

1610 S. 6TH STREET
MINNEAPOLIS, MN 55454



PHONE: (612) 339-5767
FAX: (612) 332-2057

Minutes
Board of Directors Meeting
April 17, 2019

Board Members in Attendance: Sonja Berven, Malcolm Currie, Tracie Gillund, Michelle Jacobs, and Janet Youngers

Board Members Absent: Abdullahi Alibarre

Others in Attendance: Bert Strassburg

1. Call to Order
 - a. S. Berven called the meeting to order at 4:31 PM
2. Reading of the Vision, Mission, & Values
 - a. Read aloud by M. Currie
3. Approval of the Agenda
 - a. J. Youngers motions to approve the agenda
 - b. T. Gillund seconds
 - c. Motion passes unanimously
4. Consent Agenda
 - a. Minutes Board meeting 3.13.19
 - b. Minutes Special Board meeting 4.8.19
 - c. Vendor contract: ECSE Teacher Services Contract
 - d. Vendor contract: Evaluation Specialist Contract
 - e. Vendor contract: OT Services Contract
 - f. Vendor contract: School Psych Services Contract
 - g. Vendor contract: Special Education Director Contract
 - h. Vendor contract: Speech Services Contract
 - i. S. Berven motions to approve the consent agenda with the removal of the Evaluation Specialist Contract
 - ii. M. Currie seconds
 - iii. Discussion followed that the Evaluation Specialist Contract had the wrong school year listed
 - iv. It was noted that the Special Education Director Contract listed the wrong school
 - v. S. Berven amends her motion to approve the consent agenda with the removal of the Evaluation Specialist Contract and the Special Education Director Contract
 - vi. M. Currie seconds the amended motion
 - vii. Motion passes unanimously
 - viii. S. Berven motions to approve the Evaluation Specialist Contract with the noted change that it is for the 2019-2020 school year and the Special Education Director Contract with the noted change that it is a contract solely for CRCS and no other school
 - ix. J. Younger seconds
 - x. Motion passes unanimously
5. Public Comment
 - a. None
6. Old Business
 - a. SY 2019-2020 School calendar
 - i. August 30, 2019 would be a "no staff day" making it a 4-day weekend

- ii. Staff wanted to keep the school calendar aligned with Minneapolis Public Schools (MPS), keep a 2-week winter break and a week-long spring break, and end with MPS on June 5, 2020
 - iii. This calendar meets the requirements for student contact hours and staff work days
 - iv. October 17, 2019 will be a professional development day required of all staff and hosted by Pillsbury United Communities
 - v. Record keeping days would be spent as half day for grading and half day for professional development
 - vi. The change in conference times from the way previously done would be more convenient for parents
 - vii. Early release of students on Fridays at 1:00 PM and professional development time for staff until 3:00 would remain in place
 - viii. School day start and end times will depend on transportation and will be decided later
 - ix. M. Currie motions to approve the SY 2019-2020 school calendar
 - x. T. Gillund seconds
 - xi. Motion passes unanimously
- b. FY 2019-2020 Budget
- i. Mr. Strassburg noted that in working with BerganKDV on next year's budget, it is apparent that in the past the budget from year to year has been rolled over with BerganKDV's budget model with few changes
 - ii. With the reduced enrollment he is working with them to make reductions and realign line items to use funding more efficiently
 - iii. Mr. Strassburg's goal is to create a budget that drives increased student achievement
 - iv. In order to do this he will set up internal systems to monitor spending, communicate with staff the budget limits, align staff with clear job duties that will allow for using staff efficiently, and use funds appropriately, such as using ADSIS for a Multi-Tiered System of Support (MTSS) that is required, assigning specific job duties for ADSIS staff, reducing ADSIS staffing, and creating sustainability and a system of interventions
 - v. Mr. Strassburg asked the Board for guidance in establishing budget priorities as he works to reduce the budget by \$130,000
 - vi. Board told Mr. Strassburg that salary increases and benefits were negotiable
 - vii. Board also indicated they would like the budget proposal presented in "buckets" for large areas of spending rather than a detailed line-item budget
 - viii. Mr. Strassburg noted that we will not know if we will receive ADSIS funding until sometime in May and it may not be before the next Board meeting, meaning some positions may not be accounted for in the proposed budget
- c. CLOSED SESSION: Evaluation of performance of Executive Director, Bert Strasburg (Minn. Stat. § 13D.05, subd. 3(a))
- i. M. Jacobs motions to go into closed session to evaluate the Executive Director
 - ii. J. Youngers seconds
 - iii. Motion passes unanimously
 - iv. J. Youngers motions to return to open session
 - v. M. Jacobs seconds
 - vi. Motion passes unanimously
 - vii. At 6:35 PM, M. Jacobs motions to extend the Board meeting until 7:00 PM
 - viii. M. Currie seconds
 - ix. Motion passes unanimously

