

Cedar Riverside Community School
1610 S. 6th Street, Suite 100
Minneapolis, MN 55454
Phone: 612-339-5767
Fax: 612-339-2951

Minutes
Board of Directors Meeting
October 10, 2018

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

Board Members Absent: Mohamed Khayre

Others in Attendance: Bert Strassburg, Brenda Kes (Bergan KDV), Ayan Jama (CRCS)

1. Call to Order
 - a. S. Berven called the meeting to order at 4:31
2. Reading of the Vision, Mission, & Values
3. Approval of the Agenda
 - a. E. Bentley motions to approve the agenda with the addition of employee information to board updates
 - b. K. Britain seconds
 - c. Motion passes unanimously
4. Public Comment
 - a. Ayan Jama: Description of parental comments and concerns brought to the attention of the parent liaison, Executive director, and social worker during the coffee with the administrator.
5. Consent Agenda
 - a. Minutes Special Board meeting 8.13.18
 - b. Corrected Minutes Special Board meeting 8.24.18
 - c. Minutes Board meeting 9.12.18
 - d. Employee resignation--Nasteeha Abdi
 - e. Employee resignation--Christine Lilienthal
 - f. Employee resignation--Vanessa May
 - g. Extension of Cadan Technologies contract until 12.31.18 under previous contract terms
 - h. Vendor contract--Designs for Learning
 - i. 2018-2019 Student Handbook
 - j. E. Bentley motions to approve consent agenda
 - k. M. Currie seconds
 - l. Motion passes unanimously
6. Old Business
 - a. Hourly wage increase
 - i. Employee requesting increase in hourly wage
 - ii. Employee currently works 4.5 hours a day
 - iii. M. Jacobs makes a motion to keep the hourly wage in the employment agreement the way it is written
 - iv. E. Bentley seconds
 - v. Motion passes unanimously
 - b. Annual Meeting date change
 - i. Date selected for the Annual Meeting needed to be changed to the following week
 - ii. K. Britain makes a motion to change the date of the Annual Meeting from Oct. 25th to Oct. 30, 2018 at 7:00 PM
 - iii. S. Berven seconds
 - iv. Motion passes unanimously

7. New Business

a. Financial report through September 30, 2018

- i. We are a quarter of the way through the year
- ii. Working budget is at 143 ADM, 170 ADM was the adopted budget
- iii. There will be an 18% increase in the health insurance rate when renewing the policy
- iv. There will be a 5% increase in the dental insurance rate when renewing the policy
- v. Overall this brings the projected fund balance down to 15%
- vi. The drop in student enrollment means a shortage of approximately \$200,000
- vii. Finance committee needs to bring recommendations for mitigating the shortfall
- viii. Keeping in mind the largest area of expenditures is salaries
- ix. Compensatory revenue next year is projected to be down \$130,000, which is based on the drop in enrollment
- x. K. Britain makes a motion to approve the monthly financials
- xi. M. Currie seconds
- xii. Motion passes unanimously
- xiii. E. Bentley makes motion to have the finance committee to bring recommendations for revisions to budget and/or programming
- xiv. F. Abdullahi seconds
- xv. Motion passes unanimously

8. Board Updates

a. Authorizer report

- i. Reviewed and discussed report

b. Board member resignation

- i. Erica Bentley offers letter of resignation from the Board
- ii. K. Britain makes a motion to accept Erica Bentley's resignation
- iii. M. Jacobs seconds
- iv. Motion passes unanimously

c. Vacant board member seat

- i. E. Bentley makes a motion to appoint Julie Landsverk to fill the vacant teacher member seat
- ii. M. Currie seconds
- iii. Motion passes unanimously

d. Added Agenda Item: Employee information

- i. Discussion regarding an employee the requested direction from the Board regarding technology
- ii. Board determined the employee needs to work directly with Mr. Strassburg as the Executive Director to address questions and concerns
- iii. Mr. Strassburg will follow up with the employee

9. Committee Reports

a. Website Committee (M. Jacobs & E. Bentley)

- i. With a new Executive Director in place, the Board no longer needs to direct this area of development
- ii. Mr. Strassburg will assume the task of developing the website to be more reflective of the school and provide useful information to those who visit the site
- iii. E. Bentley makes motion to end this committee and delegate the website development and management to Mr. Strassburg
- iv. K. Britain seconds
- v. Motion passes unanimously

b. Annual Meeting Committee (M. Jacobs & K. Britain)

- i. No report

c. Executive Director Evaluation Committee (S. Berven, M. Currie, & M. Jacobs)

- i. Committee reviewed the evaluation process with Mr. Strassburg
 - ii. It was determined that the student surveys did not provide meaningful data when evaluating the Executive Director and it is recommended that this portion of the evaluation be removed
 - iii. It is also recommended that the committee work to revise the job description
 - iv. K. Britain makes motion to omit student surveys from the Executive Director evaluation process
 - v. E. Bentley seconds
 - vi. Motion passes unanimously
- d. Policy & Personnel Committee (S. Berven, M. Currie, & Bert Strassburg)
- i. Discussion regarding the student handbook
 - ii. Committee recommends that staff, students, and families understand the discipline policy
 - iii. Also recommends clarification on who is on the Management Team and that Mr. Strassburg develop a system of consistency with regards to student discipline
 - iv. E. Bentley makes motion to extend meeting to 7:00 PM
 - v. K. Britain seconds
 - vi. Motion passes unanimously
- e. Finance & Facilities Committee (M. Jacobs, Bert Strassburg, & Brenda Kes)
- i. No report

10. Director's Report

- a. Enrollment
- i. Mr. Strassburg provided data regarding enrollment and retention trends
 - ii. Enrollment will need to be monitored closely
 - iii. While enrollment is a significant concern, a decline in enrollment is not uncommon for an organization in transition
- b. After school/Summer school programs
- i. Summer school coordinator did not submit paperwork for reimbursables
 - ii. Mr. Strassburg was able to provide a good deal of the needed information to MDE
 - iii. He also met with staff to gather information about what they would like to see in an afterschool program and what they think our students' needs are
 - iv. He recommends the program be revised from what it was and a structure put into place
- c. Employee benefits
- i. Mr. Strassburg reviewed options for the health benefits package we offer staff with our current broker as well as with other brokers
 - ii. His goal was to provide the least amount of change for staff while remaining within the school's budget
 - iii. He also noted that the increase in insurance costs were budgeted for when the budget was approved
 - iv. Mr. Strassburg has elected the option that will result in the least amount of change regarding benefits for employees

11. Adjourn Meeting

- a. Next meeting November 14, 2018 at 4:30 PM
- b. M. Jacobs motions to adjourn meeting
- c. E. Bentley seconds
- d. Motion passes unanimously
- e. Meeting adjourned at 7:29 PM