

Cedar Riverside Community School  
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**Minutes**  
**Board of Directors Meeting**  
**April 18, 2018**

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

**Board Members Absent:** None

**Others in Attendance:** Brenda Kes, Ayan Jama, Jennifer Weber

1. Call to Order
  - a. S Berven called the meeting to order at 3:05 PM
2. Reading of the Vision, Mission, & Values
3. Approval of the Agenda
  - a. S Berven requests the agenda be amended with the addition of a Closed Session for the purposes of preliminary discussions of allegations against an individual subject to the Board's authority according to Minnesota Statute section 13D.05, subdivision 2(b)
  - b. M. Currie motions to approve the agenda with the amendment
  - c. K. Britain seconds
  - d. Motion passes unanimously
4. Consent Agenda
  - a. Minutes--March 14, 2018
  - b. Recommendation for hire-- Fadli Mohamed, Receptionist
  - c. Employee resignation--Mecca Mohamed
  - d. Recommendation for hire was pulled off consent agenda for further discussion
  - e. K. Britain motions to approve the consent agenda with the removal of the recommendation for hire
  - f. M. Currie seconds
  - g. Motion passes unanimously
  - h. Discussion regarding the recommendation for hire followed
  - i. It is noted that the Hiring Practices Policy was not followed for this hire and previous hires this school year.
  - j. Specifically with regards to this hire, the hiring committee was not a representative committee as outlined in the policy and the candidate began employment prior to Board approval.
  - k. The Board expects the Executive Director to adhere to the Hiring Practices Policy.
  - l. M. Currie motions to approve the hire of Fadli Mohamed as a receptionist
  - m. K. Britain seconds
  - n. Motion passes unanimously

## 5. Board Updates

- a. Update on vacant board member seats and recruiting
  - i. M. Currie to talk to Ms. Jama about progress in recruiting potential parent members
- b. Board documents monthly updates--attendance and training
  - i. Saynab Mohamed no longer eligible to serve on the Board due to not meeting training requirements (to begin training within 6 months of being seated)

## 6. Old Business

- a. 2018-2019 Budget proposal
  - i. No budget proposal presented
  - ii. Tabled until next month

## 7. New Business

- a. Monthly Financials
  - i. Cash amount 555,602
  - ii. Working budget for 174 students
  - iii. Line item increased legal fees
  - iv. Working on 990 tax returns due May 15th: Will present at next meeting
  - v. Food budget only \$7408 deficit: running better than projected
  - vi. Deficit in afterschool- Mpls still needs to bill
  - vii. K. Britain motions to approve Monthly Financials
  - viii. M. Jacobs seconds
  - ix. Motion passes unanimously

## 8. Public Comment

- a. Ayan Jama and Jennifer Weber
  - i. (Somali speaking) TA's are feeling discriminated against in the classroom
  - ii. Reputation of the school has declined
  - iii. Parents don't feel welcome
  - iv. Students are not happy
  - v. Community feels that we are rude and we need to improve parent communication
  - vi. Parents want to evaluate teachers
  - vii. Teachers only have negative things to say about students
  - viii. TA's need training

## 9. **Closed Session** for the purposes of preliminary discussions of allegations against an individual subject to the Board's authority according to Minnesota Statute 13D.05, subdivision 2(b).

- a. M. Currie makes motion to close meeting
- b. M. Jacobs seconds
- c. Motion passes unanimously
- d. M. Currie makes motion to reopen the meeting
- e. K. Britain seconds
- f. Motion passes unanimously

## Adjourn Meeting

- a. Board meeting will continue on 4/25 at 3:00 PM in the school's main office
- b. K. Britain motions to recess the meeting and continue the meeting on 4/25 at 3:00 PM

- c. M. Currie seconds
- d. Motion passes unanimously
- e. Meeting recessed at 5:10 PM

