

Cedar Riverside Community School
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Minutes
Board of Directors Meeting
July 10, 2015

Attendees: S. Berven, B. Hamlin, J. Weber, R. Vetsch, K. Mandt

I. Call to Order: Meeting called to order at 9:20am.

II. Approval of the Agenda

- A. J. Weber motions to approve the agenda with flexibility.
- B. B. Hamlin seconds.
- C. Motion passes.

III. Approval of the Minutes:

- A. J. Weber motions to approve the minutes from June 2, 2015.
- B. B. Hamlin seconded.
- C. Motion passes.

IV. Board Update

- A. Board Training
 - i. Board members are reminded to finish their board training in the fall.
- B. Resolution
 - i. Present board members signed the resolutions for Anaji Shuna and Walter Stull.
- C. Authorizer contract
 - i. An authorizer contract from Augsburg College was presented to the board by Chris Brown.
 - ii. The contract was incomplete because it was missing attachments and appendices and not created with input from CRCS.
 - iii. The contract was not provided with sufficient time for the board to review it.
 - iv. Chris Brown was not present at the board meeting to answer questions.
 - v. A plan was discussed to contact Augsburg.
 - vi. The board was not comfortable approving the contract until further discussion with Chris Brown or other Augsburg representatives takes place.
- D. 15-16 Board business calendar
 - i. S. Berven is creating a working document to organize board business throughout the year.
- E. Policy governance
 - i. The board has looked at changing the governance of the board to a model called the Policy Governance Model.

- ii. The Policy Governance Model is a great direction to look towards for the future, but at this time, we are tabling it until after the next Board election in October, 2015.
 - F. Board member appointment
 - i. J. Weber makes a motion to appoint Abdirizak Bihi as the community board member.
 - ii. S. Berven seconds.
 - iii. Motion passes.
 - iv. Conversation continued regarding finding a new parent board member. We will talk with our Parent Liaison for recommendations.
- V. Committee reports:
 - A. Mission Committee (S. Bervin and J. Weber).
 - i. S. Berven conducted a parent and a staff survey.
 - ii. K. Mandt motions to discontinue the board committee for writing a mission statement and to delegate the task to R. Vetsch.
 - iii. S. Berven seconds.
 - iv. Motion passes.
 - B. PTO Policy Committee (K. Mandt and J. Weber)
 - i. The PTO Policy Committee presented a draft of a PTO donation policy (see attached).
 - ii. The board will return to this policy after comparing this policy to other policies from other companies and schools.
 - C. Executive Director Selection Committee (S. Bervin and J. Weber)
 - i. See “Executive Director job description” under Old Business.
- VI. Director’s Report
 - A. Introduction
 - i. Welcome, Randy Vetsch, to CRCS! We are excited to have you as Executive Director.
 - B. Revenue Opportunities
 - i. Enrollment is one way to increase revenues.
 - ii. Randy has ideas about savings for our food service budget.
 - iii. R. Vetsch is looking into a possible funding source for Pre-K called Pathways.
 - C. Enrollment/recruitment
 - i. R. Vetsch will work on formalizing a process of enrollment with the Main Office staff.
 - D. State Reporting
 - i. According to JMC we have 82 LEP students. We got reimbursed for 75 students. R. Vetsch will look into the discrepancy.
 - ii. R. Vetsch will work with the Main Office staff to ensure accuracy between JMC and MARRS.
 - E. Targeted Services
 - i. R. Vetsch has secured funding through the Targeted Services Program for after-school programming and summer school.
 - F. Q-COMP
 - i. R. Vetsch would like to look at QCOMP as a revenue source for teacher bonuses in the future. Staff would need to agree to the program.
- VII. Old Business
 - A. Vacant board officer position—Vice Chair
 - i. Discussion regarding the need for a Vice Chair, as it is not a requirement.

