

Cedar Riverside Community School
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Minutes
Board of Directors Meeting
February 13, 2019

Board Members in Attendance: Abdullahi Alibarre, Sonja Berven, Malcolm Currie, and Michelle Jacobs

Board Members Absent: None

Others in Attendance: Bert Strassburg, Samantha Diaz (PUC), Janet Youngers (CRCS), and Tracie Gillund (CRCS)

1. Call to Order
 - a. S. Berven called the meeting to order at 4:32 PM
2. Reading of the Vision, Mission, & Values
3. Approval of the Agenda
 - a. M. Jacobs motions to approve the agenda
 - b. M. Currie seconds
 - c. Motion passes unanimously
4. Consent Agenda
 - a. Minutes Board meeting 1.16.19
 - b. Kathleen Nilles--Special Education Assessment Consultant contract
 - c. Employee resignation--Julie Landswerk
 - d. M. Jacobs motions to approve the consent agenda
 - e. M. Currie seconds
 - f. Motion passes unanimously
5. Public Comment
 - a. None
6. Old Business
 - a. None
7. New Business
 - a. Financial report through January 31, 2019
 - i. Year-to-date (YTD) is based on 143 ADM
 - ii. Although there has been an increase in enrollment since the ADM was adjusted, budget will stay at 143 ADM
 - iii. All expense and revenue lines are within the working budget
 - iv. Budget changes may need to be made due to low enrollment
 - v. Budget revisions will be presented in March
 - vi. 990 tax return is due May 15th
 - vii. Line of credit (LOC) with Venture Bank needs to be renewed
 - viii. M. Currie makes a motion to approve the monthly financials
 - ix. A. Alibarre seconds
 - x. Motion passes unanimously
 - xi. M. Currie motions to approve the renewal of the \$200,000 Venture Bank line of credit under the current terms
 - xii. M. Jacobs seconds
 - xiii. Motion passes unanimously
 - b. FY 2019-2020 Budget--Preliminary discussion

- i. Mr. Strassburg presented a document created by District Management Group that outlines an assessment and budgeting process for schools and stated he would be using this as a guide for developing next year's budget
 - ii. Mr. Strassburg will be assessing the school's academic return on investment
 - iii. He will look at how we are spending money and what result we are getting for the expense
 - iv. He will consider minimum class size options, how to move technology forward and afford it, and academic programming
 - v. He will use the budgeting process and bring information to the Board through various lenses
 - vi. His priority will be to determine what is best for students and families and creating the school that meets their needs and desires in education
 - vii. Mr. Strassburg stated we will likely need to have hard conversations and make difficult decisions in order to do what is best for students with a decreased budget due to low enrollment
 - viii. He reported he does not know at this time if ADSIS money will be available and will develop a Plan A and a Plan B
 - ix. He says he will talk with parents to determine the common themes in what they want. He also reported that a group of parents want to talk to the Board Chair to share their thoughts.
- c. Adjustments to 2018-2019 school calendar
- i. Given the numerous school closures due to inclement weather, Mr. Strassburg proposes adjusting the current school calendar in order to make up some much needed instructional time, particularly before MCA testing
 - ii. He reports that we are not required to make up any school days to meet state requirements, but feels it is in the best interest of our students
 - iii. He also reports that MN statute allows schools to have up to 5 e-learning days for school closures and recommends that we look to develop a plan for e-learning options for the future
 - iv. M. Jacobs motions to approve the following adjustments to the 2018-2019 school calendar: Add March 27th as a regular school day with no parent/teacher conferences, add March 28th as an early release school day (Friday schedule) with parent/teacher conferences in the evening, add parent/teacher conferences on March 29th instead of staff professional development, and add May 17th as a regular school day if there is another school closure before then.
 - v. A. Alibarre seconds
 - vi. Motion passes unanimously
- d. CLOSED SESSION: Preliminary consideration of allegations against an individual subject to the board's authority (Minn. Stat. Sec. 13D.05, 2(b))
- i. M. Currie motions to close the Board meeting pursuant to Minn. Stat. Sec. 13D.05, 2(b)
 - ii. M. Jacobs seconds
 - iii. Motion passes unanimously
 - iv. A. Alibarre motions to re-open the Board meeting
 - v. M. Jacobs seconds
 - vi. Motion passes unanimously
- e. OPEN SESSION: Possible action(s) related to closed session
- i. M. Currie motions to terminate Brittany Mohamed under disciplinary action effective immediately.
 - ii. A. Alibarre seconds
 - iii. Motion passes unanimously

8. Board Updates

- a. Authorizer report
 - i. No discussion
- b. Board member update
 - i. There are two vacant teacher member seats and one vacant parent member seat on the Board

