

Cedar Riverside Community School  
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**Minutes**  
**Board of Directors Meeting**  
**September 13, 2017**

**Board Members in Attendance:** Sonja Berven, Kia Britain, Nichole Buehler, Malcolm Currie, Michelle Jacobs, and Saynab Mohamed

**Board Members Absent:** Mumena Adem

**Others in Attendance:** Randy Vetsch, Kara Schneeberger, Brenda Kes, Ayan Jama

1. Call to Order
  - a. S Berven called the meeting to order at 4:34 PM
  
2. Reading of the Vision, Mission, & Values
  
3. Approval of the Agenda
  - a. M Currie motions to approve the agenda with flexibility
  - b. K Britain seconds
  - c. Motion passes unanimously
  
4. Consent Agenda
  - a. S Berven motions to approve the consent agenda with the removal of all recommendations for hie (Alibarre, Flees, Hasan, Iman, McMillan, Mohamed, and Pillow) with the exception of Rachel Weber
  - b. M Currie seconds
  - c. Motion passes unanimously
  
5. Board Updates
  - a. Introduce new board members
    - i. Welcome new board members
      1. Saynab Mohamed has three children at CRCS
      2. Kia Briatin is the Reading Specialist
      3. Michelle Jacobs is the 5th grade teacher
  - b. Officers

- i. S Berven motions to approve Malcolm Currie as the Board's treasurer
    - ii. N Buehler seconds
    - iii. Motion passes unanimously
    - iv. M Currie motions to approve Michelle Jacobs as the Board's secretary
    - v. K Britain seconds
    - vi. Motion passes unanimously
  - c. Legal review of bylaws
    - i. S Berven will submit CRCS's bylaws to the school's lawyer for review to ensure they are in compliance with current statutes
  - d. Annual meeting date
    - i. 2017 Annual Meeting will be held on October 24th at 7:00 PM in the Chase House
    - ii. Annual Meeting committee will begin working on sending out notices to the membership, collecting candidate applications, and organizing the meeting
    - iii. R Vetsch will reserve the Chase House and post the meeting on CRCS's website
  - e. Board documents monthly updates--attendance and training, policy review record
    - i. No discussion

## 6. Committee Reports

- a. Employee Exit Interview Committee (M Currie, S Berven, & R Vetsch)
  - i. No report

## 7. Director's Report

- a. Statement of Philosophy
  - i. R Vetsch presented his Statement of Philosophy
  - ii. He noted he felt it was important to separate the two roles he plays as Executive Director and Principal
  - iii. Board gave feedback and requested revisions with more clarity and emphasis on his personal philosophy and vision for CRCS
  - iv. R Vetsch will revise and bring back to the Board
- b. Professional Growth Plan
  - i. R Vetsch presented his plan

- ii. He explained he based the plan on his job description but emphasized some areas over others that he felt needed more attention
  - iii. He noted he felt the walk-throughs in the classrooms would support his ability to provide instructional leadership and that he has already begun these and provided some feedback to staff
  - iv. He also stated as part of staff evaluations he would like to add a 90-day review of new TAs, conduct mid-year evaluations of all new staff, and spend time with staff reviewing the Charlotte Danielson evaluation framework
  - v. Board gave feedback and requested that he revise the goals to be SMART goals with monthly action plans so there is a focus on development rather than a task-list and to specifically address the four growth areas outlined in his annual evaluation summary from last year.
  - vi. Board noted that his plan is ambitious. In order to be successful without being overwhelmed, the Board suggested that he focus his attention on the areas needing the most focus (outlined in his evaluation summary) rather than trying to accomplish everything in one year.
  - vii. R Vetsch will revise and bring back to the Board.
- c. Strategic plan
- i. Mr. Vetsch stated there are no changes since last year, but committees will begin working on it again soon.
  - ii. No further discussion
- d. Authorizer goals
- i. MCA data
    - 1. R Vetsch noted that overall math scores went up but reading scores went down.
    - 2. Math scores in 5th-8th grade were particularly low due to significant turnover of the math teaching position last year and the use of curriculum not aligned with MN state math standards
    - 3. Reading scores were somewhat inconsistent and R Vetsch stated that it will take time to see the results of the literacy block structure and the Journeys curriculum
    - 4. Board asked what the plan is to address the low MCA scores (overall proficiency: Math 25.2%; Reading 35.1%)

5. R Vetsch reported that there is a new math teacher for 5th-8th grade math classes and he has purchased updated math curriculum that is aligned with the MN state math standards. He also said that adhering to the literacy block structure and continued use of the Journey's curriculum should be reflected in MCA scores in the future.
- e. Employee/Student Handbooks
  - i. They are currently being reviewed by the school's lawyer

