

Cedar Riverside Community School
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Minutes
Special Board of Directors Meeting
August 1, 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: None

1. Call to Order
 - a. S Berven called the meeting to order at 10:07 AM

2. Reading of the Vision, Mission, & Values

3. Approval of the Agenda
 - a. E. Bentley motions to approve the agenda
 - b. K. Britain seconds
 - c. Motion passes unanimously
4. Public Comment
 - a. No public comment
5. Consent Agenda
 - a. No consent agenda
6. New Business
 - a. '18- '19 Planning
 - i. Executive Director hiring plan
 1. Interview data
 - a. Discussed information gathered from staff and parent sessions on July 31, 2018
 2. Next steps
 - a. E. Bentley motions to offer a letter of employment to Bert Strassburg for the Executive Director position with the compensation and benefits package discussed
 - b. M. Currie seconds
 - c. Motion passes unanimously
 3. Compensation
 - a. Discussed salary range and benefits package
 4. At-will agreement
 - a. Response and start dates
 - i. Response requested within 48 hours of offer
 - ii. Start date potentially August 6 or 7

- b. PTO
 - i. Discussed two options: either PTO accrual and follows staff duty day calendar or given set number of PTO days upfront with 10 paid federal holidays and does not follow staff duty day calendar
- c. Technology
 - i. S. Berven to ask legal counsel for language to add regarding CRCS technology and preoperty

5. Communication

a. Stakeholders

- i. Some staff have requested that communication be sent to staff if the Board decides to make an offer to Bert Strassburg
- ii. S. Berven will send this email and will notify PUC once a final answer has been received
- iii. A letter will be sent to parents once a final answer has been received
- iv. If Executive Director is hired, an ice cream social reception will be tentatively held on August 12th at 2:00 PM in the Plaza
- v. Announcement and welcome will be added to CRCS website once a hire is finalized

b. Projects

- i. Discussed and identified list of projects of highest priority for new Executive Director

ii. 2018-2019 Staff

1. At-will agreements--update

- a. Most employees have signed their Employment Agreements
- b. Some employees have not signed theirs
- c. Legal counsel recommends we communicate in writing a deadline for signing agreements or positions will be posted as open positions
- d. K. Britain motions to approve the deadline of 3:00 PM August 6, 2018, for the employees the Office Manager emailed regarding their employment agreement, to notify the Board if they will return for the 2018-2019 school year and make arrangements to sign their agreements.
- e. M. Jacobs seconds
- f. Motion passes unanimously
- g. S. Berven will contact employees who have not signed their Employment Agreements
- h. Discussed remaining Employment Agreements with missing information

2. Open positions

- a. No new applicants have been received
- b. E. Bentley motions to approve the posting of the Building Sub position
- c. M. Currie seconds
- d. Motion passes unanimously

7. Board Updates

a. Future Board meeting dates

- i. No new dates set, although Board may meet week of August 13th

ii. Future special Board meeting dates will be determined at a later time

8. Adjourn Meeting

- a. M. Jacobs motions to adjourn
- b. E. Bentley seconds
- c. Motion passes unanimously
- d. Meeting adjourned at 11:58 AM