## **MINUTES for CONTINUED BOARD MEETING April 25, 2018**

**Board Members in attendance:** Sonja Berven, Kia Britain, Malcolm Currie, Michelle Jacobs

**Board Members absent:** None

**Others in Attendance:** Randy Vetsch, Ayan Jama

- 10. S. Berven called continued meeting to order at 3:01 PM
- 11. Request to amend the agenda to include possible actions related to the continued closed session
- 12. Request to amend agenda to include employee resignations from Becky Ahlbrect and Faiza Alabo
- 13. S. Berven motions to accept agenda amendments
- 14. M. Currie seconds
- 15. Motion passes unanimously
- 16. Committee Reports
  - a. ED Evaluation Committee--(M. Currie, K. Britain, M. Jacobs)
    - i. No report
  - b. School Behavior Philosophy Committee--(M. Currie, K. Britain, M. Jacobs)
    - i. No report
- 17. Director's Report
  - a. Strategic Plan
    - i. Divisions are working on curriculum maps: What is taught each month
  - b. Authorizer Goals
    - i. In progress: MCA reading test is almost done, math started yesterday
    - ii. Preliminary scores in July
  - c. Community Partnerships
    - i. No report from Community Partnership Coordinator
    - ii. Augsburg Meeting: Did not get Grotto Foundation grant, but Mr. Vetsch would like to start a residency program w/ Augsburg to build relationships, Augsburg to present at a Staff Meeting May 4th asking for feedback
    - iii. Do we find room for stipends in our budget for this?
  - d. Parent Portal
    - i. JMC has it, we just have to open it up
    - ii. Need to set expectations for staff for entering grades
    - iii. Looking to start next year
    - iv. Discussion about looking at other systems and programs that may work better for our families
    - v. Other systems may be more expensive, may need to see if the budget would support upfront costs and annual fees
    - vi. Board agrees a Parent Portal is necessary for better parent communication
  - e. Enrollment Plan
    - i. Staff and Parent Surveys: Community issues w/ perceptions of the school, Ask why do you send your students here? Put info together to focus marketing
    - ii. Use information from above to recruit

- iii. Discussion and recommendation that cultural sensitivity training for staff be included next year
  - iv. No specific plan to increase enrollment presented as requested last month
  - v. Mr Vetsch says budget will be ok (23% fund balance) if we only have 175 students like we do now
- f. Parent Surveys
- i. Parents want to evaluate individual teachers
  - ii. Mr. Vetsch says that we could have better relationships with parents
  - iii. Mr. Vetsch says this could be good because parents evaluate him
  - iv. Mr Vetsch says parents are not qualified to evaluate him as the Executive Director
- g. Staff Surveys
- i. Discussed as part of the enrollment plan

## 18. New Business

- a. Recommendation for 2018-19 staff and positions
- i. What are our priorities?
  - ii. Mr. Vetsch presented his list of recommendations for staff to offer employment to 2018-2019 and positions
  - iii. Contracted positions will be open for hire
  - iv. Table Community Partnership Coordinator position until we have more information about other budget priorities, proposed budget, school-wide contributions, and evaluation by Executive Director
  - v. Review and revise job descriptions
    - 1. Community Partnership Coordinator
    - 2. Social Worker
    - 3. Proposed Math Specialist
  - vi. K. Britain makes motion to approve Mr. Vetsch's staff and position recommendations, tabling Community Partnership Coordinator position
  - vii. M. Jacobs seconds
  - viii. Motion passes unanimously
- b. Recommendation for new position--Math Specialist
- i. Budgeted \$60,000 for this position
  - ii. Job description needs to be revised
  - iii. Has to be licensed, no variance
  - iv. M. Currie makes a motion to approve the position and a revised job description to be reviewed at a later date
  - v. K. Britain seconds
  - vi. Motion passes unanimously
- C. Recommendation for FMLA Leave
- vii. M. Currie motions to extended leave until end of employment agreement
  - viii. K. Britain seconds
  - ix. S. Berven abstains
  - x. Motion passes unanimously

- c. **CLOSED SESSION** for the purposes of preliminary discussions of allegations against an individual subject to the Board's authority according to Minnesota Statute 13D. 05, subdivision 2(b)..
- d. Mr. Vetsch submitted a letter of resignation, giving 30 days notice, and stating that his last day would be Friday May 25, 2018
- e. Mr. Vetsch requested the session remain closed to the public
- f. M. Jacobs makes the motion to close the meeting
- g. K. Britain seconds
- h. Motion passes unanimously
- i. K. Britain motions to return to open session
- j. M. Jacobs seconds
- k. Motion passes unanimously
- l. Discussion followed regarding the timing of Mr. Vetsch's resignation
- m. Mr. Vetsch stated he is resigning effective immediately
- n. M. Currie makes a motion to accept Mr. Vetsch's resignation effective immediately
- o. K. Britain seconds
- p. S. Berven abstains
- q. Motion passes unanimously

#### 19. Adjourn Meeting

- a. M. Currie motions to adjourn meeting
- b. M. Jacobs seconds
- c. Motion passes unanimously
- d. Meeting adjourned at 5:58 PM