

Cedar Riverside Community School
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Minutes
Board of Directors Meeting
September 9, 2015

Attendees: Guests Matt Mayer and Dave Bakke, R. Vetsch, S. Berven, J Weber, B. Hamlin, A. Alishire, K. Mandt,

- I. Call to Order: S. Berven called the meeting to order at 4:00.
- II. Approval of the Agenda
 - A. J. Weber makes a motion to approve the agenda with flexibility.
 - B. K. Mandt seconds.
 - C. Motion passes.
- III. Consent Agenda
 - A. The consent agenda contains the following items: Minutes August 5, 2015, Minutes from August 18, 2015, Minutes from August 24, 2015, Recommendation to hire Fangfang Zhou as a teaching assistant.
 - B. J. Weber makes a motion to approve the consent agenda.
 - C. A. Alishire seconds.
 - D. Motion passes.
- IV. Board Updates
 - A. Candidates for vacant parent seat.
 - i. Ayan Jama has spoken with 2 parents who have expressed interest in being parent board members. She gave both of them an application.
 - B. Annual meeting planning
 - i. The annual meeting will be on Thursday, October 29 at 7:00 pm.
 - ii. Policy 2.1 outlines the procedures for the annual meeting. The board would like a committee to review and revise this policy.
 - iii. K. Mandt motioned to form an annual meeting planning committee to review policy 2.1, plan the meeting, and send out notifications to all voting members.
 - iv. B. Hamlin seconds.
 - v. Motion passes.
 - vi. A committee of S. Berven and K. Mandt will work the above tasks.
 - C. Training calendar
 - i. S. Berven handed out a board training schedule for those members who need to continue their training.
 - D. Attendance
 - i. S. Berven handed out board member attendance.

- V. Committee reports:
 - A. PTO Policy Committee (K. Mandt and J. Weber)
 - i. K. Mandt and J. Weber presented a PTO donation policy.
 - ii. Changes discussed were specifying the executive director as the approver, and adding medical documentation if needed
 - iii. S. Berven motions to accept the proposed PTO policy with changes noted above.
 - iv. B. Hamlin seconds.
 - v. Motion passes.
- VI. Director's Report
 - A. Enrollment/recruitment
 - i. We are at 165 including 17 preschoolers.
 - ii. R. Vetsch spoke with the rental office of the new apartments that were built. He will bring over 300 flyers to be included in the welcome packet.
 - iii. We will have an open house on October 7.
 - iv. Saturday, Sept 12 is the West Bank block party. CRCS will have a table set up at the block party.
 - B. Food Service
 - i. R. Vetsch is tracking breakfast and lunches closely.
 - C. Q-Comp
 - i. R. Vetsch continues to look into Q-Comp as a revenue source for the future.
 - D. Targeted services
 - i. Interviews are being conducted for staffing for the after school program.
 - ii. MPS is donating a cooler for food.
 - iii. Snacks and dinner will be provided.
- VII. Old Business
 - A. Employee benefits termination policy
 - i. The law states that employee benefits must be terminated at the end of the month in which employment ends.
 - ii. S. Berven will contact the school's lawyer to get more clarification about the requirements
 - B. Bus contract
 - i. The second bus is currently servicing about 11 students in the morning and 15-18 students in the afternoon.
 - ii. This may change when the after school program starts.
 - iii. We will revisit bus ridership each month.
- VIII. New Business
 - A. Monthly financial report through August 2015
 - i. 16.7% of activity is recorded in this report.
 - ii. Cash balance is \$593,000.
 - iii. Our spending is on track for this year so far.
 - iv. The working budget is projecting a decrease in fund balance by approximately \$187,000. This is due to technology and communications costs, buses, and special education.
 - v. The board has many questions about this financial report and will seek answers from BKDA before approving it.
 - vi. A. Alishire motions to approve the checks paid through August 31, 2015.
 - vii. K. Mandt seconds.
 - viii. Motion passes.
 - B. FY2015 Audit—Matt Mayer

- i. Matt Mayer presented our FY2015 audit. Findings showed this to be a “Clean audit.”
 - ii. The general fund ended FY2015 with a 20.7% fund balance. The fund balance was used to cover deficits this year. The fund balance of 20.7% is still within the policy set by the board.
 - iii. The Food service fund ended with a zero balance after transferring funds to cover a deficit.
 - iv. The Community Service fund is used for the Preschool program and previously for the 21st Century Grant. It ended with a zero balance after transferring funds to cover a deficit.
 - v. B. Hamlin motions to accept the FY 2015 audit.
 - vi. J. Weber seconds.
 - vii. Motion passes.
- C. MDE authorization
- i. In order for Randy Vetsch to access secure sites for CRCS with MDE, he needs to be authorized to do so.
 - ii. J. Weber motions to designate Randy Vetsch as the Identified Official with Authority for Cedar Riverside Community School.
 - iii. S. Berven seconds.
 - iv. Motion passes.
- D. Authorizer
- i. R. Vetsch and S. Berven met with University of St. Thomas and Pillsbury-United as potential authorizers.
 - ii. Both St. Thomas and Pillsbury-United have letter-of-intent deadlines of October 1, 2015.
 - iii. We will send letters of intent to both of these authorizers.
 - iv. K. Mandt motions to form an authorizer application committee.
 - v. J. Weber seconds.
 - vi. Motion passes.
 - vii. A committee of S. Berven, B. Hamlin, and R. Vetsch will work on the letters of intent.
 - viii. S. Berven will contact representatives from St. Thomas and Pillsbury-United to invite them to meet the board at the October meeting.

IX. Public Comment Time

- A. Dave Bakke reported on his observations during the meeting.

X. Adjourned:

- A. Next meeting is Wednesday, October 14 from 4:00 -7:00pm.
- B. J. Weber motions to adjourn.
- C. S. Berven seconds.
- D. Meeting adjourned at 6:00pm