

**Minutes
Board of Directors Meeting
November 13, 2019**

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

Board Members Absent: Jennifer Van Haften

Others in Attendance: Bert Strassburg, Mike Pocrnich (TAG), Greta & Kendra (Abdo, Eick, & Meyers), Larry MacKenzie & Samantha Diaz (PUC)

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. H. Lodge seconded
 - c. Motion passed unanimously
4. Consent Agenda
 - a. Minutes Board meeting 10.9.19
 - b. Vendor contract--Kathy Nilles, Special Education services
 - i. J. Youngers motioned to approve the consent agenda with the removal of the 10.9.19 Minutes
 - ii. R. Gelle seconded
 - iii. Motion passed unanimously
 - iv. J. Youngers motioned to approve Minutes Board meeting 10.9.19
 - v. S. Berven seconded
 - vi. Motion passed with A. Alibarre, S. Berven, R. Gelle, and J. Youngers voting in favor of the motion and H. Lodge abstained from voting since she was not present for the 10.9.19 Board meeting
5. Public Comment
 - a. None
6. Old Business
 - a. CRCS Bylaws--Article 4, Sections 2 and 3
 - i. S. Berven sought clarification from legal counsel about the definition of "majority" when referring to the membership makeup of the Board and legal counsel stated that it means more than 50% of all Board members
 - ii. This means that a "teacher-majority Board" would consist of more than half the Board members are teachers
 - iii. Discussion regarding the conflict of interest inherent in a teacher-majority Board particularly with oversight of the Executive Director and representing all constituents rather than own employment
 - iv. Also discussed the desire to create a culture of equity, beginning with the leadership on the Board, in particular by involving more parent voices and representation
 - v. Reviewed the bylaws' process for changing the governance structure

- vi. Suggestions to present rationale for change to teaching staff (who will vote to approve or not approve of the change) included a written letter and a presentation and include context for why the change is desired
- b. Middle School programming
 - i. More time is needed to collect the relevant data needed in order to make a decision about changes to Middle School programming for next year
 - ii. Concerns were also raised about the viability of the school with a limited elementary program
 - iii. Enrollment in elementary would need to be significantly higher if the Middle School were to be eliminated or a plan for building enrollment
 - iv. Discussion regarding offering a unique program such as STEM, technology-embedded learning opportunities, etc. to draw students and families
 - v. Discussion and planning will continue over the next year in the Strategic Planning Committee to help determine the best programming for the families and community

7. New Business

- a. FY 2019 Audit report--Abdo, Eick & Meyers, LLP
 - i. The auditing firm that conducted CRCS' annual audit for FY 2019 provided an unmodified opinion
 - ii. There were a few findings noted in the audit report that the school has corrected
 - iii. The fund balance ended at 27.57%
 - iv. Revenues were over budget
 - v. Expenditures were under budget
 - vi. General fund was able to cover the deficit in Food Service of \$13,000
 - vii. In the Community Service Fund revenues were under budget due to less tuition billed compared to previous years
 - viii. Final report is not ready for Board approval yet
- b. Financial report through October 31, 2019
 - i. Budgeted for 154 ADM
 - ii. Assets:
 - 1. Cash \$784,420
 - 2. State receivables \$79,461
 - iii. Liabilities:
 - 1. Accounts payable \$13,424
 - 2. Salary payable \$37,173
 - iv. Revenue:
 - 1. General fund \$751,856
 - 2. Food service fund \$18,211
 - 3. Community service fund \$3,875
 - v. Expenses:
 - 1. General fund \$699,580
 - 2. Food service fund \$27,897
 - 3. Community service fund \$10,264
 - vi. Received 27% of adopted budget, spent 26% of adopted budget, and we have completed 33% of the FY
 - vii. CRCS has 122 days of cash on hand, cash is strong and year has started off well
 - viii. FY 2020 lease aid is still not approved for CRCS
 - ix. J. Youngers motioned to approve the financial report
 - x. A. Alibarre seconded
 - xi. Motion passed unanimously
- c. Pillsbury United Communities
 - i. Larry MacKenzie and Samantha Diaz presented to the Board

