Teacher Evaluation
  - 1. Tabled until the teacher evaluation system is created
- H. Policy 5.2.1 - Attendance & Absences
  - 1. R Vetsch will work on this with our Social Worker & will bring back to the board
- I. Policy 5.9.1 - Student Extra-Curricular Participation
  - 1. Changes made to IIIB to eliminate students directing other students and clarify that CRCS staff are responsible for supervision
  - 2. Changes made to IVF again to clarify that CRCS staff are responsible for supervision
  - 3. Changes made to IVI clarify that academic probation is when a student does not maintain a grade of C or above.
- J. Policy 6.4.1 - Release time for Religious Events & Religious Accommodation
  - 1. J Weber motions to approve this policy with no changes
  - 2. M Currie seconds
  - 3. Motion passes unanimously
- VI. New Business
  - A. Employee Job Descriptions
    - 1. Board reviewed all job descriptions at CRCS
    - 2. Job descriptions are written in multiple and confusing formats so the board asked R Vetsch to rewrite all employee job descriptions into an agreed upon single format for consistency.
    - 3. All job descriptions will be placed in the Employee Handbook
    - 4. R Vetsch will bring the uniformly written job descriptions back to the board for review
  - B. Art teacher employment agreement
    - 1. Discussion of revising art teacher's salary to reflect her full-time teaching rather than part-time teacher and part-time TA
    - 2. S Berven motions to approve the revised employment agreement to reflect a revised salary of \$35,500.
    - 3. J Weber seconds
    - 4. Motion passes unanimously
- VI. Public Comment
  - C. No public comment
- VII. Adjourn Meeting
  - A. Next meeting is set for July 12th, 2017 at 4:30 pm
  - B. J Weber motions to adjourn the meeting
  - C. A Weber seconds
  - D. Motion passes unanimously
  - E. Meeting is adjourned at 2:15 pm



