

Cedar Riverside Community School
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Minutes
Board of Directors Meeting
February 4, 2015

Attendees: Sonja Berven, Jennifer Weber, Kristen Mandt, Becky Hamlin, Anaji Shuna, Walt Stull

- Call to Order: Ms. Berven called the meeting to order at 4:03 PM.
- Approval of the Agenda:
 - Ms. Weber motions to approve the agenda with flexibility.
 - Ms. Mandt seconds.
 - Motion carries unanimously.
- Approval of the Minutes
 - Ms. Weber motions to approve the minutes from January 21, 2015.
 - Ms. Mandt seconds.
 - Motion unanimously carried.
- Board Updates
 - Policies #6-9
 - Binders containing CRCS policies and statutes were handed out to all members present at the last board meeting, but Policies #6-9 were missing.
 - Policies #6-9 have been given to teacher members and put in binders on the school premises.
 - Mr. Shuna was given Policies #6-9 for his binder.
 - Finance Training
 - Ms. Gaffy from BKDA will provide the finance training for us.
 - After discussion, it was decided that this will take place on March 26th at 1:30-3:30 in the conference room.
 - Open meeting law and email communication
 - Ms. Berven reviewed the purpose of this law as ensuring the public is aware of board discussions and decisions while also preventing boards from making decisions on behalf of an organization in private without public knowledge. It provides transparency on the part of the board.
 - This law applies to electronic means as well such as email.

- Board members were reminded to keep emails and discussions with other board members informational only to avoid the appearance of impropriety.
 - Policy Governance
 - Ms. Berven asked if board members would be willing to consider learning more about a model for board governance and leadership called Policy Governance created by John Carver.
 - All in attendance agreed.
 - Ms. Berven will provide a brief book about this model for board members to read in preparation for discussion at the next board meeting.
- Committee Reports
 - Mission Committee
 - Ms. Berven reported that this board committee is open for other board members to join.
 - In discussion it was noted that this became a board committee last year because the board is ultimately responsible for ensuring the school is working towards its mission. This committee has and will continue to gather staff and family input to influence the result.
 - She also reported that this committee has looked at student data to provide an overall picture of the school's students demographically and academically and to highlight any areas needing focus.
 - The committee will also be conducting a SWOT analysis (Strengths, Weaknesses, Opportunities and Threats) with input from families and staff.
 - PTO Policy Committee
 - Ms. Mandt and Ms. Weber reported that this committee has not had a chance to meet yet.
 - They plan to meet before the next board meeting and will report at that meeting.
- Director's Report
 - Student enrollment/recruitment
 - Enrollment has remained the same since the last board meeting.
 - Mr. Stull reported that he has not heard anything as a result of the mailing as of yet.
 - He supplied Sherman Associates with 1500 tri-fold fliers to disseminate to new and current residents.
 - He plans to give fliers to PPL (Project for Pride in Living) and the Franklin Library to hand out as well.
 - He reported that CRCS was not able to have a presence at the School Choice Fair due to staff illness.
 - School Updates
 - Ms. Berven reported that this agenda item is a change from what was previously called Professional Development Plan and explained that this is the opportunity for the Executive Director to

share highlights, concerns, issues on the horizon, things to be aware of, and reports of day-to-day operations for the school.

- Mr. Stull reported that the grades 3-5 division is working on communication and working together as a team. They have had a successful divisional meeting.
- Ms. Jacobs is planning to return to CRCS on Monday February 9th on a three week rotation until the end of April.
- Ms. Rachel will be kept on in 5th grade as a co-teacher to provide consistency and on-going support for students.
- Mr. Stull attended the Minneapolis Executive Directors' meeting. This meeting is an opportunity for administrators to share things that are working in their districts, discuss current and relevant topics, and provide on-going support and networks for each other.
- Charter School Day at the Capitol will be on March 5th which Mr. Stull will attend.
- In the past he and Mr. Currie have taken students to this event, but this year only high school students are allowed to attend because construction at the Capitol limits the space for visitors.
- This event is open for board members to attend as well.
- Mr. Stull also reported that he has been notified by RSO that the contract for parking spaces in the Cedar Riverside Plaza ramp will change.
- We currently have a contract for 25 parking spaces that we are not charged for. We use 32 spaces.
- At the end of February we will have to pay \$55/ month per slot which is \$385/mo.
- Mr. Stull will look into this further and continue to talk with RSO to see what can be arranged.
- Old Business:
 - Communication Policy
 - Mr. Stull reviewed the flow chart and communication sheet he recommends for this policy
 - He reported that he has already used this process twice: once with a parent and once with a non-parent. He felt it was successful.
 - When using the communication sheet, staff would keep a copy and provide a copy to the complainant.
 - Complainants would be responsible for providing the necessary paperwork as they go through the communication process.
 - Ms. Mandt motions to accept the Communication Policy flow chart and communication sheet.
 - Ms. Weber seconds.
 - Motion carries unanimously.
 - Community member appointment
 - There are two applicants for the community member board position: Mr. Wali Dirie and Mr. Mohamed Farah.

