

Cedar Riverside Community School
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Minutes
Board of Directors' Meeting
November 9, 2016

Board Members in Attendance: Sonja Berven, Jennifer Weber, Malcolm Currie, Anne Weber, Clarissa Herrera, Hassan Liban

Board Members Absent: Ali Bulhan (not seated)

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

IV. Consent Agenda

- a. Minutes from October 12th, 2016
- b. Minutes from Annual Meeting October 27th, 2016
- c. Policy 4.10 - Whistleblower - removed
- d. Policy 4.11 - Teacher Evaluation - removed
- e. Policy 5.2.1 - Attendance and Absences - removed
- f. Employee resignation - Payton Erickson, 1st grade teacher
- g. M Currie motions to accept the consent agenda with the removal of policies 4.10, 4.11, 5.2.1
- h. S Berven seconds
- i. Motion passes unanimously

V. Board Updates

- a. Introduction of new board members
 - Clarissa Herrera and Hassan Liban have joined the board
 - Ali Bulhan - we have reached out to him but have been unable to contact him
- b. Board meeting dates and times
 - CRCS will continue to meet the 2nd Wednesday of the month at 4:30 - December 14th is the next meeting
- c. Officer Selection -
 - Officer elections will be held in February
 - Protocol will be discussed moving forward at that time

- d. Communication - What is the best process to communicate information via our website?
- Board chair will communicate to the webmaster via email items to be posted on school's website such as minutes, monthly meeting dates, agendas, board member updates, and other items as needed
 - All board members and Mr. Vetsch will be included in the communication
 - Everything that goes on the website must be board approved
 - We will have a 48 hour maximum timeline for submissions; corrections will be given a deadline as well
 - The Executive Director will act as the backup to post things on the website when the webmaster is unavailable
- e. Board documents & monthly updates - attendance, training, policy review record
- There is a board training opportunity on Employment law to be held on 11-17-16
 - S Berven, M Currie and R Vetsch will attend

VI. Committee Reports

- a. Board note-taker committee - (A Weber, M Currie) - tabled

VII. Director's Report

- a. 2016-2017 Enrollment
- Current enrollment is at 200
- b. First Grade Plan
- We currently have a long term substitute with an open end date
 - We will have a first interview with someone on Monday and a second interview will be with the K-2 team
- c. Communication Plan
- While not required by our authorizer (PUC), the board believes that we need to improve communication with our staff, our families and our community
 - R Vetsch suggested a committee that will meet over the next year and check in with the board every 2 months
- d. Strategic plan - tabled
- Committee
 - Authorizer goals
- e. Mission Character Development - tabled

VIII. Old Business

- a. Policy 2.1 - Board Election Process with Resources - tabled
- b. Policy 4.1.2 - At-Will Employment - tabled

IX. New Business

- a. Quarterly financial authorizer report through October, 2016 – (J Weber)
- MDE regularly updates budget requirements
 - Formula changes affect fund balances
 - Food service--there was an error in August where the bag lunches weren't included and were added into September additionally, Pre-k was accidentally not included
 - We have 90 days to correct the overage and then CRCS will be reimbursed
 - S Berven motions to accept the quarterly financial authorizer report with changes
 - M Currie seconds
 - Motion passes unanimously
- b. Annual Report

- Discussed some changes and typos that need to be corrected
 - R Vetsch will make the changes and corrections and give to S Berven
 - M Currie motions to accept the annual report with the changes and corrections
 - C Herrera seconds
 - Motion passes unanimously
- c. Form 990
- Non-profit tax form required for filing CRCS taxes
 - M Currie motions to accept the 990 form
 - A Weber seconds
 - Motion passes unanimously
- d. Recommendation for employee hire - John Boyd, Behavior TA
- R Moran will be student teaching in February
 - J Boyd will begin November 14th, 2016 to train with R Moran
 - M Currie motions to accept J Boyd as the Behavior TA
 - C Herrera seconds
 - Motion passes unanimously
- e. Recommendation for employee hire - Asma Ibrahim, Reading TA
- Creating this new position will decrease our fund balance
 - Currently she is student teaching with 5th grade
 - Will work with the reading specialist to implement LLI interventions for students in need of extra support
 - Will begin after Thanksgiving
 - M Currie motions to accept Asma Ibrahim as the new reading support TA
 - J Weber seconds
 - Motion passes unanimously
- f. Policy 1.1.1 - draft - tabled

X. Public Comment

- a. No public present

XI. Adjourn Meeting

- a. Next board meeting is set for December 14th at 4:30 pm
- J Weber motions to adjourn
 - A Weber seconds
 - Motion passes unanimously
 - Meeting adjourned at 6:32 pm