

Cedar Riverside Community School
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Minutes
Board of Directors Meeting
May 29, 2018

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

Board Members Absent: Mohamed Khayre

Others in Attendance: Antonio Cardona and Emily Edstrom (both from PUC)

1. Call to Order
 - a. S Berven called the meeting to order at 12:20 PM
2. Reading of the Vision, Mission, & Values
3. Approval of the Agenda
 - a. M. Currie motions to approve the agenda
 - b. M. Jacobs seconds
 - c. Motion passes unanimously
4. Consent Agenda
 - a. No consent agenda
5. New Business
 - a. Daily Operations
 - i. Summer School
 1. Discussion regarding at-will agreements for summer school staff as none were drafted
 2. Legal counsel strongly recommends we have these in place
 3. M. Currie makes a motion to require at will agreements for summer school staff.
 4. K. Britain seconds
 5. Motion passes unanimously
 6. S. Berven to work with lawyer to draft at-will agreements
 7. M. Currie, K. Britain and S. Berven will meet with Jennifer Weber and discuss
 - a. Summer school budget
 - b. Program description and outline of activities (including physical space)
 - c. Student recruiting and enrollment
 - d. At will agreements for summer school staff
 - b. Communication
 - i. Future special board meeting dates
 1. June 6th at 3:00 pm
 2. June 8th at 9:00 am
 3. M. Jacobs motions to approve June 6th at 3:00 and June 8th at 9:00 as the next Board meeting dates

4. K. Britain seconds
 5. Motion passes unanimously
- c. Student and Parent support
- i. Parent meeting
 1. May 30th at 3:00 PM in Chase House
 2. Somali, Oromo, and Spanish interpreters will be provided
 3. Opportunity to update parents on daily operations, future planning, and answer questions
 4. M. Jacobs will supply childcare for parents who attend meeting
- d. Staff Support
- i. Staff end of year checklist
 1. K. Britain sent out email to all staff
 2. Need to collect parking passes from all TAs not working in summer school
 - ii. Staff Lunch
 1. K. Britain will send out email to staff regarding orders
- e. Finances
- i. 2018-2019 budget changes
 1. Adding school lunch coordinator
 2. Changing catering
- f. Calendar
- i. Tabled till next meeting
- g. '18-'19 planning
- i. Executive Director hiring
 1. Drafted hiring plan
 - a. Discussed how best to involve stakeholders and gather representative feedback on candidates
 - b. Developed process that called for stakeholders who volunteer to participate and has three rounds of interviews
 - c. Applications due June 8th and estimated hire date mid-July
 - d. Representatives from PUC provided feedback and recommendations for drafted plan
 - i. Extend application window to June 15th
 - ii. Appoint stakeholders to participate in the process rather than open it up to volunteers in order to control the scope and the process
 - iii. Limit the number of times a candidate will need to come for interviews and the number of people who have access to their information
 - iv. Ensure the Board makes the final hiring decision
 - v. Keep the final interview with the Board as part of the plan, but have it on the same day as the second round interviews
 - vi. Share and communicate the hiring plan with stakeholders for transparency, but the Board is responsible for creating and implementing the process
 - vii. Develop a candidate profile with stakeholder input and rubric for guiding evaluation of candidates

viii. Post position with MN Association of Nonprofits

2. Tasks completed

- a. Needs to be finished
- b. Send to Board members before submitting to PUC for informational purposes

3. Posting

- a. Revised posting from previous one in 2015
- b. Will be posted internally, on CRCS website, MACS, EdPost, MN Association of School Administrators, MN Association of Nonprofits, and possibly MN Education Equity Project

6. Public Comment

7. Adjourn Meeting

- a. K. Britain makes a motion to adjourn
- b. M. Jacobs seconds
- c. Motion passes unanimously
- d. Meeting adjourned at 4:02 pm