- Mr. Stull reported that he knows Mr. Dirie and has worked with him in the past related to finding space for his mosque that had burned down a year ago.
 - Ms. Weber reported that she knows Mr. Farah through work with the Brian Coyle Center and various community meetings.
 - Some expressed interest in meeting the applicants in person and having the opportunity to ask them questions before appointing someone to the position.
 - Ms. Berven motions to hold a special meeting before the next regular board meeting for the purpose of meeting and interviewing Mr. Dirie and Mr. Farah for the appointment of the community member board position.
 - Ms. Weber seconds.
 - Motion carries unanimously.
 - Ms. Berven will contact the applicants and arrange the Special Board Meeting.
 - Ms. Mandt and Ms. Hamlin will create interview questions to be used at the Special Board Meeting.
- New Business:
 - Financials: December 2014
 - Ms. Weber reported concern about the \$32,826 loss in the Food Service Fund.
 - Mr. Stull reported that a loss is typical in the Food Service Fund.
 - Board asked Mr. Stull to review the number of lunches paid for but not reimbursed.
 - Ms. Mandt motions to accept the financial report for December 2014
 - Ms. Berven seconds.
 - Motion carries unanimously.
 - Venture line of credit
 - The line of credit CRCS has with Venture Bank expires each year on March 1st.
 - The school has not used this line of credit but it is in place as a safety net.
 - The line of credit is for \$200,000.
 - Ms. Hamlin motions to approve the renewal of a line of credit with Venture Bank.
 - Ms. Weber seconds.
 - Motion carries unanimously.
 - Employee resignations
 - Brad Gangnon submitted to Mr. Stull a letter of resignation effective June 30, 2015.
 - Janet Reichert submitted to Ms. Berven a letter of resignation effective March 1, 2015.

- Ms. Weber motions to accept letters of resignation from Brad Gangnon effective June 30, 2015 and Janet Reichert effective March 1, 2015.
 - Mr. Shuna seconds.
 - Motion carries unanimously.
 - SY 2015-2016 Calendar
 - Mr. Stull presented two SY 15-16 school calendars for consideration.
 - One calendar schedules all regular board meetings for the next school year on the first Wednesday of each month.
 - The other calendar schedules all regular board meetings for the next school year on the second Wednesday of each month.
 - During discussion it was noted that by having the board meetings on the second Wednesdays the board would be able to view and discuss financial reports from the immediately preceding month rather than from two months prior because BKDA would have sufficient time to prepare the financials. This would ensure a more current understanding of the school's financial state.
 - The board meeting dates are the only differences between the two calendars proposed.
 - The SY 15-16 calendar has 172 instructional days and 188 duty days for certified staff, TAs, EAs and Paras.
 - Ms. Weber motions to approve the SY 2015-2016 school calendar where regular board meetings are scheduled for the second Wednesday of each month.
 - Ms. Mandt seconds.
 - Motion carries unanimously.
 - Executive Director Selection Committee
 - Ms. Berven reported that she had posted the job listing for Executive Director on the MACS, EdPost, MASA, and CRCS websites.
 - Mr. Stull has shared the posting with contacts at the Minnesota Minority Education Partnership as well as personal contacts.
 - Ms. Berven motions to create the board's Executive Director Selection Committee with the charge of drafting a proposal for the hiring process for an Executive Director and updated Executive Director job description.
 - Ms. Weber seconds.
 - Motion carries unanimously.
 - Ms. Berven, Ms. Weber, and Ms. Hamlin will serve on this committee.
- Public Comment
 - None
- Adjourn meeting
 - Ms. Weber motions to adjourn the meeting.
 - Mr. Shuna seconds.

- Motion passes unanimously and meeting was adjourned at 6:09pm
- The next regularly scheduled board meeting is Wednesday March 4th, 2015 at 4:00 pm