

1610 S. 6<sup>TH</sup> STREET  
MINNEAPOLIS, MN 55454



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**Minutes**  
**Board of Directors Meeting**  
**February 12, 2020**

**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 5:34 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 Special Board meeting 1.9.20
  - b. Minutes Board meeting 1.15.20
  - c. Annual Meeting Committee charge statement
    - i. S. Berven motioned to approve the consent agenda with the removal of the Minutes Special Board meeting 1.9.20
    - ii. J. Youngers seconded
    - iii. Motion passed unanimously
    - iv. H. Lodge motioned to approve Minutes Special Board meeting 1.9.20
    - v. J. Youngers seconded
    - vi. Motion passed with H. Lodge, J. Van Haften, and J. Youngers voting in favor of the motion, S. Berven abstained from voting since she was not present for the 1.9.20 Board meeting, and R. Gelle did not vote since she was not yet in attendance when motion and vote were made.
5. Public Comment
  - a. None
6. Old Business
  - a. CLOSED SESSION: Consideration of information for the purposes of negotiating a lease for CRCS space in Riverside Plaza (Minn. Stat. §13D.05,subd. 3(c)(3))
    - i. J. Youngers motioned to close the Board meeting for the purposes of negotiating a lease
    - ii. J. Van Haften seconded
    - iii. Motion passes unanimously
    - iv. H. Lodge motioned to return to open meeting
    - v. R. Gelle seconded
    - vi. Motion passed unanimously
  - b. OPEN SESSION: Possible action(s) related to open session
    - i. S. Berven motioned to authorize Bert Strassburg to move forward with lease negotiations
    - ii. R. Gelle seconded

iii. Motion passed unanimously

## 7. New Business

### a. Financial report through January 30, 2020

i. Budgeted for 154 ADM

ii. Assets:

1. Cash \$509,313

2. State receivables \$139,057

iii. Liabilities:

1. Accounts payable \$3,307

2. Salary payable \$74,346

iv. Revenue:

1. General fund \$1,164,904

2. Food service fund \$64,977

3. Community service fund \$15,175

v. Expenses:

1. General fund \$1,364,741

2. Food service fund \$82,000

3. Community service fund \$24,215

vi. YTD Surplus/(Deficit): (\$225,900)

vii. Received 45% of adopted budget, spent 51% of adopted budget, and we have completed 58% of the FY

viii. J. Van Haften motioned to approve the financial report

ix. H. Lodge seconded

x. Motion passed unanimously

### b. Preliminary FY 2021 budget information

i. Mr. Strassburg reports that the priorities he sets for building the budget for the next fiscal year will focus on efficiency and being realistic

ii. He will bring a draft of the budget to the March Board meeting with hopes of having an approved budget in May, but June at the latest

iii. Student enrollment will be key to future financial stability

iv. He will need to think about staffing to ensure financial viability, but will budget conservatively

### c. Employment contracts

i. Mr. Strassburg proposed moving to having one at-will employment agreement when an employee begins and not having an annual agreement with an end-date

ii. Each year an employee would receive an updated benefits and salary sheet

iii. This would eliminate a lot of paperwork, inconsistencies, and fear among employees

iv. This would begin with next year's employment agreements

v. Mr. Strassburg also proposes moving to 24 pay periods for all employees rather than offering an option for 20 pay periods

vi. He would still ask staff to sign a letter of intent to return each year

vii. Board will look at new agreement to review the new terms

### d. Employee benefits

i. There has been a change in the office manager position which handled finances, human resources, and benefits

ii. The position has been changed to operations manager

iii. It has been discovered that many tasks related to employee benefits were either not completed or completed incorrectly such as paperwork submission, benefit enrollment, and payroll deductions

iv. As a result, there is a great deal of clean-up for the school to do

v. The financial impact to the school is approximately \$2,000

- vi. Letters will go out to staff notifying them of corrections and future changes to their benefits or deductions (if applicable)
- vii. More sensitive procedures and protocols will also be put into place for accountability and monitoring

## 8. Director's Report

### a. Enrollment

- i. Enrollment is currently at 137
- ii. Some families have moved out of Minneapolis
- iii. Recruitment will need to be part of the strategic plan

### b. Organizational chart

- i. Mr. Strassburg showed the revised organizational chart
- ii. The chart features multiple layers rather than one linear stream of positions
- iii. The layers are designed to provide staff with multiple levels of support and foster more school-wide collaboration
- iv. This also allows more administrative duties to be delegated to specific positions to make the Executive Director position efficient and manageable

## 9. Committee Reports

### a. Annual Meeting Committee (H. Lodge & R. Gelle)

- i. Committee presented a timeline for work to be completed for the Annual Meeting
- ii. The timeline included member recruitment and information sessions
- iii. Committee also proposed dates for the Annual Meeting
- iv. Board discussed choosing a date after Ramadan has concluded
- v. H. Lodge motioned to have the Annual Meeting on May 27, 2020 in the Chase House with dinner at 5:00 PM and the meeting at 6:00 PM
- vi. S. Berven seconded
- vii. Motion passed unanimously

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

- i. Mr. Strassburg will present his performance portfolio to the Board in March for his evaluation

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

- i. Committee discussed changes and revisions that will need to be made to the bylaws
- ii. Will need to wait until we know the state of our request to change governance structure
- iii. Committee has discussed changes with legal counsel, who has offered a different template for bylaws that he feels would be better and more up-to-date

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

- i. No report

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

- i. Committee hosted a meeting with parents on January 28, 2020 at 6:00 PM
- ii. Committee presented notes from the meeting
- iii. J. Van Haften attended the meeting as well and has expressed interest in joining the committee
- iv. Committee proposes a couple of changes in order to better delineate between the Board's and the Executive Director's responsibilities and areas of authority
- v. Proposals include the Executive Director stepping down from the committee, adding a teacher member to the committee, and holding meetings separately from the Coffee with the Administrator meetings

### f. Strategic Planning Committee (S. Berven, Ayan Jama, Bert Strassburg, J. Van Haften, & J. Youngers)

- i. Committee presented strategic planning process and discussed the timeline for completing it
- ii. Board expressed interest in getting the plan completed in time for planning next school year
- iii. R. Gelle motioned to approve the completion of the strategic plan by July 1, 2020
- iv. H. Lodge seconded
- v. Motion passed unanimously

## 10. Board Updates

- a. Authorizer Report
  - i. No discussion
- b. Board training
  - i. Reminder to those Board members who need to either complete or begin their required Board training by the deadlines outlined in the Board Membership Data report
- c. Committee membership
  - i. Some committees need changes in membership
  - ii. J. Van Haften motioned to approve the following committee membership changes: Finance & Facilities remove J. Youngers and add H. Lodge and Fadli Mohamed; Parent Partnership remove Bert Strassburg and add J. Van Haften
  - iii. S. Berven seconded
  - iv. Motion passed unanimously

## 11. Adjourn Meeting

- a. Next Board meeting will be on March 11, 2020 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 7:26 PM