## 8. New Business

- a. Monthly Financials through August 31, 2017
  - i. The annual audit begins September 14th
  - ii. FY 17 fund balance ended at 27.6%
  - iii. This is a healthy fund balance but there are contingencies in being able to maintain that, such as the future of Pre-K funding. Pathways funding is guaranteed through SY 18-19. As a result of receiving Pathways we have not had to deficit spend to maintain this program.
  - iv. Food service fund also did not do as poorly as anticipated. Program ran a deficit of only \$24,000
  - v. After school and summer school programs did run a deficit of almost \$14,000. R Vetsch and Kara Schneeberger did not know the cause of the deficit.
  - vi. Discussion about whether or not to transfer money from the general education fund to cover the deficit.
  - vii. S Berven motions to transfer \$14,000 from the general education fund to the community service fund to cover the after school and summer school deficit.
  - viii. K Britain seconds
  - ix. Motion passes unanimously
  - x. M Currie motions to direct R Vetsch to research the reason for the financial discrepancy and develop a way to alleviate the issue in the future and report back the Board in October.
  - xi. K Britain seconds
  - xii. Motion passes unanimously
  - xiii. N Buehler motions to accept the monthly financial report through August 31, 2017
  - xiv. M Jacobs seconds
  - xv. Motion passes unanimously

- b. Form 990
  - i. Kara explained this is our annual tax return for non-profits
  - ii. Bergan KDV will be completing this for CRCS and will present to the Board for approval when completed

9. Public Comment

- a. No public comments

10. Adjourn Meeting

- a. We have run out of time and remaining agenda items will require time for discussion and they are too important to wait until the October meeting
- b. M Currie motions to continue the Board meeting on Monday September 18th at 3:00 PM in the school's office and to adjourn the meeting for tonight
- c. K Britain seconds
- d. Motion passes unanimously
- e. Meeting adjourned at 6:34 PM

**CONTINUED BOARD MEETING SEPTEMBER 18, 2017 CRCS Office**

Board Members Present: Sonja Berven, Kia Britain, Malcolm Currie, and Michelle Jacobs

Others Present: Randy Vetsch and Ayan Jama

S Berven reconvened September 13, 2017 board meeting at 3:10 PM

7. Director's Report

d. Authorizer Goals

i. ACCESS Data

- a. R Vetsch noted that the ACCESS test did change in the past few years and MDE has set new cut scores this summer so not all data is comparable over time

li, Revise Goals

- a. Since CRCS will be using the Fastbridge assessment in place of the NWEA beginning this year, our goals using NWEA with PUC will need to be revised
- b. R Vetsch reported discussed this process with PUC and they recommended we see the results of the first round of testing before revising the goals

- c. Fastbridge data should be available for board review in November
- f. Augsburg University Partnership
  - i. Augsburg group, R Vetsch, and Jennifer Weber have a regularly scheduled, monthly meeting tomorrow (9/19/17)
  - ii. R Vetsch has invited S Berven to attend as a board representative. This will be the board's first opportunity to attend these partnership meetings.
  - iii. This group has been meeting for the past six months.
  - iv. R Vetsch reported he and Jennifer Weber went to visit Seattle University where they discussed with Augsburg what we are currently doing with Augsburg and what we could be doing better
  - v. They also discussed student teacher candidates from Augsburg and the need for better, higher quality candidates
  - vi. He reported Augsburg will provide after school volunteers
  - vii. He explained that place-based initiatives get colleges and universities involved in communities and Augsburg is seeking ways to get involved in the Cedar Riverside community
  - viii. Board expressed concern that the board is not involved in determining the long-range goals of this partnership and would like to address the question of what CRCS would like to accomplish with this partnership
  - ix. Board is also concerned that this partnership is heavily focused on our after school program, rather than the regular day program where the most support is needed, citing that grant writing and this partnership seems to focus on funding mostly for the after school program
  - x. Another concern raised is the inequitable partnership CRCS had with Augsburg in the past where it felt their pre-service teachers were gaining the benefits of the experience with CRCS students and expertise of CRCS staff, but not much benefit in return to CRCS in addition to significant disruptions to our students and daily instruction as well as additional work for teachers
  - xi. Board expressed its desire for the partnership to focus on the day program, to provide equal benefits for Augsburg and CRCS, slow down the development of the partnership to ensure there is full collaboration and board inclusion in defining what CRCS needs and how best to address those needs, as well as to develop a system of checks and balances
  - xii. Board requests S Berven to attend the partnership meeting tomorrow to communicate the Board's concerns and desires moving forward

g. Food Service Update

- i. Food Service Coordinator position has been posted but no one has applied
- ii. We currently have two people in the lunchroom serving meals

iii. These two and Val will get training on the record keeping and R Vetsch will do the ordering

