

Minutes
Board of Directors Meeting
August 21, 2019

Board Members in Attendance: Abdullahi Alibarre, Sonja Berven, Roshin Gelle, and Janet Youngers

Board Members Absent: None

Others in Attendance: Bert Strassburg, Fadli Mohamed, and Mike Pocrnich (TAG)

1. Call to Order
 - a. S. Berven called the meeting to order at 5:30 PM
2. Reading of the Vision, Mission, and Values
 - a. Read aloud by J. Youngers
3. Approval of the Agenda
 - a. J. Youngers motioned to approve the agenda
 - b. A. Alibarre seconded
 - c. Motion passed unanimously
4. Consent Agenda
 - a. Minutes Board meeting 6.12.19
 - b. Minutes Board meeting 7.10.19
 - c. 2017-2018 Annual Report
 - d. Hiring and Termination Policy--proposed revisions
 - e. Additional Work Beyond Duty Day Policy--proposed elimination
 - f. 2019-2020 Employee Handbook
 - g. 2019-2020 Student Handbook
 - h. Vendor contract--DAPE
 - i. Minnesota School Boards Association (MSBA) membership
 - i. J. Youngers motioned to approve the consent agenda
 - ii. A. Alibarre seconded
 - iii. Motion passed unanimously
5. Public Comment
 - a. None
6. Old Business
 - a. None
7. New Business
 - a. The Anton Group (TAG) financial services overview--Mr. Mike Pocrnich, CPA
 - i. Mr. Pocrnich introduced himself as TAG is the new financial firm for CRCS
 - ii. Noted that the audit would be taking place August 26 & 27
 - iii. He also stated there looks to be a \$30,000 surplus
 - iv. The audit report should be ready for the Board in October
 - b. Financial report through July 31, 2019
 - i. Mr. Pocrnich provided the financial report
 - ii. Since it is early in the fiscal year, there was not much activity to report
 - iii. There are some leftover payroll from last year carried over to the new year
 - iv. CRCS has a good cash balance of \$890,000

- v. State receivables are low at this time
- vi. Liabilities amount to \$204,000, \$73,000 of which is salaries
- vii. CRCS has about 125 days cash on hand
- viii. June 30, 2020 projected cash balance of \$600,000
- ix. There should be a larger receivable next year
- x. J. Youngers motioned to approve the financial report
- xi. A. Alibarre seconded
- xii. Motion passed unanimously

c. Annual meeting--Bylaws Article 3, Policy 2.1

- i. Discussed concern with being able to build the capacity of the Board given recent high turnover of Board members and three of the four current Board member terms ending in October 2019
- ii. Also discussed the difficulty in having the Annual Meeting and Board elections early in the school year because Board member terms overlap school years, causing difficulty if staff or parents do not return the following year
- iii. In addition, holding elections early in the year is challenging for new staff and families since they are unfamiliar with the school and staff, making informed voting decisions challenging
- iv. Policy & Personnel Committee proposed changing Policy 2.1 to state that the Annual Meeting and election would take place in May of each year instead of October and newly elected Board members would begin their terms in July
- v. This change would mean current Board members whose terms were to end in October 2019 would be extended to June 2020 after the May 2020 election
- vi. A. Alibarre motioned to approve the proposed change to Policy 2.1 to hold the Annual Meeting and Board elections in May each year beginning in May 2020 and extending current Board member terms that were to end in October 2019 to June 2020
- vii. R. Gelle seconded
- viii. Motion passed unanimously

8. Board Updates

a. Authorizer report

- i. Discussed the meeting S. Berven and Mr. Strassburg had with Adair Mosley
- ii. Discussed changing Bylaws to state that a change in governance structure could be effective upon Board vote rather than at the end of a contract term with authorizer
- iii. S. Berven will research with legal counsel and report back to Board

b. Member terms

- i. Jennifer Van Haften is CRCS' kindergarten teacher and interested in serving on the Board in a teacher seat
- ii. She is a licensed teacher working in a teaching capacity full-time and is therefore eligible to serve on the Board
- iii. J. Youngers motioned to appoint Jennifer Van Haften to the Teacher 1 seat
- iv. R. Gelle seconded
- v. Motion passed unanimously
- vi. In order to continue to build capacity within the Board, discussed moving J. Youngers to a different teacher member seat
- vii. S. Berven motioned to move J. Youngers to the Teacher 3 seat
- viii. A. Alibarre seconded
- ix. Motion passed unanimously

9. Committee Reports

a. Annual Meeting Committee (*inactive until August 2019*)

- i. Since the Annual Meeting will be held in May 2020, this committee will remain inactive for the time being

b. Executive Director Evaluation Committee (S. Berven & J. Youngers--inactive until September 2019)

- i. Will meet in September
- c. Policy & Personnel Committee (S. Berven, Bert Strassburg, & J. Youngers)
 - i. Proposed revisions to Hiring and Termination Policy and Policy 2.1 as well as the elimination of the Additional Pay Beyond Duty Day Policy
 - ii. Mr. Strassburg will gather input from staff and families regarding the Discipline Policy in order to propose a new policy that follows the guidance of current research and is compatible with Responsive Classroom
 - iii. Committee will also continue to work on the Succession Policy
- d. Finance & Facilities Committee (J. Youngers & Bert Strassburg)
 - i. CRCS has overpaid the landlord, Sherman & Associates
 - ii. This overpayment can be used for capital improvements as we negotiate a new lease
 - iii. Sherman & Associates has stated they like having CRCS as a tenant and in our current space and they may be open to a 10 year lease
 - iv. CRCS is using Kushman & Wakefield to assist in negotiating the lease
- e. Parent Partnership Committee (A. Alibarre, S. Berven, & Bert Strassburg)
 - i. Parents met with a Star Tribune reporter and answered questions about CRCS
 - ii. Committee is working on developing its charge statement
 - iii. Committee will meet with parents each month to build a stronger connection between the Board and CRCS families and community

10. Director's Report

- a. SY 2019-2020 updates
 - i. Mr. Strassburg reviewed the hiring process he used over the summer
 - ii. He reported a high degree of satisfaction with the process as it helped him employ highly qualified candidates that have a clear understanding of CRCS' direction and are committed to the same vision
 - iii. Staff climate this year is off to a very good start--staff are very positive, excited to be at CRCS, student-focused, and support the training and initiatives being put in place
 - iv. Open House on August 28th
 - v. Facebook advertising for enrollment has been positive

11. Adjourn Meeting

- a. Next Board meeting will be on September 11, 2019 at 5:30 PM in the school's office
- b. J. Youngers motioned to adjourn
- c. R. Gelle seconded
- d. Motion passed unanimously
- e. Meeting adjourned at 7:17 PM