7. New Business

- a. Financial report through March 31, 2019
 - i. Mr. Strassburg presented the financial report
 - ii. He indicated that the operating cash will continue to decrease because of the holdbacks

- iii. Working budget is at 144 ADM
- iv. 990 taxes are being prepared for submission in May
- v. He is working on preparing the budget for next year
- b. Summary of 4.8.19 evaluation of performance of Executive Director, Bert Strassburg
 - i. M. Jacobs read aloud the written summary
 - ii. Summary states that the Board discussed Mr. Strassburg's interaction with staff and did not reach any conclusions.
 - iii. The evaluation of Mr. Strassburg is ongoing
- c. SY 2019-2020 Board meeting calendar
 - i. Tabled
- d. Parent meeting report
 - i. Three representatives for the Board--A. Alibarre, M. Currie, and T. Gillund--held a listening session with parents on April 15, 2019 at 7:30 AM in the school's office
 - ii. Approximately 15 parents, representing multiple grade levels, attended the meeting
 - iii. M. Currie and T. Gillund presented a written report of the meeting
 - iv. They reported that parents stated they want an improved academic program and a way to communicate with the Board because Board meeting times do not work for them
 - v. Board discussed its response to the parents to be expressed as follows:
 - 1. Gratitude and appreciation for their time and feedback
 - 2. Excitement to work together with parents as partners in students' education
 - 3. Understanding of their desires for a strong academic program
 - 4. Commitment to work as a Board with the Executive Director over the next few months to create a plan that will support the academic learning of all students
 - 5. Plan to create a Board committee that will serve to regularly hold listening sessions with parents to ensure their voices are heard
 - vi. T. Gillund will write the response to parents to be presented at the next Coffee with the Administrator meeting on Wednesday April 24th
 - vii. S. Berven informed the Board that concerns were raised to her that one of the teacher Board member representatives at the listening session suggested to parents that they go to them, as a teacher, with concerns at anytime regarding questions about instruction, curriculum, and learning, which in effect 1) confused the parents' understanding of this Board member's authority as a teacher, 2) suggested to parents go around the Executive Director and go directly to the Board regarding matters that are not Board business, and 3) contradicted the Board member's charge to represent the full Board, not staff, at the meeting
 - viii. Board noted these actions by this Board member were inappropriate
 - ix. J. Youngers motions to approve the discussed response to the parents
 - x. M. Jacobs seconds
 - xi. Motion passes unanimously
 - xii. At 7:05 PM, M. Jacobs motions to extend the meeting until all items on the agenda are finished
 - xiii. J. Youngers seconds
 - xiv. Motion passes unanimously
- e. Request for Proposals (RFPs)
 - i. Mr. Strassburg suggested we send out a Request for Proposals for transportation, breakfast/lunch catering, technology support, and financial firm services
 - ii. Board discussed the need to find competitive bids since we have budget reductions to make, it is a responsible use of tax dollars, and we have not sought competitive bids for some of these services in some time
 - iii. M. Jacobs motions to approve requests for proposals for transportation, catering, technology support, and financial firm services
 - iv. J. Youngers seconds

v. Motion passes unanimously

8. Board Updates

a. Authorizer report

i. Notice of Concern (3.27,19)

1. Letter states CRCS is out of compliance with submitting its 2017-2018 annual report and Epicenter reporting
2. Board will delegate updating Epicenter reporting to Mr. Strassburg and is to be completed by August 1, 2019
3. Board will work with Mr Strassburg to complete the 2017-2018 and 2018-2019 annual reports simultaneously and the 2017-2018 annual report will be submitted to PUC by September 1, 2019
4. J. Youngers motions to approve the discussed plan for remediation in response to the Notice of Concern
5. T. Gillund seconds
6. Motion passes unanimously

ii. Letter of Recommendations (3.27.19)

