

Cedar Riverside Community School  
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Minutes  
Board of Directors Meeting  
May 11<sup>th</sup>, 2016

Attendees: S. Berven, J. Weber, M. Currie, A. Weber, R. Vetsch, Lexi Prah (Pillsbury United Communities Operations Manager)

I. Call to Order

- a. S Berven called the meeting to order at 4:40

II. Approval of the Agenda

- a. J Weber motions to accept the agenda with the addition of 1 recommended new hire, TST contract and with flexibility
- b. M Currie seconds
- c. Motion passes unanimously

III. Consent Agenda

- a. Minutes from April 13, 2016
- b. Policy 4.5.1 Prohibition Against Unfair Discriminatory Practices in Employment and Grievance Procedures – removed for further discussion
- c. Policy 4.5.2 Code of Conduct for Employees Licensed by the board of Teaching
- d. Policy 4.5.3 Employee Ethics & Conflicts of Interest
- e. J Weber motions to accept the consent agenda
- f. A Weber seconds
- g. Motion passes unanimously

IV. Board Updates

- a. Board member attendance was included in the board packet; no discussion
- b. Pillsbury United Communities authorizer presentation by Lexi Prah, highlights include;
  - PUC has no distinct contract to bind CRCS beyond this contract and we are both a separate entity
  - We have a 5-year contract with PUC
  - Our newly approved mission will need to be updated in the contract
  - Epicenter is an online document viewing program that key staff will be given permission to view CRCS' contract specifics with PUC
- c. Executive director evaluation survey – closed session

V. Committee Reports

- a. Authorizer application Committee (S. Berven and R. Vetsch)
  - S Berven & R Vetsch will bring revisions to the board for approval
  - One of our goals is to achieve a 20% rate of improvement and we will use 2015-2016 as our baseline

- Another revision to our non-academic goals (#2) is to change 40% attendance at monthly parent meetings to 40% attendance at a school event each quarter
  - Goals need to be approved by July 1<sup>st</sup>, 2016
  - J Weber motions to revise the goals
  - S Berven seconds
  - Motion passes unanimously
- b. Employee benefits policy committee (J Weber & M Currie)
- The insurance benefits policy has been revised to allow employees to resign at the end of their contract in the spring (or retire) yet keep their benefits for July and August if they so choose.
  - Employees may also choose to cash out their benefits for July and August at 50% of the premium coverage that is paid for by CRCS.
  - A Weber motions to accept the revised insurance and benefits option
  - M Currie seconds
  - Motion passes unanimously
- c. Executive Director evaluation planning committee
- Staff surveys are completed – we received 22 out of 28 for 79% participation
  - Student and parent surveys are in progress
  - R Vetsch is working on his self-evaluation
  - The Executive Director evaluation committee will compile data, write a report of findings and meet with Randy this month
  - The Executive Director evaluation committee will present a report of findings and give a recommendation at the June board meeting and Randy will have the opportunity to present any additional information.

## VI. Director's Report

- a. Pre-K grants
- So far, CRCS has received \$37,000.00 for our pre-k program
- b. 2016-2017 Enrollment
- Current enrollment is 184
  - 168 students are telling us that they will return for the 2016-2017 school year
  - With current new applications and increased class size of 22 students in k-8, R Vetsch has projected a total enrollment of 200 for next year
- c. 2016-2017 Staff
- New hire offer letter has not come back yet
- d. Summer Planning
- R Vetsch will provide stipends for staff to be paid over the summer for planning meetings.

## VII. Old Business

- a. Community member seat – tabled
- b. Parent member seat – tabled

## VIII. New Business

- a. Monthly financial report through April 2016 – (J Weber)
- We want our fund balance as close to 17% as possible – we continue to hold steady at 15.6%

- Pre-k needs to be funded as we didn't receive the grant for the 2015-2016 school year (R Vetsch presented about pre-k with the grants that he has sought to fund our pre-k program)
  - Spending remains limited
  - Keeping our enrollment steady will keep our budget in good shape
  - S Berven motions to accept the monthly financial report for March 2016
  - M Currie seconds
  - Motion passes unanimously
- b. Vendor contracts 2016-2017
- CaDan (technology support)
    - Our contract includes a monthly budget of \$1,250.00
  - Monarch (Bus Transportation)
    - R Vetsch has ordered 2 mini buses for the 2016-2017 school year
  - TST (food service contract)
    - There will be a 2% increase in lunch prices for the 2016-2017 school year
  - M Currie motions to approve our vendor contracts for the upcoming school year
  - A Weber seconds
  - Motion passes unanimously
- c. MACS (Minnesota Association of Charter Schools) Membership Renewal
- \$2,748.20 membership renewal cost at \$18.20 per student
  - S Berven motions to accept the MACS renewal
  - A Weber seconds
  - motion passes unanimously
- d. Student Recruitment
- R Vetsch presented the board with a contract to offer Ms. Jama a contract for student recruitment at CRCS
  - A Weber motions to accept the contract for student recruitment
  - M Currie seconds
  - Motion passes unanimously
- e. Employee Resignation
- Hassan Osman resigned from CRCS
  - A Weber motions to accept the resignation
  - J Weber seconds
  - motion passes unanimously
- f. 1 Recommended New Employee Hire
- R Vetsch presented 1 hire for the 2016-2017 school year
  - Kia Britain will be our new Title I reading teacher
  - M Currie motions to approve the new hire
  - J Weber seconds the motion
  - Motion passes unanimously
- g. Extended meeting by 15 minutes
- J Weber motions for us to extend our meeting by 15 minutes
  - M Currie seconds
  - Motion passes unanimously

IX. Public Comment

a. No public present

X. Adjourn Meeting

a. Next board meeting is set for May 11<sup>th</sup> at 4:30

- J Weber motions to adjourn
- A Weber seconds
- Motion passes unanimously
- Meeting adjourned at 7:01pm