

1610 S. 6TH STREET
MINNEAPOLIS, MN 55454



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Minutes
Board of Directors Meeting
April 15, 2020

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

Board Members Absent: Abdullahi Alibarre

Regular Attendees and Invited Guests: Bert Strassburg, Fadli Mohamed, and Mike Pocrnich (TAG)

NOTE--Due to COVID-19 global pandemic, Board meeting was held via ZOOM (audio & video electronic format)

1. Call to Order
 - a. S. Berven called the meeting to order at 5:30 PM.
 - b. S. Berven took roll call for attendance and all votes during the meeting.
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. J. Van Haften seconded.
 - c. Motion passed unanimously.
4. Consent Agenda
 - a. Minutes Board meeting 3.11.20
 - b. Minutes Emergency Board meeting 3.18.20
 - c. Board member resignation--Roshin Gelle
 - i. J. Van Haften motioned to approve the Consent Agenda.
 - ii. H. Lodge seconded.
 - iii. Motion passed unanimously.
5. Public Comment
 - a. None.
6. Old Business
 - a. None.
7. New Business
 - a. Financial report through March 31, 2020
 - i. Budgeted for 142 ADM
 - ii. Assets:
 1. Cash \$463,835
 2. State receivables \$165,988
 - iii. Liabilities:
 1. Accounts payable \$0
 2. Salary payable \$146,666
 - iv. Revenue:
 1. General fund \$1,594,942
 2. Food service fund \$71,323
 3. Community service fund \$24,200

- v. Expenses:
 - 1. General fund \$1,861,327
 - 2. Food service fund \$117,131
 - 3. Community service fund \$24,215
 - vi. YTD Surplus/(Deficit): (\$312,209)
 - vii. Received 64% of adopted budget, spent 70% of adopted budget, and we have completed 75% of the FY.
 - viii. Mr. Pocrnich noted our projections for FY 2020 shows good liquidity. Even though we had anticipated running a deficit at the beginning of the year.
 - ix. Decrease in enrollment will impact the budget in the next couple of years.
 - x. He also stated that he does not encourage us to apply for CARES Act as a result of COVID-19 because we cannot demonstrate a negative financial impact due to the pandemic.
 - xi. Cash flow issues from the state due to COVID-19 will not be seen for a couple of years.
 - xii. Food Service deficit is larger than in years past. Contracted catering service provider is more expensive than ones we have previously used. Mr. Strassburg and Mr. Pocrnich will look at it and explain further at May's Board meeting.
 - xiii. S. Berven motioned to approve the financial report.
 - xiv. J. Youngers seconded.
 - xv. Motion passed unanimously.
- b. FY 2021 budget draft
- i. Mr. Strassburg explained the Board has previously approved "buckets" of money for areas of expenses rather than the detailed financial budget for the upcoming year because this allows for more of a big picture view of the finances and gives more flexibility throughout the year.
 - ii. Budget draft shows an ADM of 145.
 - iii. Salary increases of 3% in order to remain competitive.
 - iv. 2% increase in general education revenue.
 - v. There will also be an increase in compensatory revenue.
 - vi. There is a projected surplus of \$9,575, fund balance of \$582,000 which is 21% of gen. ed. revenue.
 - vii. Also a projection of Title funds being stable.
 - viii. J. Youngers motioned to approve the FY 2021 budget report and projected expenses.
 - ix. J. Van Haften seconded.
 - x. Motion passed unanimously.
- c. Summary of 3.11.20 evaluation of performance of Executive Director, Bert Strassburg
- i. Read aloud by J. Youngers.
- d. Annual meeting
- i. In talking with legal counsel, it has been recommended to postpone the May 2020 Annual meeting with Board member elections until a later time due to the COVID-19 global pandemic.
 - ii. There are concerns about ensuring secure ballots and voting procedures conducted virtually as well as accessibility issues for the voting membership of CRCS.
 - iii. It is not yet safe enough for groups to gather as the state is still under shelter-in-place orders from MN Governor Walz.
 - iv. It is difficult to project when the pandemic will be contained enough to gather in person, but it has been suggested to anticipate fall may be safe, however, the pandemic will need to be monitored and adjustments may need to be made.
 - v. J. Youngers motioned to postpone the Annual meeting and Board member elections until fall 2020, to take place no later than December 1, 2020.
 - vi. J. Van Haften seconded.
 - vii. Motion passed unanimously.
- e. 2020-2021 School calendar

