

1. Cedar Riverside Community School  
1610 S. 6th Street, Suite 100  
Minneapolis, MN 55454  
Phone: 612-339-5767  
Fax: 612-339-2951

**Minutes**  
**Board of Directors Meeting**  
**August 2, 2017**

**Board Members in Attendance:** Sonja Berven, Nichole Buehler, Malcolm Currie, and Jennifer Weber

**Board Members Absent:** Anne Weber

**Others in Attendance:** Randy Vetsch

1. Call to Order
  - a. S Berven called the meeting to order at 4:45 PM
2. Reading of the Vision, Mission, & Values
3. Approval of the Agenda
  - a. J Weber motions to approve the agenda with the addition of two employee resignations (Anne Weber and Anita Jarvis), staff 1% pay raise, and Augsburg University partnership
  - b. M Currie seconds
  - c. Motion passes unanimously
4. Consent Agenda
  - a. M Currie motions to approve the consent agenda with the removal of two recommendations for hire (Maxwell Donsker and Michael Nelson)
  - b. N Buehler seconds
  - c. Motion passes unanimously
5. Board Updates
  - a. Annual meeting committee
    - i. S Berven and M Currie will serve on the committee
  - b. Board documents monthly updates--attendance and training, policy review record
    - i. No discussion
6. Committee Reports

- a. Executive Director Evaluation Committee (S Berven, M Currie, & J Weber)
  - i. Discussed recommendations from committee (Executive Director's Reporting and Communication document)
  - ii. Board was in agreement with the committee's recommendations
- b. Employee Exit Interview Committee (M Currie, S Berven, & R Vetsch)
  - i. No report

## 7. Director's Report

- a. Strategic plan
  - i. Mr. Vetsch handed out the current strategic plan
  - ii. No discussion
- b. Authorizer goals
  - i. MCA scores will be available August 4th and will be available to the public on August 7th
  - ii. Mr. Vetsch proposes that CRCS replace the NWEA MAP assessment with the Fastbridge assessment
  - iii. This will impact our authorizer goals, but Mr. Vetsch stated that other schools in our authorizer's portfolio also use Fastbridge, so it would be an acceptable assessment to use for accountability purposes
  - iv. S Berven motions to replace the NWEA MAP assessment with the Fastbridge assessment in reporting fall and spring student achievement
  - v. M Currie seconds
  - vi. Motion passes unanimously
- c. Enrollment
  - i. Approximately 190 students are enrolled for the fall
  - ii. Enrollment is steady
  - iii. There are a few spots still open in Pre-K and a few other grades
- d. Hiring
  - i. Positions still needing to be filled--EL, Sped, Building Sub, TAs, and Food Service Coordinator
  - ii. Interviews are scheduled for this Friday
- e. New staff orientation and teacher week training
  - i. New staff orientation will take place August 14-17
  - ii. Teacher week training will take place August 21-25
  - iii. Mr. Vetsch handed out the training schedule for the two weeks
- f. Mentoring plan
  - i. New staff will be assigned multiple mentors that represent different areas to provide comprehensive support

- g. Other: Website
  - i. CRCS's new website will go live within a week
- 8. Old Business
  - a. Employee compensation
    - i. Mr. Vetsch will submit the proposed salary scale developed in a working session with Board member input to Kara Schneeberger to determine if it will work with our budget and fund balance policy
    - ii. Mr. Vetsch will bring it back to the Board in September
  - b. Substitute teacher pay rate
    - i. Tabled until employee compensation is determined
  - c. Job descriptions
    - i. Descriptions still need work and revision
    - ii. Discussion about the role of the Reading Specialist
    - iii. Board wants this position to support a Title I program and provide interventions, not to coordinate or supervise the school-wide reading curriculum and instruction
    - iv. Mr. Vetsch will work with a committee and employees in related positions to further develop these and bring back to the Board
    - v. Discussion regarding coordinator positions
    - vi. Recommended Mr. Vetsch facilitate the collaboration among departments through a committee of coordinators which would also offer him support in instructional leadership
    - vii. J Weber motions to approve coordinator positions for Sped, Title I, EL, Science, Math, and Social Studies
    - viii. N Buehler seconds
      - ix. Motion passes unanimously
  - d. Policy 5.4.4--Student Discipline Revision Draft
    - i. Page 6 of policy--change to 10 missed class periods per year, rather than 3
    - ii. M Currie motions to approve this version of the Student Discipline policy with the change from 3 to 10 missed classes per year
    - iii. J Weber seconds
    - iv. Motion passes unanimously
- 9. New Business
  - a. Student/Parent Handbook
    - i. Board requests that the handbook be reviewed by the school's lawyer

- ii. Mr. Vetsch to bring back to the Board with lawyer's recommendations
- b. Employee Handbook
  - i. Board requests that the handbook be reviewed by the school's lawyer
  - ii. Mr. Vetsch to bring back to the Board with lawyer's recommendations
- c. Added Agenda Item: Employee Resignations-Anne Weber and Anita Jarvis
  - i. S Berven motions to approve Anne Weber's and Anita Jarvis' resignations
  - ii. J Weber seconds
  - iii. Motion passes unanimously
- d. Added Agenda Item: Staff 1% pay raise
  - i. Concern was raised that employees had the understanding that the 1% raise that went into effect in January would translate to a new base salary (employee's fall 2016 salary + 1%), upon which the 2017-2018 pay raise would be added onto.
  - ii. What did take place was the 2017-2018 pay raise was added to the total amount paid to employees by the end of the 2016-2017 fiscal year (employee's fall 2016 salary + amount of 1% raise January through June)
  - iii. Since a new employee compensation scale may be adopted in September, Board will wait on this issue
  - iv. If a new compensation scale is adopted, this is no longer an issue
  - v. If CRCS continues with the current salaries, Board will revisit this and ensure employees are paid a 2017-2018 raise based on fall 2016 salary + 1%
  - vi. Added Agenda Item: Augsburg University partnership
    - 1. Concern was raised that the Board has had little information regarding discussions with Augsburg about forming a new partnership that entails Mr Vetsch and J Weber traveling to Seattle this week
    - 2. Mr. Vetsch stated that Augsburg is interested in forming a partnership based on "place-based learning"
    - 3. Augsburg is paying for Mr. Vetsch and J Weber to go to the University of Seattle to learn more about this kind of partnership between universities and communities

4. Board requests that in the future, transparency is exercised in sharing with the Board potential partnerships and grant opportunities on a regular basis
5. Mr. Vetsch will report on findings from the trip to Seattle at September's meeting

10. Public Comment

- a. No public present

11. Adjourn Meeting

- a. Next Board meeting is September 13, 2017 at 4:30
- b. J Weber motions to adjourn
- c. N Buehler seconds
- d. Motion passes unanimously
- e. Meeting adjourned at 6:38 PM