- ii. At this time, we will not fill the Vice Chair position. The board will look to fill the position after the board elections in October. Until that time, S. Berven will appoint a designee in her absence if needed.
- B. Executive Director job description
 - i. A draft of a job description was presented to the board (see attached).
 - ii. J. Weber motions to approve the executive director job description with the changes discussed at the July 10, 2015 board meeting.
 - iii. B. Hamlin seconds.
 - iv. Motion passes.
 - v. S. Berven motions to discontinue the Executive Director selection committee, as all tasks have been completed.
 - vi. B. Hamlin seconds.
 - vii. Motion passes
- C. Tablets
 - i. Jim Solheim presented information on purchasing tablets for the school. He proposes that the K-2 use an Android tablet and the 3-8 use a Windows based tablet.
 - ii. J. Weber motions to approve spending \$21,600 to purchase 20 Android tablets and 90 Windows tablets with keyboards as presented in Jim Solheim's email dated July 7, 2015.
 - iii. B. Hamlin seconds.
 - iv. Motion passes.

VIII. New Business

- A. Monthly financial report for June 2015
 - i. We have a 17.8% fund balance.
 - ii. Cash balance is approximately \$476,000.
 - iii. We received more donations than anticipated.
 - iv. Food costs continue to be over budget.
 - v. S. Berven motions to accept the monthly financial report for June, 2015.
 - vi. K. Mandt seconds.
 - vii. Motion passes.
- B. ED Employment agreement
 - i. K. Mandt motions to accept the employment agreement offered to Randy Vetsch for the position of Executive Director.
 - ii. S. Berven seconds
 - iii. Motion passes.
- C. Employee Resignation
 - i. J. Weber motions to approve the letter of resignation from Tim Goetzke.
 - ii. B. Hamlin seconds.
 - iii. Motion passes.
- D. Brian Coyle contract
 - i. B. Hamlin motions to accept the contract with the Brian Coyle Community center for the 2015-16 school year for \$13, 600.
 - ii. J. Weber seconds
 - iii. Motion passes.
- E. Special education director contract
 - i. K. Mandt motions to approve the contract with Bonnie Carlson as the Special Education Director for the 2015-16 school year for \$13,000, to include monitoring.
 - ii. B. Hamlin seconds.

- iii. Motion passes.
- F. MDE fiscal audit
 - i. After an MDE fiscal audit, CRCS will be receiving additional funding in the amount of \$5990.40
 - ii. J. Weber motions to accept the MDE fiscal audit with the amount of \$5990.40 in recovered audited funds.
 - iii. K. Mandt seconds.
 - iv. Motion passes.
- G. Pre-K Coordinator position
 - i. The board discussed the stipend that was offered for the position of Pre-K Coordinator.
 - ii. According to the December 17, 2013 minutes, the stipend in the amount of \$5000 was not to be ongoing, but to be revisited each year and included the extra duties involved in the start-up of the Pre-K program.
 - iii. The board values the Pre-K program and the extra administrative work that goes into running a successful program.
 - iv. The board feels that the stipend offered for this position should be equal to stipends offered to other employees in coordinator positions, which is \$2000.
 - v. B. Hamlin motions to approve a stipend of \$2000 for the Pre-K Coordinator position.
 - vi. S. Berven seconds.
 - vii. Motion passes.
- H. Employee benefits termination policy
 - i. A need has arisen to have a policy regarding benefits for July and August for employees who are not returning in the fall.
 - ii. A policy will be written and proposed at the August board meeting.
- I. Strategic plan
 - i. Tabled until October.
- J. Board member attendance
 - i. The board discussed the importance of members attending meetings.
- K. Board member resignation
 - i. Anaji Shuna has submitted his letter of resignation from the CRCS school board.
 - ii. S. Berven motions to accept Anaji Shuna's resignation from the board.
 - iii. J. Weber seconds.
 - iv. Motion passes.
- L. Resolution
 - i. J. Weber motions to accept the resolution for Anaji Shuna.
 - ii. B. Hamlin seconds.
 - iii. Motion passes.
 - iv. The CRCS board thanks Anaji Shuna for his service to our school and involvement as a parent.
- IX. Public Comment Time
 - A. No public present
- X. Adjourned:
 - A. J. Weber motions to change the date of the next board meeting to Wednesday, August 5.
 - B. S. Berven seconds.
 - C. Motion passes.
 - D. B. Hamlin motions to adjourn
 - E. J. Weber seconds.
 - F. Meeting adjourned at 4:42pm

G. Next meeting is Wednesday, August 5, 2015 at 4:00pm at Cedar Riverside Community School.