- i. J. Youngers presented two options for a school calendar for next school year. One based on a quarter system as we have used in the past, and the second based on a trimester system.
- ii. As the Director of Teaching and Learning, J. Youngers stated she felt the trimester system would be better for CRCS students because Parent/Teacher conferences would fall in the middle of the trimester rather than the end of the quarter so they would not be surprised by students' grades and would have opportunity to improve them if needed.
- iii. J. Youngers also noted that trimesters would allow more time with students to provide instruction, build relationships, and establish routines before the end of a grading period.
- iv. She also noted that research supports trimesters as more developmentally appropriate for this age group.
- v. Mr. Strassburg also noted that school would begin before Labor Day and professional development for staff would continue throughout the year.
- vi. J. Van Haften motioned to approve the SY 2020-2021 School calendar based on trimesters.
- vii. J. Youngers seconded.
- viii. Motion passed unanimously.

f. Employment agreements

- i. Mr. Strassburg recommended that CRCS offer at-will employment agreements to employees that do not have an end date. This is a change from what we have done in the past.
- ii. Employees would be employed until they choose to leave or are terminated (rolling employment).
- iii. This would relieve stress each year for employees waiting to find out if they are hired for the following year and is a true at-will agreement rather than an at-will and contract hybrid.
- iv. The Employee Handbook will be more detailed to outline the benefits and expectations for employment.
- v. S. Berven motioned to approve the recommended rolling employment at-will employment agreements beginning with the 2020-2021 school year.
- vi. J. Van Haften seconded.
- vii. Motion passed unanimously.
- viii. J. Youngers motioned to authorize S. Berven to negotiate an at-will employment agreement with Bert Strassburg on behalf of the CRCS Board of Directors.
- ix. J. Van Haften seconded.
- x. Motion passed unanimously.

g. Proposed changes to CRCS Bylaws--FIRST READING

- i. No discussion.

8. Director's Report

a. Enrollment

- i. Enrollment is currently at 134.
- ii. This number should remain stable until the end of the year.
- iii. Working on recruitment ideas that are more proactive rather than reactive to rumors.
- iv. The school will also be out in the community more.

b. Lease update

- i. Quotes for maintenance and renovation work came back higher than anticipated.
- ii. Landlord has agreed to offer more money for improvements.
- iii. Negotiations are almost complete and are moving forward.
- iv. Sherman Associates has other items to deal with in response to COVID-19 for their tenants and have not had as much time to work on our lease, but it should be completed in time.

c. COVID-19 Response update

- i. The distance learning plan was communicated well to families.
- ii. Students and families are engaged. There is a very high rate of binder (curriculum) pick up and return.

- iii. Two state representatives have inquired why we are not using technology for our distance learning plan. Mr. Strassburg will send a letter of response explaining our distance learning plan and how it is more equitable than using technology.

9. Committee Reports

- a. Annual Meeting Committee (H. Lodge & R. Gelle)
 - i. H. Lodge will attend a webinar regarding Board Elections during the pandemic.
- b. Executive Director Evaluation Committee (S. Berven & J. Youngers)
 - i. No report.
- 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.
- 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. No report.

10. Board Updates

- a. Authorizer Report
 - i. No discussion.
- b. Board Officer vacancy--Secretary
 - i. S. Berven motioned to appoint Jennifer Van Haften as Board Secretary.
 - ii. J. Youngers seconded.
 - iii. Motion passed unanimously.

11. Adjourn Meeting

- a. Next Board meeting will be on May 13, 2020 at 5:30 PM. The meeting will take place via Zoom unless notified otherwise.
- b. J. Van Haften motioned to adjourn
- c. H. Lodge seconded
- d. Motion passed unanimously
- e. Meeting adjourned at 7:17 PM.
- f.