

Cedar Riverside Community School
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Minutes
Board of Directors Meeting
June 6, 2018

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

Board Members Absent: Mohamed Khayre

Others in Attendance: Ayan Jama and Jennifer Weber

1. Call to Order
 - a. S Berven called the meeting to order at 3:14 pm
2. Reading of the Vision, Mission, & Values
3. Approval of the Agenda
 - a. M. Jacobs motions to approve the agenda
 - b. K. Britain seconds
 - c. Motion passes unanimously
4. Consent Agenda
 - a. No consent agenda
5. New Business
 - a. Daily Operations
 - i. Summer School
 1. Jennifer Weber presented information regarding the summer school program
 2. Student enrollment
 - a. Jennifer Weber reported that 16 students per grade cluster are needed to make the program viable (4 grade clusters = 64 students enrolled)
 - b. Current enrollment is 33
 - c. K. Britain makes a motion to approve enrollment of Khadijah Wilson's niece in summer school
 - d. M. Currie seconds
 - e. Motion passes unanimously
 3. Recommendations for hire
 - a. Due to low enrollment, Jennifer Weber recommends we hire only three summer school teacher, instead of four and add the fourth if needed
 - b. M. Currie makes a motion to approve the recommended list of staff for hire in the summer school program, with Kia Britain as an alternate teacher if needed should enrollment warrant it
 - c. M. Jacobs seconds
 - d. Motion passes unanimously
 4. Program plan

- a. Jennifer Weber presented the program outline that was developed with interested summer school staff
 - b. Further development is needed
 - c. A planning meeting with summer school staff to complete program and curriculum development is scheduled for June 11
- 5. Budget
 - a. Jennifer Weber presented the summer school budget
 - b. Budget includes line items for teachers, special education, TAs, and supplies
 - c. Total budget is \$23,100
 - d. Revenue is determined by daily student attendance
 - e. Low enrollment would mean revenue would not be generated and costs incurred above the program funding would need to come from the general fund
 - f. At-will agreements need to be drafted for all employees in the summer school program
 - g. S. Berven is working with the lawyer to draft these
- b. Communication
 - i. Designation of Identified Official with Authority for the MDE External User Access Recertification System
 - 1. S. Berven makes a motion to approve Malcolm Currie as the Identified Official with Authority for the MDE External Access Recertification System and Val Peterson with the authority to remove people
 - 2. K. Britain seconds
 - 3. Motion passes unanimously
 - ii. Parent Aware PreK award
 - 1. CRCS received a 4-star Parent Aware award
 - 2. This rating is needed in order to receive PreK scholarship funds
 - iii. Future Board meeting dates
 - 1. June 11, 2018 at 12:00 PM
 - iv. Board member seats
 - 1. M. Currie makes a motion to appoint Sonja Berven as the Community Member to the Board beginning June 9, 2018
 - 2. M. Jacobs seconds
 - 3. Motion passes unanimously, S. Berven abstains from vote
 - 4. M. Currie makes a motion to appoint Erica Bentley as a Teacher Member to the Board beginning June 9, 2018
 - 5. K. Britain seconds
 - 6. Motion passes unanimously
 - v. Lockdown plan
 - 1. During a credible threat from the outside Plaza area to the school on June 5th, it was clear we need to revisit the crisis and safety plan
 - 2. Communication methods and devices did not work according to plan
 - 3. This needs to be a high priority early in the school year and should involve RSO, Minneapolis police, and University of MN police

4. The situation was cleared by RSO and all students and staff were safe
- c. Student and Parent support
 - i. Nothing to report
- d. Staff Support
 - i. PTO Donation Policy
 1. An employee made a request to donate 8 hours of PTO to another employee
 2. This person completed and submitted for approval the required PTO donation form required by the policy
 3. After reviewing the policy, the employee who would receive the donated PTO does not meet the eligibility requirements
 4. M. Jacobs makes a motion not to approve the PTO donation since the recipient does not meet the eligibility requirements
 5. K, Britain seconds
 6. Motion passes unanimously
 - ii. Staff PTO
 1. Some staff are taking excessive amounts of PTO and/or are excessively tardy to work
 2. Some are not completing PTO forms at all or accurately
 3. Recommend next Executive Director address these issues early rather than let them become habits as it affects other staff and students
- e. Finances
 - i. 2018-2019 revised budget draft
 1. Draft send to Board is incorrect
 2. Table until a correct draft is available
 - ii. City of Minneapolis grant
 1. Completed grant application not submitted to Board for review
 - iii. Special Education federal fiscal monitoring
 1. S. Berven attended fiscal monitoring review meeting with Bonnie Carlson (Sped Director), Vall Peterson (Office Manager), representatives from Bergan KDV, and representative from MDE
 2. Discussed program citations that affect federal sped funding
 3. Some documentation was provided to clear some citations
 4. Time and effort sheets were of concern to MDE representative
- f. Calendar
 - i. No changes
- g. '18-'19 planning
 - i. Recommendation for hire--Julie Landswerk, EL Teacher & Coordinator
 1. M. Currie makes a motion to approve hire of Julie Landswerk
 2. S. Berven seconds
 3. Motion passes unanimously
 - ii. Executive Director hiring
 1. Applicants
 - a. 15 applications received at this time
 2. Interview committee appointment
 - a. Drafted a list of people to appoint

- b. Research to find out each person's interest and availability
- c. Finalize list at next meeting

3. Staff hiring

a. Interviews

- i. M. Currie makes a motion to approve the job postings for Elementary Teacher, English Learner Teacher, Special Education Teacher, and PreK Teacher
- ii. M. Jacobs seconds
- iii. Motion passes unanimously
- iv. S. Berven will post positions to CRCS website, MACS, and EdPost

6. Public Comment

- a. None

7. Adjourn Meeting

- a. M. Currie makes a motion to adjourn
- b. K. Britain seconds
- c. Motion passes unanimously
- d. Meeting adjourned at 6:22 PM