- ii. CRCS teachers Tracie Gillund and Janet Youngers have expressed interest in serving on the Board
 - iii. Both teachers shared with the Board their roles in the school and why they would like to serve on the Board
 - iv. M. Currie motions to appoint Tracie Gillund and Janet Youngers to the vacant teacher member seats on the Board
 - v. A. Alibarre seconds
 - vi. Motion passes unanimously
 - vii. Names were drawn out of a hat resulting in Janet Youngers being selected to fill the seat whose term ends October 2019 and Tracie Gillund being selected to fill the seat whose term ends October 2020.
 - viii. An interested and available parent has not been identified yet in spite of recruitment meetings. Recruitment efforts will continue.
- c. Board Training
- i. S. Berven received a response from MACS regarding Board training.
 - ii. MACS is short staffed and is requesting a request for training form to be completed before scheduling a training session.
 - iii. S. Berven will continue to work with MACS to set up training.

9. Committee Reports

- a. Annual Meeting Committee
 - i. No report
 - ii. Inactive committee until July 2019
- b. Executive Director Evaluation Committee (S. Berven, M. Currie, & M. Jacobs)
 - i. Committee will begin working on evaluation plan and tools in order to begin the evaluation process in March
- c. Policy & Personnel Committee (S. Berven, M. Currie, & Bert Strassburg)
 - i. Committee met on Jan. 22nd
 - ii. Committee got clarification on Policy 6.4.1 from legal counsel and Mr. Strassburg will establish procedures for families that request release time for their children to observe religious prayer times
 - iii. Committee also discussed employment law as it pertains to non-exempt employees and overtime
 - iv. Mr. Strassburg has put in place a timeclock for non-exempt employees in order to comply with the law and explained the new procedures with non-exempt employees
 - v. Committee also discussed termination procedures as there are no policies that state employee terminations need Board approval
 - vi. Committee has not reached agreement regarding termination procedures and will continue to work on it
- d. Finance & Facilities Committee (M. Jacobs, Bert Strassburg, & Brenda Kes)
 - i. No report--all relevant information was reported in the monthly financial report

10. Director's Report

- a. Enrollment
 - i. Enrollment has decreased by 1 student this past month to 149 students
 - ii. October student counts are important for funding for the following year
- b. Data Report
 - i. Mr. Strassburg presented information about the current state accountability system (North Star)
 - ii. With the change from NCLB to ESSA, the accountability system has shifted from AYP to MMR to the current North Star system
- c. After school programming

- i. After school through Mind Foundry will begin March 4th Monday - Friday 2:30-5:30 PM (free to families) with the option for families to add an additional hour for a fee
 - ii. Mind Foundry secured all funding for the program and no expenses will be drawn from the general fund
 - iii. The program has received approval from DHS to be a daycare site so we can offer homework help
 - iv. The program is also approved for Targeted Services funds
 - v. Still working on the food program for after school
 - vi. The program will use a specific curriculum targeting math, science, and writing and will offer enrichment programs
 - vii. There are opportunities for other partnerships, such as the Cedar Cultural Center, as well
 - viii. At 6:42, M. Currie motions to extend the meeting until 6:47
 - ix. M. Jacobs seconds
 - x. Motion passes unanimously
- d. 2019-2020 School calendar
- i. Minneapolis Public Schools will be starting after Labor Day for the next three years
 - ii. Mr. Strassburg asked what process the Board would like him to use to develop, gather feedback, and present the calendar to the Board for final approval
 - iii. Board directs Mr. Strassburg to present a school calendar for approval no later than April
 - iv. Board suggests Mr. Strassburg get feedback from parents and staff and then present his recommendations to the Board
 - v. Board also suggests exploring the following: having parent/teacher conferences before the end of the quarter to better communicate with parents how their children are doing before they receive a final grade; moving spring break earlier; adding testing dates; and adding/outlining specified time for on-going professional development. Board also expressed they are indifferent to beginning before or after Labor Day, but want to keep two weeks of winter break.
- e. Staffing updates
- i. Mr. Strassburg reports there are two open English learner teacher positions and has not received any applicants
 - ii. He will explore a variety of ways to provide services while looking for qualified candidates
 - iii. This will likely require flexibility and collaboration from staff to help support students and the EL department
 - iv. There may also be shifts in some current staffing placements to help as well
 - v. He will work to stay within the budget since enrollment is low

11. Adjourn Meeting

- a. Next meeting March 13, 2019 at 4:30 PM
- b. M. Currie motions to adjourn meeting
- c. M. Jacobs seconds
- d. Motion passes unanimously
- e. Meeting adjourned at 6:46 PM