

Cedar Riverside Community School
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Minutes
Board of Directors Meeting
November 11, 2015

Attendees: S. Berven, J. Weber, A. Bihi, J. Oba, M. Currie, R. Vetsch, Kara Schneeberger

- I. Call to Order
 - a. S. Berven called the meeting to order at 4:08
- II. Approval of the Agenda
 - a. M. Currie motions to accept the agenda with flexibility.
 - b. A. Bihi seconds.
 - c. Motion passes.
- III. Consent Agenda
 - a. Minutes from October 14, 2015
 - b. Minutes from October 29, 2015
 - c. Recommendation for employee hire—Hassan Osman, Receptionist
 - i. M. Currie motions to accept the consent agenda.
 - ii. A. Bihi seconds.
 - iii. Motion passes.
- IV. Board Updates
 - a. Contact information
 - i. All members in attendance provided current contact information
 - b. Meeting time
 - i. Next meeting will be December 9th at 4:30-6:30.
 - c. Attendance
 - i. Final attendance record from previous governance year distributed.
 - ii. Discussed the importance of meeting attendance and communication of absences.
 - d. Training requirements
 - i. Discussed legal requirements for completing board training.
 1. New members—3 trainings within the first year, first one within first 6 months
 2. Returning members—1 training within the first 6 months
 - e. Governance structure
 - i. Discussed Carver Governance structure and the challenges it poses
 - ii. Focus will be given to board development through training and policy review
 - iii. Revision of CRCS governance structure tabled indefinitely
 - f. Policy review schedule
 - i. Board needs to set up a process for reviewing policies
 - ii. Some will need to be reviewed more often than others
 - iii. Board agreed to review policies each month in the consent agenda

- g. Authorizer evaluation
 - i. Augsburg's consultant delivered the evaluation of the current contract. See attached.
- h. Candidates for vacant teacher seat
 - i. 3 finalists were selected to meet with the board at the Dec. 9th meeting for possible appointment
- V. Committee Reports
 - a. Authorizer application Committee (S. Berven and R. Vetsch)
 - i. University of St. Thomas
 - 1. UST sent a letter to the CRCS board stating that CRCS would not be moving forward to the full transfer of authorizer application
 - ii. Pillsbury United Communities
 - 1. The full application for PUC was submitted on Nov. 2, 2015
 - 2. The site visit is on Nov. 18th
 - 3. Board chair and administrator interviews are on Nov. 23rd
 - b. Annual meeting Committee (S. Berven and K. Mandt)
 - i. Discussed Policy 2.1 revision draft
 - ii. Tabled to next meeting for changes
- VI. Director's Report
 - a. Enrollment/recruitment
 - i. Enrollment is 156 for K-8, and 172 including PreK.
 - b. Continuous Improvement
 - i. Leadership team was created and consists of Randy Vetsch, Erica Bentley, Michelle Jacobs, Sonja Berven, and Kristen Mandt
 - ii. The team went to a training at MDE on Nov. 3rd
 - iii. They will conduct a needs assessment and establish goals
 - iv. Mr. Vetsch will have a conference call with our representative, Tara, on Nov. 20th
 - c. Prayer procedures
 - i. Form needs to be reviewed by legal counsel
 - d. Bus ridership
 - i. There is no significant change to ridership.
 - ii. Remains at a number high enough to keep both bus routes active for both before and after school
 - e. Technology
 - i. Staff need to clean their server accounts to reduce the amount of data storage we are using and incurring overage costs for
 - f. After school program
 - i. The contract for after school has been signed with Targeted Services.
 - ii. The budget was approved for \$70,000 for the 2015-2016 regular school year
 - iii. An additional contract will be needed for summer programming
 - g. School climate
 - i. Mr. Vetsch is scheduling individual meetings with staff to gain staff insight and input
- VII. Old Business

- a. Employee benefits termination policy
 - i. S. Berven has consulted with our insurance carrier
 - ii. Our insurance carrier said that we could choose to provide coverage for employees over the summer months who choose not to return, it is at our discretion
 - iii. They recommend that a policy be created
 - iv. J. Weber and M. Currie volunteered to write a draft of a policy and bring to the Dec. 9th meeting
- VIII. New Business
 - a. Monthly financial report through October 2015
 - i. Finance committee met on Nov. 11th with Kara, Randy and Jennifer in attendance
 - ii. Cash balance is approximately \$460,000.
 - iii. The working budget is now projecting a decrease in fund balance of \$123,512 from operations.
 - iv. Both revenues and expenditures have been received and spent in accordance with the current point of the year.
 - v. In reviewing the contract with Success, it is better to remain with them rather than move to a new contract because we would have to buy out the contract which would not provide any cost savings
 - vi. Paperwork has been submitted for PreK scholarships
 - vii. Our enrollment is above our budgeted enrollment
 - viii. Food Service fund is improving with a significant decrease in the amount of food overage, but this fund will still be closely monitored
 - ix. M. Currie motions to approve the finance report for October 2015.
 - x. A. Bihi seconds.
 - xi. Motion passes.
 - b. Policy 2.2—Board Member Training
 - i. Tabled to Dec. 9th meeting
 - c. Employee resignation
 - i. J. Weber motions to accept the letter of resignation from Becky Hamlin.
 - ii. M. Currie seconds.
 - iii. Motion passes.
 - d. Board officer election
 - i. Tabled to January meeting when all board member seats are filled
- IX. Public Comment
 - a. No public present
- X. Adjourn Meeting
 - a. Next board meeting is set for December 9 at 4:30.
 - b. M. Currie motions to adjourn at 6:00.
 - c. J. Weber seconds.
 - d. Motion passes. Meeting adjourned.