

Cedar Riverside Community School
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Minutes
Board of Directors Meeting
November 14, 2018

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

Board Members Absent: Fadumo Abdullahi

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 4:37
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. Public Comment
 - a. Ayan Jama shared feedback from parents, noting that conferences went well and they are pleased with changes in the math program.
5. Consent Agenda
 - a. Minutes Board meeting 10.10.18
 - b. Minutes Annual meeting 10.30.18
 - c. Employee resignation--Willie Allen
 - d. Employee resignation--Anne Schleisman
 - e. Recommendation for hire--Hayat Ali, Special Education TA
 - f. Recommendation for hire--Brittany Mohamed, EL Teacher
 - g. Vendor contract for Speech/Language services--Keys to Communication
 - h. S. Berven motions to approve the consent agenda with the removal of the minutes from 10.10.18 and 10.30.18
 - i. M. Currie seconds
 - j. Motion passes unanimously
 - k. Minutes removed from consent agenda need corrections
6. Old Business
 - a. Minutes November 8, 2017
 - i. K. Britain makes a motion to approve the minutes
 - ii. M. Currie seconds
 - iii. Motion passes unanimously
7. New Business
 - a. Financial report
 - i. 33% through the school year
 - ii. Working budget is at 143 ADM
 - iii. There is a cash balance of \$823,830
 - iv. Third holdback payment has been received
 - v. CRCS reports 31% of revenues received and 27% of expenditures have been spent
 - vi. Last year there was a positive fund balance
 - vii. Special education issues are being resolved from FY 2018
 - viii. Audit due to MDE by Dec 31st

- ix. Will present to the board at Dec meeting
- x. Food Service Fund needs to be updated in the working budget
- xi. Working with commodities which reflects that up to \$23,000 is available
- xii. Food Service shows a \$37,000 deficit, but with commodities it is actually lower
- xiii. M. Currie makes a motion to approve the monthly financials
- xiv. M. Jacobs seconds
- xv. Motion passes unanimously

b. Tech support for board members

- i. With Cadan, we have to pay per user for adding additional users
- ii. Discussed whether this was a necessary cost to incur for Board members who are not employees
- iii. To minimize costs, the Administrative Assistant will be responsible for making changes to website instead of going through Cadan Technologies
- iv. M. Jacobs makes a motion to remove S. Berven from access to Caden at the end of Caden's current contract (December 31, 2018)
- v. M. Currie seconds
- vi. Motion passes unanimously

8. Board Updates

a. Authorizer report

- i. There has been no communication between PUC and the Board in the past month

b. Fiduciary Duties of Directors of Charitable Organizations

- i. Noted how duties of care, loyalty, and obedience to the law frame the role of the Board
- ii. Role of Board

- 1. Address the big picture and to lead by vision, mission, and policy
- 2. Delegate the day-to-day operations to the Executive Director and provide oversight of the Executive Director only
- 3. Discussed the hierarchy of authority and how the Board has direct relationships with the authorizer and the Executive Director
- 4. Board supports an agenda for change which was specifically delegated to the Executive Director when he was hired

c. Board meetings and procedures

- i. Bring agenda items to chair ahead of time
- ii. Reminder to maintain data privacy

d. MACS Training

- i. MACS will provide training specific to CRCS
- ii. S. Berven will propose 11/28 or 12/5 at 4:30 as dates for this training

e. Board members email

- i. Non-staff board members should have a CRCS email to protect their privacy and to separate their personal business from CRCS work
- ii. CRCS emails can be linked to their personal accounts to facilitate ease of access
- iii. S. Berven makes a motion to provide email addresses and link if needed to parent and community Board members
- iv. K. Britain seconds
- v. Motion passes unanimously

f. Response to Public Comment

- i. At the October Board meeting, Board members discussed with Ayan Jama her comments
- ii. M. Jacobs makes a motion to have Mr. Strassburg address the issues from comments in meetings with individuals the comments pertain to
- iii. K. Britain seconds
- iv. Motion passes unanimously

9. Committee Reports

- a. Annual Meeting Committee (M. Jacobs & K. Britain)
 - i. No report
- b. Executive Director Evaluation Committee (S. Berven, M. Currie, & M. Jacobs)
 - i. No report
- c. Policy & Personnel Committee (S. Berven, M. Currie, & Bert Strassburg)
 - i. PUC Contract Articles I - IV
 1. Committee provided and reviewed a summary of important items from the contract Board should be aware of
 - ii. Authorizer Goals
 1. Revised goals provided and reviewed
 - iii. Policy 2.1 Board Election Process with Resources
 1. Policy needs to be revised to align with Bylaws
 2. Standard operating procedures for the election process also needs to be established
 3. M. Jacobs makes motion to extend meeting to finish agenda
 4. J. Landswerk seconds
 5. Motion passes unanimously
- d. Finance & Facilities Committee (M. Jacobs, Bert Strassburg, & Brenda Kes)
 - i. Went through budget closely and low enrollment affects the budget this year, but even more so next year
 - ii. Due to the low enrollment, the current budget does not support the filling of the Building Sub position
 - iii. Mr. Strassburg has an alternative plan for providing subs
 - iv. Mr. Strassburg also will be watching staff spending closely
 - v. Committee recommends looking at TA staffing and health benefits offered for next year

10. Director's Report

- a. Enrollment
 - i. 145 students Pre K-8
- b. After school/Summer school programs
 - i. MDE will not reimburse for food from 2018 summer school as the coordinator did not submit the paperwork
 - ii. However, they will reimburse \$12,000 for 2018 summer school expenses
 - iii. The 2018 summer school coordinator had not submitted the paperwork for Targeted Services reimbursements, but Mr. Strassburg was able to find the information needed to get some of the reimbursement
 - iv. Going forward, MDE recommended using Mind Foundry as an after school option
 - v. Mr. Strassburg will follow-up with the person running this organization as a possibility
 - vi. There is CAP funding for homework help
- c. Parent Teacher Conferences
 - i. Mr. Strassburg is collecting data
 - ii. He had notes and texts sent to parents as reminders for conferences and there was a good turnout
 - iii. Use of the Language Line was very successful
 - iv. Staff gave positive feedback about parent attendance and interactions with parents at conferences
- d. Special Education
 - i. Mr. Strassburg reports he is working to clean up a number of issues from the past in this area such as IEPs, finances, and speech services
- e. Transportation

- i. Mr. Strassburg reports that there are a number of issues with the company we have contracted with for transportation services
 - ii. The transportation company's manager followed their drivers and brought solutions to Mr. Strassburg and has promised to fix the issues
- f. Recruitment and Marketing
 - i. Mr. Strassburg had the Administrative Assistant call families who left and is compiling data to determine why they left and if there are things we can do to mitigate this
 - ii. He will form a staff committee to work on recruitment and marketing

11. Adjourn Meeting

- a. Next meeting December 12, 2018 at 4:30 PM
- b. M. Currie motions to adjourn meeting
- c. M. Jacobs seconds
- d. Motion passes unanimously
- e. Meeting adjourned at 7:26 PM