

1610 S. 6TH STREET
MINNEAPOLIS, MN 55454



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Minutes
Board of Directors Meeting
March 11, 2020

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

Board Members Absent: None

Regular Attendees and Invited Guests: 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. Van Haften.
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 2.12.20
 - i. H. Lodge motioned to approve the Consent Agenda.
 - ii. J. Van Haften seconded.
 - iii. Motion passed unanimously.
5. Public Comment
 - a. None.
6. Old Business
 - a. Change in Board governance structure
 - i. Authorizer emailed a letter stating they approve the change in governance structure.
 - ii. New governance structure would consist of two parents, two community members, two teachers, and one flex member that could be filled by someone from any of the three membership categories. This would comprise a no-clear-majority Board. The change also means that there will be an addition of a community member and flex member and a subtraction of a teacher member.
 - iii. Discussed the benefits and challenges with assigning 2- or 3-year terms under the new structure, weighing the need to build and sustain Board member capacity and longevity of planning while considering the time commitment parents, community, and teacher members are able to carry, especially looking at the past four to five years.
 - iv. Recommended 3-year terms for parents, community, and teacher members and a 1-year term for the one flex member seat.
 - v. Discussed the election rotation schedule and the need to make adjustments so no one membership category is entirely vacated at one time due to the election cycle. Recommended to adjust some current Board member terms to facilitate the new governance structure and ensuing changes to terms and election cycles.

- vi. J. Youngers motioned to approve three-year terms for regularly assigned parent, community, and teacher member seats and a one-year term for the flex member seat that can be filled by any of the three membership categories.
- vii. R. Gelle seconded.
- viii. Motion passed unanimously.
- ix. H. Lodge motioned to present the new community member seat, new flex member seat, and parent seat currently held by R. Gelle for election this year and to adjust the election rotation cycle by extending the term of the current community member seat to 2022.
- x. R. Gelle seconded.
- xi. Motion passed unanimously.

7. New Business

a. Financial report through February 29, 2020

- i. Budgeted for 142 ADM
- ii. Assets:
 1. Cash \$551,842
 2. State receivables \$238,069
- iii. Liabilities:
 1. Accounts payable \$0
 2. Salary payable \$125,297
- iv. Revenue:
 1. General fund \$1,497,100
 2. Food service fund \$68,165
 3. Community service fund \$24,200
- v. Expenses:
 1. General fund \$1,600,432
 2. Food service fund \$98,569
 3. Community service fund \$24,215
- vi. YTD Surplus/(Deficit): (\$157,966)
- vii. Received 60% of adopted budget, spent 61% of adopted budget, and we have completed 67% of the FY.
- viii. Mr. Pocrnich noted that the ADM on the budget has been dropped to 142 and a revised budget will be coming in April or May.
- ix. He also noted that the lease aid has been approved and revenue will begin to increase once we draw down on the Title grants.
- x. A. Alibarre motioned to approve the financial report.
- xi. J. Youngers seconded.
- xii. Motion passed unanimously.

b. FY 2021 budget draft

- i. Mr. Pocrnich reports that the ADM is set at 145 PreK-8th grade for FY 2021.
- ii. Assumptions for the budget draft includes a 2% increase in general education funding as well as similar revenue in Title grants and food to FY 2020.
- iii. Projections are \$2.7 million in revenue and 27%-31% fund balance.

c. COVID-19/Coronavirus response plan

- i. Presented the possibility of moving Board meetings to electronic format.
- ii. MDE and MDH are the organizations largely making decisions about school closures and mitigation guidelines and those will guide how CRCS moves forward and plans for changes.
- iii. Suggestion to develop a pandemic policy for future reference.
- iv. Application for eLearning/Distance learning has been approved.
- v. Administrative team is looking for alternate ways to provide education for those with technological and internet limitations.

- d. Administration of Human Resources
 - i. Mr. Strassburg has taken on the additional duties to managing all responsibilities for Human Resources and employee benefits in addition to cleaning up many errors. This has been in addition to his role as Executive Director and has taken many hours, which he has documented.
 - ii. J. Van Haften motioned to approve a stipend for Bert Strassburg's work in Human Resources of \$85/hour for up to 75 hours of documented work.
 - iii. J. Youngers seconded.
 - iv. Motion passed unanimously.
- e. CLOSED SESSION: Evaluation of performance of Executive Director, Bert Strassburg (Minn. Stat. §13D.05, subd. 3(a))
 - i. A. Alibarre motioned to close the meeting for the purposes of evaluating the Executive Director, Bert Strassburg.
 - ii. H. Lodge seconded.
 - iii. Motion passed unanimously
 - iv. H. Lodge motioned to return to open session.
 - v. A. Alibarre seconded.
 - vi. Motion passed unanimously.
- f. OPEN SESSION: Possible action(s) related to closed session
 - i. S. Berven motioned to approve an at-will employment agreement for Bert Strassburg as CRCS' Executive Director beginning July 1, 2020.
 - ii. A. Alibarre seconded.
 - iii. Motion passed unanimously.
- 8. Director's Report
 - a. Enrollment
 - i. Enrollment is currently at 137
 - b. West Bank Business Association
 - i. Mr. Strassburg received a notice from the West Bank Business Association that they are providing non-profit Board training sessions.
- 9. Committee Reports
 - a. Annual Meeting Committee (H. Lodge & R. Gelle)
 - i. Discussed possible places to recruit community members to run for election in May, including University of MN, Cedar Cultural Center, West Bank Business Association, Homework Help, and Brian Coyle.
 - ii. Request made for additional help on the committee.
 - iii. J. Van Haften motioned to add S. Berven and Fadli Mohamed to the Annual Meeting Committee membership.
 - iv. H. Lodge seconded.
 - v. Motion passed unanimously.
 - b. Executive Director Evaluation Committee (S. Berven & J. Youngers)
 - i. Mr. Strassburg presented his professional reflection and discussed his performance with the Board earlier in this meeting in closed session.
 - ii. A summary of the conclusions will be presented at April's meeting.
 - c. Policy & Personnel Committee (S. Berven, Bert Strassburg, & J. Youngers)
 - i. Committee is working on making changes to the Bylaws to reflect the change in governance structure.
 - ii. Suggestion to work on a new Wellness Policy.
 - d. Finance & Facilities Committee (H. Lodge, Bert Strassburg, Fadli Mohamed, & Mike Pocrnich)
 - i. No report
 - e. Parent Partnership Committee (A. Alibarre, S. Berven, & J. Van Haften)

i. Committee has not met with parents due to COVID-19 and group gathering concerns.

Committee will discontinue meetings with parents until it is safe to hold meetings.

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

i. Committee presented a revised schedule for the process to begin at the end of March.

10. Board Updates

a. Authorizer Report

i. No discussion

11. Adjourn Meeting

a. Next Board meeting will be on April 15, 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 7:51 PM