

1610 S. 6TH STREET
MINNEAPOLIS, MN 55454



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Minutes
Board of Directors Meeting
December 11, 2019

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

Board Members Absent: Abdullahi Alibarre

Others in Attendance: Bert Strassburg and Fadli Mohamed

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 H. Lodge
3. Approval of the Agenda
 - a. J. Youngers motioned to approve the agenda
 - b. J. Van Haften seconded
 - c. Motion passed unanimously
4. Consent Agenda
 - a. Minutes Board meeting 11.13.19
 - b. Vendor contract--Strategic Staffing Solutions
 - i. J. Youngers motioned to approve the consent agenda with the removal of the 11.13.19 Minutes
 - ii. H. Lodge seconded
 - iii. Motion passed unanimously
 - iv. S. Berven motioned to approve Minutes Board meeting 11.13.19
 - v. J. Youngers seconded
 - vi. Motion passed with S. Berven, R. Gelle, H. Lodge, and J. Youngers voting in favor of the motion and J. Van Haften abstained from voting since she was not present for the 11.13.19 Board meeting
5. Public Comment
 - a. None
6. Old Business
 - a. None
7. New Business
 - a. Financial report through November 30, 2019
 - i. Budgeted for 154 ADM
 - ii. Assets:
 1. Cash \$693,240
 2. State receivables \$99,327
 - iii. Liabilities:
 1. Accounts payable \$24,880
 2. Salary payable \$49,068
 - iv. Revenue:
 1. General fund \$876,548
 2. Food service fund \$34,508

3. Community service fund \$7,650
 - v. Expenses:
 1. General fund \$927,150
 2. Food service fund \$47,971
 3. Community service fund \$21,583
 - vi. Received 32% of adopted budget, spent 26% of adopted budget, and we have completed 42% of the FY
 - vii. FY 2020 lease aid is still not approved for CRCS
 - viii. Nothing was changed from the audit report presented to the Board in November on the final audit
 - ix. R. Gelle motioned to approve the financial report
 - x. S. Berven seconded
 - xi. Motion passed unanimously
 - xii. J. Youngers motioned to approve the FY 2019 audit
 - xiii. H. Lodge seconded
 - xiv. Motion passed unanimously
- b. Request to consider changing Board's governance structure
- i. J. Youngers presented a read aloud a letter signed by the teacher members of the Board requesting the Board consider changing the governance structure from a teacher-majority to a non-teacher-majority
 - ii. The process for considering such a request as outlined in CRCS' Bylaws require the Board to hold a special Board meeting within 30 days of receipt of this request during which the Board will hear community comments regarding the proposal
 - iii. S. Berven motioned to hold a special Board meeting for community comment on January 9, 2020 at 6:00 PM in the Chase House
 - iv. J. Van Haften seconded
 - v. Motion passed unanimously
- c. Annual Meeting Committee membership
- i. This committee will be responsible for coordinating all aspects of the Annual Meeting and Board member election in May 2020
 - ii. The committee needs to write its charge statement for the Board's consideration
 - iii. Request to have committee document in writing the procedures for this committee to follow each year to ensure consistency
 - iv. Committee members must include at least two Board members whose seats are not up for election at the Annual Meeting
 - v. J. Youngers motioned to approve Hannah Lodge and Roshin Gelle as members of the Annual Meeting Committee
 - vi. J. Van Haften seconded
 - vii. Motion passed unanimously
- d. Community engagement
- i. Discussion regarding concerns with CRCS' difficulty in supporting the community in the aftermath of the high-rise apartment complex fire near the school and how to more effectively engage with the community and become a supporting and advocating institution for the community
 - ii. Suggestions to increase engagement and involvement included: hosting a community gathering to introduce ourselves to local businesses and community members, distribute better fliers and posters around the community advertising the school, consider changing some of the job duties of the Parent Liaison position to do more outreach and community collaboration, ask parents to volunteer to be school ambassadors in the local community, establish a PTA, provide more

on-going cultural professional development for staff, establish a staff committee to work specifically on community engagement, provide parent education

- iii. Recommendation for the Strategic Planning Committee to include community engagement efforts in its plan

8. Director's Report

a. SY 2019-2020 updates

- i. Mr. Strassburg reported on some staffing changes
- ii. He noted and asked for recommendations for future elective courses to offer. STEAM and Spanish were suggested.
- iii. Mr. Strassburg also provided the dates for the remainder of the year for Coffee with the Administrator and Parent Partnership Committee meetings, which will be held on the second Wednesday of the month at 8:00 AM

b. Enrollment

- i. Enrollment is currently at 145
- ii. The budget will be adjusted to reflect this enrollment

c. World's Best Workforce

- i. This report is required in MN statute
- ii. It is a strategic plan for learning
- iii. Mr. Strassburg is working to complete the MDE provided template since we do not currently have a strategic plan to submit. It will be submitted in the next couple of weeks.

9. Committee Reports

a. Annual Meeting Committee (*inactive until January 2020*)

- i. Membership was established in New Business

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

- i. No report

c. Policy & Personnel Committee (S. Berven, Bert Strassburg, & J. Youngers)

- i. Committee has met and has begun looking at the organizational chart and leadership structure
- ii. Committee will plan a work day to give this more attention
- iii. The intention is to find ways to provide support at all levels of the organization

d. Finance & Facilities Committee (J. Youngers & Bert Strassburg)

- i. The landlord, Sherman & Associates, appears to be willing to repaint and replace carpeting
- ii. They also seem to be open to hearing about ideas for additional parking and signage
- iii. Our lease agreement expires June 30, 2020

e. Parent Partnership Committee (A. Alibarre, S. Berven, & Bert Strassburg)

- i. Has not met yet

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. Board Updates

a. Authorizer Report

- i. No discussion

11. Adjourn Meeting

- a. Next Board meeting will be on January 15, 2020 at 5:30 PM in the school's office
- b. Special Board meeting will be on January 9, 2020 at 6:00 PM in the Chase House
- c. J. Van Haften motioned to adjourn
- d. H. Lodge seconded
- e. Motion passed unanimously
- f. Meeting adjourned at 7:15 PM