

Cedar Riverside Community School  
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Minutes  
Board of Directors Meeting  
August 5, 2015

Attendees: S. Bervin, J. Weber, K. Mandt, A. Bihi, A. Ali-Shire, K. Gaffy, guests from Augsburg College (K. Bishop and P. Finders), R. Vetsch

- I. Call to Order: Meeting called to order at 4:03pm
- II. Approval of the Agenda
  - A. Added to the agenda:
    - i. Employee resignation.
    - ii. Special Education director
    - iii. Background checks
  - B. J. Weber motions to accept the agenda with flexibility and additions.
  - C. K. Mandt seconds.
  - D. Motion passes.
- III. Approval of the Minutes:
  - A. J. Weber motions to approve the minutes from the July 10, 2015 meeting.
  - B. S. Bervin seconds.
  - C. Motion passes.
- IV. Board Update
  - A. Candidates for vacant parent seat
    - i. Anyone who has a recommendation for a parent board member should get in touch with Ayan Jama.
  - B. Consent agenda
    - i. S. Bervin recommends that we begin implanting a consent agenda.
    - ii. The board will begin this process with the September board meeting.
  - C. Background checks
    - i. All school board members need to have a background check.
  - D. Authorizer contract
    - i. Katie Bishop and Peg Finders are here as representatives from Augsburg College.
    - ii. Augsburg College sent a letter (see attached) giving notice that they will no longer be authorizing charter schools, effective June, 2016.
    - iii. R. Vetsch has contacted MACS for recommendations for a new authorizer. He followed up with each recommendation and there are two strong possibilities for a new authorizer: St. Thomas University and Pillsbury.
    - iv. A new authorizer needs to be identified by January, 2016.
- V. Committee reports:
  - A. PTO Policy Committee (K. Mandt and J. Weber)

- i. Tabled
- VI. Director's Report
  - A. Enrollment/recruitment
    - i. Current enrollment is anticipated to be 178 for the 2015-16 school year based on registrations.
    - ii. Ayan Jama will be reaching out to the new apartments that are opening. Our school is working on having an open house in the fall after the opening of those apartments.
  - B. Revenue opportunities
    - i. R. Vetsch and J. Weber will be going to a meeting about targeted services funds.
    - ii. Q-Comp is being looked into.
  - C. 2015-2016 Goals
    - i. R. Vetsch has set some goals to work on this year. One focus he would like to see this year is school culture. Another goal is student achievement through data-driven instruction. A third goal is financial security. The fourth goal is community relations. The final goal is to work on the school's mission and vision.
  - D. School year theme
    - i. Suggestions were discussed for a school-wide theme.
  - E. Workshop schedule
    - i. R. Vetsch is working on the workshop week schedule and will get it out to all staff soon.
  - F. Employee handbook
    - i. R. Vetsch is updating the employee handbook.
  - G. Food service and supervision
    - i. R. Vetsch presented a plan for all classroom teachers to have a duty-free lunch by using TAs for lunchroom supervision.
    - ii. Staff will no longer be receiving a free lunch because they will not be doing lunchroom supervision.
- VII. Old Business
  - A. Employee benefits termination policy
    - i. Tabled.
- VIII. New Business
  - A. Monthly financial report for June 2015
    - i. Cash balance is \$476,000 at month-end.
    - ii. The general fund balance is 24.87% according to the audit.
    - iii. Community service balance is at -\$93,000 due to the preschool start-up costs and 21<sup>st</sup> Century grant.
    - iv. J. Weber motions to transfer from the general fund to the Community Service fund \$95, 566 to remove the negative fund balance in the Community Service fund, which was created by the pre-school start-up and the 21<sup>st</sup> Century grant.
    - v. S. Bervin seconds.
    - vi. Motion passes.
    - vii. K. Mandt motions to approve the financials for June, 2015.
    - viii. A. Bihi seconds.
    - ix. Motion passes.
  - B. Recommendation for Social Worker
    - i. J. Weber motions to approve hiring Abigail Morrison for the Social Worker position.
    - ii. K. Mandt seconds.

- iii. Motion passes.
  - C. Recommendation for Physical Education/Health Teacher
    - i. K. Mandt motions to approve hiring Rebecca Ahlbrecht as .6 PE Teacher, .25 DAPE Teacher, .15 Sped TA.
    - ii. A. Bihi seconds.
    - iii. Motion passes.
  - D. Financial authorizations
    - i. BKDA recommends that CRCS approve the following financial authorizations:
      1. Designate MDE Identified Official With Authority – Randy Vetsch, Kara Gaffy & Theresa Kingsbury
      2. Designation of Depositories
        - o Venture Bank
      3. Authorized signers at banks
        - o Board Chair
        - o Executive Director
      4. Delegation of Authority to Make Electronic Funds Transfers
        - o Board Chair, Board Treasurer, or Executive Director
        - o Financial Manager at Beltz, Kes, Darling and Associates
        - o Electronic Funds Transfers can be made for:
          - Investment of excess funds or the transfer of funds between school's accounts
          - Payment of employee payroll direct deposits
          - Payment of federal, state, and unemployment taxes (deductions and/or benefits)
          - Payment of contributions to the Teachers Retirement Association (TRA) and to the Public Employee Retirement Association (PERA) (deductions and benefits)
          - Payment of other payroll related deductions and benefits (when appropriate)
          - Monthly building lease payments
          - Monthly payment of credit card charges
          - Vendor payments (when appropriate)
          - Other payments as approved by the school board
  - 5. Kara Gaffy is granted authority to execute and update the school's Cash Management Online Banking Setup Worksheet and ACH Agreement with Venture Bank to designate BKDA employees as having Online Banking as per the attached Charter School Corporate Online Banking Resolution.
    - ii. S. Bervin motions to approve the above financial authorizations recommended by BKDA.
    - iii. A. Bihi seconds.
    - iv. Motion passes.
- E. Reading curriculum
  - i. R. Vetsch recommends purchasing the Journeys Reading Curriculum by Houghton-Mifflin at a cost of \$27, 794.93 to be paid for this year.
  - ii. S. Bervin motions to approve the expense.
  - iii. A. Bihi seconds.
  - iv. Motion passes.
- F. K. Mandt motions to extend the meeting by 15 minutes at 6:05.
  - i. S. Bervin seconds.
  - ii. Motion passes.
- G. Special Education Director

- i. Discussion took place about possibly switching to ISES for SPED oversight and directorship.
    - ii. Discussed the increase in cost that would result in switching contracts.
    - iii. We will remain with the previously approved contract.
  - H. Employee resignation
    - i. Portia Tebandeke has submitted her letter of resignation.
    - ii. A. Ali Shire motions to accept the letter of resignation.
    - iii. J. Weber seconds.
    - iv. Motion passes.
- IX. Public Comment Time
  - A. No public present.
- X. Adjourned:
  - A. J. Weber motions to adjourn at 6:20pm.
  - B. A. Bihi seconds.
  - C. Motion passes.
  - D. The next board meeting is on Wednesday, September 9 at 4:00pm in the Main Office.