1. The letter is extensive and will require more time to discuss
2. Board will come back to this at a later time

b. Board member updates

- i. There is a vacancy for one of the parent member seats
- ii. Roshin Gelle came before the Board to express her interest in serving on the Board of Directors
- iii. M. Currie motions to appoint Roshin Gelle to the vacant parent Board member seat
- iv. J. Youngers seconds
- v. Motion passes unanimously

c. Board training

- i. MN Association of Charter Schools will be providing our Board with training at CRCS on May 1, 2019 at 4:30 PM in the school's office
- ii. Brenda Kes from BerganKDV will provide charter school finance training for Board members who need it
- iii. Board will discuss possible dates for May or June at May's meeting when both parent members can weigh in on times that work for them

d. Board Secretary appointment

- i. M. Jacobs motions to appoint T. Gillund as Board Secretary
- ii. J. Youngers seconds
- iii. Motion passes unanimously

9. Committee Reports

a. Annual Meeting Committee (inactive until July 2019)

- i. No report

b. Executive Director Evaluation Committee (S. Berven, M. Jacobs, & J. Youngers)

- i. All evaluation data has been collected
- ii. Committee will begin meeting to compile and analyze the data and write a report for the Board

c. Policy & Personnel Committee (S. Berven--chair, M. Currie, Bert Strassburg, & J. Youngers)

- i. Committee was unable to meet
- ii. No report

d. Finance & Facilities Committee (M. Jacobs--chair, Brenda Kes, & Bert Strassburg)

- i. Discussed policy regarding employee eligibility for benefits during the summer following a completed employment agreement but who will not return the following year
- ii. Policy does state that employees who have completed their employment agreement are eligible to receive benefits over the summer

10. Director's Report

- a. Enrollment
 - i. Currently at 146
 - ii. A couple will be going to Africa before the end of the school year
- b. Professional Learning Communities (PLCs)
 - i. Mr. Strassburg presented his plan for introducing the PLC framework next year
 - ii. The framework supports and requires collaboration among staff
 - iii. He noted that if we accept ADSIS funding we will need to use it to implement an MTSS program (required by law) and will need to put structures in place to provide the time and resources needed to build in additional student supports which will also require shifts in scheduling and how we use staff
 - iv. He will implement the PLC process to create an environment of shared knowledge and learning from each other, implement collaboration, create systems, use action research, and engage in problem solving
 - v. Board expressed great support for the PLC framework and is excited for it to be implemented
 - vi. Board recommends Mr. Strassburg communicate this plan to staff soon so they are able to make plans and have a greater understanding of what will be expected of them next year and so it will become the school's culture and keep everyone focused
- c. Marketing and recruitment
 - i. Mr. Strassburg noted that it is difficult to attract families and get them to stay
 - ii. A higher quality academic program is needed to increase retention rates
 - iii. Word of mouth has been the strongest form of recruitment in this community
 - iv. The best way to improve the community's perception of CRCS is through a high-quality academic program and relationships
 - v. We can do a better job of promoting our strengths
 - vi. Mr. Strassburg proposed creating a committee with the Parent Liaison and Office Receptionist to address recruitment and for the Board to develop goals around recruitment
- d. Snow Days
 - i. Governor Walz signed a bill to hold schools harmless for 3 missed days due to weather
 - ii. We are required to either pay employees during the time school was out of session on snow days or provide opportunities to make up the work time
 - iii. A couple months ago we had decided to use May 17th as a regular school day if we missed anymore days and we have missed two days since then
 - iv. M. Currie motions to approve May 17, 2019 as a regular instructional day to make up for snow days
 - v. J. Youngers seconds
 - vi. Motion passes unanimously

11. Adjourn Meeting

- a. Next regular meeting is May 8, 2019 at 4:30 PM
- b. J. Youngers motions to adjourn meeting
- c. M. Currie seconds
- d. Motion passes unanimously
- e. Meeting adjourned at 8:18 PM