

Cedar Riverside Community School  
1610 S. 6th Street, Suite 100  
Minneapolis, MN 55454  
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**Minutes**  
**Special Board of Directors Meeting**  
**June 21, 2018**

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

**Board Members Absent:** Fadumo Abdullahi and Mohamed Khayre

**Others in Attendance:** Ayan Jama, Julie Landsverk, Emily Edstrom

1. Call to Order
  - a. S Berven called the meeting to order at 8:10 AM
2. Reading of the Vision, Mission, & Values
3. Approval of the Agenda
  - a. K. Britain motions to approve the agenda
  - b. M. Currie seconds
  - c. Motion passes unanimously
4. Consent Agenda
  - a. Recommendation for hire--Christina Pillow, Elementary Education Teacher
  - b. Request to take recommendation for hire off consent agenda
  - c. Discussion followed and noted the grade level Ms. Pillow is hired for is not specified until other classroom positions are filled
  - d. K. Britain makes a motion to approve the hire of Christina Pillow as an Elementary Education Teacher, the grade level to be determined
  - e. M. Currie seconds
  - f. Motion passes unanimously
5. Public Comment
  - a. No public comment
6. New Business
  - a. Daily Operations
    - i. Summer School
      1. Discussed enrollment and financial viability of program
      2. M. Currie makes a motion to request from Jennifer Weber a plan to balance the summer school budget with actual enrollment as well as recruitment and retention of students for an average daily attendance of 50 before the July break
      3. K. Britain seconds
      4. Motion passes unanimously
  - b. Communication

- i. **Designation of Identified Official with Authority for the MDE External User Access Recertification System** The Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority to comply with State Access Control Security Standard 1.0 which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will assign job duties and authorize external user's access to MDE secure systems for their local education agency (LEA). The Director recommends the Board authorize Malcolm Currie to act as the Identified Official with Authority (IOwA) and Val Peterson to act as the IOwA to add and remove names only for the Cedar Riverside Community School 4004-07.
    1. K. Britain makes a motion to approve **Designation of Identified Official with Authority for the MDE External User Access Recertification System** The Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority to comply with State Access Control Security Standard 1.0 which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will assign job duties and authorize external user's access to MDE secure systems for their local education agency (LEA). The Director recommends the Board authorize Malcolm Currie to act as the Identified Official with Authority (IOwA) and Val Peterson to act as the IOwA to add and remove names only for the Cedar Riverside Community School 4004-07.
    2. E. Bentley seconds
    3. Motion passes unanimously
  - ii. CRCS Website
    1. Issues continue with Cadan and managing CRCS website
    2. Content is not updated in a timely manner, incorrect information is being posted, requested changes and additions are not being made, the 4 hours of website time each month is not enough, and we need to be able to make changes internally in order to manage the content better
    3. For the summer, S. Berven should work directly with Cadan
    4. Updates to tabs and content need to be made
    5. S. Berven makes a motion to create a website committee to research and design a better format and website content
    6. E. Bentley seconds
    7. Motion passes unanimously
    8. Committee members will be M. Jacobs and E Bentley
  - iii. Future Board meeting dates
    1. June 26, 2018 at 4:00 PM
    2. July 18, 2018 at 6:30 PM
- c. Student and Parent support
    - i. Board appreciates parent, staff, and community support at June 13, 2018 Board meeting

- ii. Notes that many parents were not happy with PUC's response to them and felt they did not want to hear what parents, staff, and community had to say and felt unheard by PUC
- iii. Some parents said they would like to petition PUC's Board of Directors to hear what the CRCS community has to say
- d. Staff Support
  - i. Still trying to retrieve all staff's laptops
- e. Finances
  - i. 2018-2019 Proposed Budget
    - 1. Reviewed discussion of budget from last meeting and Brenda Kes' recommendation
    - 2. E. Bentley motions to approve the 2018-2019 proposed budget
    - 3. M. Jacobs seconds
    - 4. Motion passes unanimously
- f. Calendar
  - i. Discussed Executive Director interview calendar
- g. '18-'19 planning
  - i. Pillsbury United Communities
    - 1. MACS
      - a. Discussed need for meeting with Tom DeGree or Eugene Piccolo
      - b. S. Berven, M. Currie, and K. Britain designated members to meet with MACS before response to Notice of Deficiency is due (July 7, 2018)
      - c. Notes Board governance training from MACS stipulated that authorizers should have a relationship only with the school's Board and not with the Executive Director
  - ii. Executive Director hiring
    - 1. Hiring plan
      - a. Noted progress made and tasks completed
      - b. First round interviews next week
      - c. Interview 8 candidates
    - 2. Candidate profile
      - a. K. Britain to develop rubric from profile data
  - iii. Staff hiring
    - 1. Need to revise job descriptions
    - 2. Posted Math Specialist, Phy. Ed., and Social Worker positions
  - iv. Summer recruiting
    - 1. M. Currie makes a motion to approve the recruitment at-will agreement for Ayan Jama
    - 2. M. Jacobs seconds
    - 3. Motion passes unanimously
  - v. Vendor contracts
    - 1. Food service catering
      - a. M. Currie makes a motion to approve ADS as the food service caterer for the 2018-2019 school year
      - b. E. Bentley seconds

c. Motion passes unanimously

7. Adjourn meeting

a. M. Jacobs makes a motion to adjourn

b. S. Berven seconds

c. Motion passes unanimously

d. Meeting adjourned at 1:44 PM