- ii. They reviewed PUC as an organization, their revamped mission, and Strategic Framework
- iii. PUC has a 140 year history and first arrived in the Cedar Riverside neighborhood in 1972
- iv. PUC began authorizing charter schools in 2010 and now have 19 schools in their portfolio
- v. They believe that all kids deserve a high-quality education, that collaborators create a win-win situation for students, and they walk side-by-side with the schools they authorize
- vi. They discussed how they support strong leaders and strong Boards through monthly Directors' meetings
- vii. They discussed how their School Board Academy has been successful for the schools they authorize having had two rounds of the program so far and third round to begin soon and that session has only one spot left for a school to participate
- viii. The CRCS Board has never been invited to participate in the School Board Academy
- d. 2019-2020 Executive Director evaluation plan
 - i. As the Executive Director's job description may change as the Board engages in a strategic planning process, the proposed evaluation plan would have Mr. Strassburg present a self-evaluation of his work to the Board
 - ii. In addition, the Board will provide oversight monthly by engaging in conversation with Mr. Strassburg during regular Board meetings and receiving reports and ongoing data
 - iii. Proposal to add to the evaluation plan a deadline for Mr. Strassburg to present his self-evaluation to the Board in March 2020
 - iv. A. Alibarre motioned to approve the 2019-2020 Executive Director evaluation plan with the addition of a self-evaluation deadline of March 2020
 - v. H. Lodge seconded
 - vi. Motion passed unanimously

8. Board Updates

- a. Authorizer report
 - i. Discussed PUC's request to present to the CRCS staff the information they presented to the Board during this meeting
 - ii. Concerns raised about the appropriateness of the authorizer engaging with staff when the relationship is supposed to remain with the Board
 - iii. Suggestion that CRCS begin the process of seeking a new authorizer as the contract with PUC ends in 2021
 - iv. R. Gelle motioned to delegate to S. Berven and Mr. Strassburg the authority to notify PUC that the Board declines a meeting between PUC and the staff and our desire to change to a different authorizer
 - v. J. Youngers seconded
 - vi. Motion passed unanimously
- b. Board training opportunities
 - i. S. Berven shared a resource for meeting Board training requirements that is online and supported through a grant from MDE

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. Evaluation plan was presented and approved under New Business
- c. Policy & Personnel Committee (S. Berven, Bert Strassburg, & J. Youngers)
 - i. Committee has met and has begun looking at the organizational structure and leadership structure
 - ii. This process is ongoing and the committee will present its report when completed
- d. Finance & Facilities Committee (J. Youngers & Bert Strassburg)

- i. The landlord, Sherman & Associates, toured the facilities to better understand our requests in the lease renewal process and assess the state of the spaces we lease
 - ii. Our lease agreement expires June 30, 2020
- e. Parent Partnership Committee (A. Alibarre, S. Berven, & Bert Strassburg)
 - i. No Parent Partnership meeting due to conferences
- f. Strategic Planning Committee (S. Berven, Ayan Jama, Bert Strassburg, J. Van Haften, & J. Youngers)
 - i. Committee has begun a draft of its charge statement but it needs more work before presentation to the Board

10. Director's Report

- a. SY 2019-2020 updates
 - i. Mr. Strassburg reported that the Assistant Director position is on hold for now until we better define the organizational and leadership structure
 - ii. The PUC site visit took place on October 30th and went fairly well
 - iii. Parent-Teacher conferences also went well. Many students came with parents and both teachers and parents report the conferences were very positive
 - iv. CRCS also implemented new standards-based report cards so students, parents, and teachers can better understand how students are doing academically
 - v. Relationships are continuing to develop between students and staff
 - vi. The addition of hall monitors is working out very well
- b. Enrollment
 - i. Mr. Strassburg reported that enrollment is currently 144 students

11. Adjourn Meeting

- a. Next Board meeting will be on December 11, 2019 at 5:30 PM in the school's office
- b. H. Lodge motioned to adjourn
- c. R. Gelle seconded
- d. Motion passed unanimously
- e. Meeting adjourned at 7:42 PM