

Cedar Riverside Community School  
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**Minutes**  
**Board of Directors Meeting**  
**May 16, 2018**

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

**Board Members Absent:** None

**Others in Attendance:** None

1. Call to Order
  - a. S Berven called the meeting to order at 8:08 AM
2. Reading of the Vision, Mission, & Values
3. Approval of the Agenda
  - a. M. Jacobs motions to approve the agenda with the addition of window blinds quotes and Monarch bus contract
  - b. K. Britain seconds
  - c. Motion passes unanimously
4. New business
  - a. Daily Operations
    - i. Lockdown drill
      1. Schedule for Tuesday 5/22/18 at 9:15 AM
      2. Ask Max Donsker to lead staff meeting to review lockdown procedures on Friday 5/18/18
    - ii. Bus evacuation drill
      1. They will be coordinated with field trips
      2. Only PreK through 6th grade are required to participate in this drill
    - iii. Designation of Individual with Authority (IoWA) to authorize user access to MDE secure website for local education agency
      1. M. Jacobs motions to designate Malcolm Currie as Cedar Riverside Community School's Individual with Authority (IoWA)
      2. K. Britain seconds
      3. Motion passes unanimously
  - b. Communication
    - i. Future Board meeting dates
      1. Next meeting scheduled for Wednesday May 23, 2018 at 8:00 AM
    - ii. Prospective Board members
      1. S. Berven met with Mohamed Kharye who is interested in being a parent Board member
      2. He said he is able to attend meetings

3. M. Currie talked to another parent who may be interested in being a parent Board member
    4. He will follow up with her
    5. M. Currie motions to appoint Mohamed Kharye as a parent Board member
    6. M. Jacobs seconds
    7. Motion passes unanimously
  - iii. Response to public comment
    1. Table
- c. Student and Parent support
  - i. Student behaviors are escalating
  - ii. Modification to 1st & 2nd grade recess seems to be helping with behaviors so far
- d. Staff Support
  - i. Not all staff are notifying K. Britain when they are going to be late or absent so it is difficult to find coverage for everyone
  - ii. Organization for the interview committee and interview dates for the EL Coordinator/Teacher position is in progress
- e. Finances
  - i. Budget draft
    1. Table
  - ii. City of Minneapolis grant
    1. Grant proposal submitted by Jennifer Weber on May 2, 2018
    2. It is for improvements to the food service and physical education programs
    3. M. Currie motions to approve grant
    4. K. Britain seconds
    5. Motion passes unanimously
  - iii. Associated Benefits & Risk Consulting
    1. Representative contacted S. Berven
    2. He and Randy Vetsch had planned to meet to discuss creating a benefits package aimed at recruiting and retaining staff
    3. Would like to meet to continue the conversation
    4. S. Berven to meet with him and report back to Board
  - iv. Office purchases
    1. Executive Director office furniture in poor and/or broken condition
    2. Recommendation to purchase new desk with some storage, round meeting table, and file cabinet
    3. M. Currie motions to approve purchase of ED office furniture
    4. M. Jacobs seconds
    5. Motion passes unanimously
    6. S. Berven will work with Val Peterson to select furniture
  - v. Window blinds quote
    1. Broken blinds in one of the middle school rooms
    2. M. Currie motions to approve acceptance of quote to replace broken blinds
    3. M. Jacobs seconds
    4. Motion passes unanimously
- f. Calendar

- i. No changes since last meeting
- g. '18-'19 planning
  - i. Staffing
    - 1. Do not yet have Special Education TA staffing needs for next year
    - 2. Information is expected next week
    - 3. K. Britain motions to approve offers of intent to hire for 2018-2019 school year, with the exception of Sped TAs
    - 4. M. Jacobs seconds
    - 5. Motion passes unanimously
    - 6. Letters will be sent via shared google doc or email on Friday May 18
    - 7. Return of forms with intent to return due to S. Berven by 3:00 PM Friday May 25, 2018
  - ii. Job descriptions
    - 1. Table
  - iii. Executive Director hiring
    - 1. Posting
      - a. Table
    - 2. Stakeholder input
      - a. Table
  - iv. Open positions
    - 1. Postings
      - a. Table
    - 2. Interviewing
      - a. Table
  - v. Vendor contracts
    - 1. Bonnie Carlson--Special Education Director
      - a. M. Currie motions to approve Bonnie Carlson's contract as Special Education Director for the 2018-2019 school year, service option 2
      - b. K. Britain seconds
      - c. Motion passes unanimously
    - 2. Lauren Hoffman--Occupational Therapist
      - a. K. Britain motions to approve Lauren Hoffman's contract as Occupational Therapist for the 2018-2019 school year
      - b. M. Currie seconds
      - c. Motion passes unanimously
    - 3. Rebecca Knutson--Early Childhood Special Education
      - a. K. Britain motions to approve Rebecca Knutson as ECSE teacher for the 2018-2019 school year
      - b. M. Jacobs seconds
      - c. Motion passes unanimously
    - 4. Monarch bus company
      - a. 7% increase in cost
      - b. M. Currie motions to approve the Monarch Bus Co transportation contract
      - c. K. Britain seconds
      - d. Motion passes unanimously

5. Public Comment

- a. None present

6. Adjourn Meeting

- a. M. Currie motions to adjourn
- b. K. Britain seconds
- c. Motion passes unanimously
- d. Meeting adjourned at 3:10 PM