

Minutes
Board of Directors Meeting
September 11, 2019

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

Board Members Absent: None

Others in Attendance: Bert Strassburg, Fadli Mohamed, and Hannah Lodge

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. Van Haften
3. Approval of the Agenda
 - a. S. Berven motioned to approve the agenda with the addition of the item Staffing under New Business
 - b. J. Youngers seconded
 - c. Motion passed unanimously
4. Consent Agenda
 - a. Minutes Board meeting 8.21.19
 - b. Parent Partnership Committee charge statement--proposed draft
 - 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. CRCS Bylaws--Article 4, Sections 2 and 3
 - i. Discussed the meaning of "majority" when bylaws refer to "teacher-majority" as meaning either the teacher members out-number all other Board members combined or that the teacher member group has more members than each of the other member groups individually
 - ii. CRCS legal counsel stated in an email to S. Berven that MN statute does not define "majority", and this legal counsel's office would argue that "majority" refers to teacher-members constituting more than half of the Board's membership
 - iii. Discussed whether the Board could define "majority" in its own bylaws or obtain a second legal counsel opinion
 - iv. S. Berven will reach out to additional legal counsel for advice and A. Alibarre will look at the statute regarding teacher-majority and both will report back to the Board in October
7. New Business
 - a. Financial report through August 31, 2019
 - i. Mr. Strassburg provided the financial report
 - ii. Budgeted for 154 ADM
 - iii. Assets:
 1. Cash \$887,805
 2. State receivables \$44,798

- iv. Liabilities:
 - 1. Accounts payable \$2,567
 - 2. Salary payable \$0
- v. Income:
 - 1. General fund \$373,608
 - 2. Food service fund \$0
 - 3. Community service fund \$0
- vi. Expenses:
 - 1. General fund \$240,318
 - 2. Food service fund \$469
 - 3. Community service fund \$0
- vii. Received 13% of adopted budget, spent 8% of adopted budget, and we have completed 17% of the FY
- viii. Two line items will need to be adjusted--Professional Development and Technology
- ix. FY 2019 audit is almost complete
- x. J. Youngers motioned to approve the financial report
- xi. A. Alibarre seconded
- xii. Motion passed unanimously

b. Strategic planning

- i. Historically, there has not been strategic planning conducted at CRCS
- ii. Discussed if the vision, mission, and values statements reflect what the parents and staff want and if they are relevant to where the school needs to go
- iii. These are supposed to help the Board and administration focus decision-making and budgeting so it is imperative that they reflect the direction we want to move forward in
- iv. Strategic planning will need to begin with a review of the vision, mission, and values statements and will need to very intentionally and directly include input from CRCS parents
- v. Mr. Strassburg will reach out to firms that could potentially lead us through a strategic planning process and ask them to present proposals to the Board
- vi. Last spring the Board had anticipated working with an outside organization to conduct an external assessment of the CRCS program and school health. Due to the monumental changes being implemented this year, we will postpone this assessment and revisit the need for this next year
- vii. In addition, there appears to be a conflict of interest between the organization CRCS had anticipated using and the authorizer. Other organizations will be considered if an external assessment is to be initiated in the future.

c. Added agenda item: Staffing

- i. Mr. Strassburg reported that the hiring decisions that have been made for this year have been working out well so far
- ii. One classroom has a great deal of diverse needs to address and needs additional staffing or an alternative arrangement in order to best meet the needs of the students
- iii. A. Alibarre motioned to approve up to \$60,000 for additional staffing to meet the needs of this classroom
- iv. J. Van Haften seconded
- v. Motion passed unanimously

8. Board Updates

a. Authorizer report

- i. Discussed contract end date with PUC, which is June 2021
- ii. Discussed process of changing authorizers and how other authorizers support their schools and provide oversight
- iii. Noted PUC had twice offered to end the contract if we wish in the past year

- iv. Noted a new authorizer has been approved by MDE that intends to focus on transfer schools
 - b. Board membership
 - i. Hannah Lodge is CRCS' fourth grade teacher and is 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 Hannah Lodge to the Teacher 2 seat
 - iv. J. Van Haften seconded
 - v. Motion passed unanimously
 - c. Board training
 - i. Since the Board approved obtaining a membership to MN School Board Association (MSBA), Board members can participate in their Board training sessions
 - ii. Discussed advantages of having the whole Board attend these trainings together
 - iii. S. Berven will research their training schedule and report back in October
9. Committee Reports
- a. Annual Meeting Committee (*inactive until January 2020*)
 - i. No report
 - b. Executive Director Evaluation Committee (S. Berven & J. Youngers--inactive until September 2019)
 - i. Will meet later in September and report in October
 - c. Policy & Personnel Committee (S. Berven, Bert Strassburg, & J. Youngers)
 - i. No report
 - 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. CRCS is using Kushman & Wakefield to assist in negotiating the lease and they have sent a proposal to Sherman Associates and received a positive response from them
 - iv. The proposal looked an CRCS' desired enrollment over the next 5 years, anticipates a 5 or 10 year lease, requested new carpet, signage, double entry doors for the office, a FOB entry system, weather leakage repairs, visitor parking, gym space, and additional classroom space
 - e. Parent Partnership Committee (A. Alibarre, S. Berven, & Bert Strassburg)
 - i. Developed committee charge statement which was approved in the consent agenda
 - ii. Will begin by introducing the committee and its purpose to parents at the Coffee with the Administrator meeting on September 18, 2019
10. Director's Report
- a. SY 2019-2020 updates
 - i. Professional Development and staff support has focused on implementing Responsive Classroom, particularly in teaching and guiding classroom and school expectations and building community
 - ii. Mr. Strassburg has also been working to correct misinformation that has spread around the community
 - iii. He also reports a very positive response from parents, students, and staff to the change in procedures where there is time built into the daily schedule in the morning to welcome parents into the classrooms and foster communication with teachers and staff
 - b. Enrollment
 - i. Mr. Strassburg reports that enrollment is higher than anticipated and is currently 160 students
 - ii. He also reported that several students have returned as a result of the staffing changes and the renewed focus on academic programming
 - iii. October's enrollment will be reported to MDE and will be used for future funding
 - c. Student data
 - i. Mr. Strassburg presented MCA and ACCESS data from spring 2019

- ii. Math scores dipped slightly
- iii. Reading scores rose slightly
- iv. English Learner proficiency increased and Mr. Strassburg attributes this increase to the programming changes he made mid-year last year that enabled English Learner teachers to more effectively and efficiently provide services to students qualifying for services

11. Adjourn Meeting

- a. Next Board meeting will be on October 9, 2019 at 5:30 PM in the school's office
- b. J. Youngers motioned to adjourn
- c. J. Van Haften seconded
- d. Motion passed unanimously
- e. Meeting adjourned at 7:19 PM