iv. One of the food service employees will obtain the Fastserve Certification

## 8. Old Business

### A. Employee Compensation

- a. R Vetsch brought the proposed teacher and TA pay scales the board developed in August to Kara to determine financial feasibility
- b. The proposed scale and changes would bring the fund balance down to 19%
- c. R Vetsch proposed a similar scale with the same parameters (2.5% increase between years of experience, \$5,000 increase from BA to MA at beginning of scale for teachers, \$1,000 loyalty increase after every three years of completed service at CRCS, and a 2-tiered TA scale) but started the scale (BA, year 1) at \$36,700
- d. The fund balance with this proposed scale would be 27%
- e. Discussion regarding the possibility of trying a scale between this proposed scale and the scale developed. Concern in doing this was expressed as there are still a few positions yet to fill and the Board plans to review compensation for non-teaching staff
- f. Some errors were found in the new staff salary list. R Vetsch to correct these
- g. We have run out of time again and remaining agenda items will require time for discussion and they are too important to wait until the October meeting.
- h. K Britain motions to continue the Board meeting on Thursday September 21st at 2:30 PM in the school's office and to adjourn the meeting for tonight
- i. M Jacobs seconds
- j. Motion passes unanimously
- k. Meeting adjourned at 5:08 PM

Board Members Present: Sonja Berven, Kia Britain, Malcolm Currie, Michelle Jacobs, and Saynab Mohamed

Others Present: Randy Vetsch

S Berven reconvened September 13, 2017 board meeting at 2:52 PM

## 8. Old Business

### A. Employee Compensation

- a. R Vetsch presented a corrected staff salary sheet and confirmed with Kara Schneeberger that the fund balance would be 27.3% with this proposed scale and salary changes
- b. Discussion regarding the scale for teachers beyond 20 years of experience. Proposed that employees after year 20 continue to receive the 2.5% increase per year as do the rest of the teachers on the scale prior to 20 years
- c. Discussion regarding Tier 1 and Tier 2 TA scale and TAs hired with different levels of education. Proposed that all TA positions are classified as either Tier 1 or Tier 2 depending on level of responsibility required (Tier 2 requiring a higher level of responsibility) and for those hired for a Tier 1 TA position but have a 4 year degree or more fall into a third lane that is the same as the Tier 2 scale.
- d. Discussion about equity for current teacher and TA salaries. There are a 4 employees whose salaries currently exceed their respective place on the proposed scale. To bring about equity over time, it is proposed that the difference in the scale and their salaries be brought to \$0 over 5 years (difference in scale and salary divided by 5 and subtracted from annual 2.5% increase until they are on track with scale)
- e. Board recognizes that the proposed salary scale brings teacher and TA pay closer to market value for charter schools and also brings about equity among CRCS staff salaries. Board notes that going forward, the approved salary scale is to be strictly adhered to when hiring new staff to ensure we are fiscally responsible and on track as well as equitable among staff
- f. K Britain motions to approve proposed teacher and TA salary scale to be retroactive to August 21, 2017 and to include proposals stated above (2.5% annual increases for employees beyond 20 years; addition of third lane for TAs hired for Tier 1 positions but have 4

year degree or more; and bring employees who currently exceed salary scale to parity over the next five years)

- g. M Currie seconds
- h. Motion passes unanimously

B. Substitute Teacher Pay Rate

- a. Tabled

9. New Business

C. Recommendations for Coordinators--Sped, Title I, & EL

- a. R Vetsch recommends Sped, Title I, and EL have coordinators and Science, Math, and Social Studies have Subject Leads as the amount and scope of work is different
- b. Board suggests all positions have job descriptions with accountability measures
- c. Discussion regarding posting, interviewing, and hiring for these positions versus the ED appointing them internally. Concern expressed regarding the work people have already put in to filling these positions while this process is finalized without formal authority or payment for their time and work
- d. Discussion regarding the stipend amount for Coordinators and Subject Leads. Traditionally all stipends, regardless of position or amount of work required, has been \$2,000. Proposed Coordinator stipends \$2,400 and Subject Lead stipends \$1,200
- e. M Jacobs motions to approve Coordinator appointments of Michael Nelson for Sped, Kia Britain for Title I, and Sonja Berven for EL and Subject Lead appointments of Erica Bentley for Science, Cortney Cegla for Math, and Malcolm Currie for Social Studies
- f. K Britain seconds
- g. Motion passes unanimously
- h. S Berven motions to approve Coordinator stipends to be \$2,400 and Subject Lead stipends to be \$1,200
- i. M Jacobs seconds
- j. Motion passes unanimously

D. Items Removed from Consent Agenda: Recommendations for hire

(Alibarre, Flees, Hasan, Iman, McMillan, Mohamed, and Pillow)

- a. Some recommended salaries were not commensurate with new salary scale
- b. S Berven motions to approve recommendations for hire of Alibarre, Flees, Hasan, Iman, McMillan, Mohamed, and Pillow with salaries adjusted to reflect new salary scale

- c. K Britain seconds
- d. Motion passes unanimously