

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



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**Minutes**  
**Board of Directors Meeting**  
**May 13, 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 Mr. Strassburg.
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 4.15.20
  - b. FY 2020 990 tax filing
  - c. MN Association of Charter Schools (MACS) membership renewal
  - d. Vendor contract--Strategic Staffing Solutions (ECSE Consultant)
  - e. Vendor contract--Strategic Staffing Solutions (DCD Consultant)
  - f. Vendor contract--Strategic Staffing Solutions (Licensed School Psychologist)
  - g. Vendor contract--Reno Mothes (DAPE Consultant)
  - h. Vendor contract--Mary F. Kelly (Director of Special Education)
  - i. Vendor contract--Hennepin Healthcare MVNA (School Nurse Consultation)
  - j. Vendor contract--Edina Children's Therapy, LLC (OT services)
  - k. Vendor contract--Kathleen M. Nilles (Special Education services)
  - l. Vendor contract--Keys to Communication, LLC (Speech & Language services)
    - i. J. Van Haften motioned to approve the Consent Agenda.
    - ii. J. Youngers seconded.
    - iii. Motion passed unanimously.
5. Old Business
  - a. Proposed changes to CRCS Bylaws--SECOND READING
    - i. There were no questions, comments, or discussion of the proposed Bylaw changes.
    - ii. J. Youngers motioned to approve the changes to the CRCS Bylaws contingent on authorizer approval.
    - iii. J. Van Haften seconded.
    - iv. Motion passed unanimously.
  - b. Annual meeting

- i. Discussed setting a specific date and time for the Annual Meeting/Board elections in order to put it on the school calendar and to give the planning committee enough time to recruit potential members to run for open seats and notify the voting public of the meeting.
- ii. Discussed the possibility of hosting a community dinner before the meeting as well.
- iii. S. Berven motioned to approve October 29, 2020 at 6:00 PM for the Annual Meeting of the Membership.
- iv. J. Youngers seconded.
- v. Motion passed unanimously.

## 6. New Business

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

- i. Budgeted for 142 ADM
- ii. Assets:
  1. Cash \$455,347
  2. State receivables \$187,034
- iii. Liabilities:
  1. Accounts payable \$0
  2. Salary payable \$154,846
- iv. Revenue:
  1. General fund \$1,859,309
  2. Food service fund \$71,323
  3. Community service fund \$24,200
- v. Expenses:
  1. General fund \$2,035,577
  2. Food service fund \$130,870
  3. Community service fund \$24,215
- vi. YTD Surplus/(Deficit): (\$235,830)
- vii. YTD Fund Balance: \$586,367
- viii. Received 74% of adopted budget, spent 76% of adopted budget, and we have completed 83% of the FY.
- ix. Mr. Pocrnich noted we are steady on cash and have a good cash balance.
- x. In response to the concern from last month regarding the size of the Food Service fund deficit, Mr. Pocrnich noted that we are waiting for reimbursements so the amount of the deficit will decrease.
- xi. J. Youngers motioned to approve the financial report.
- xii. J. Van Haften seconded.
- xiii. 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. Choice Bank line of credit renewal
  - i. This is a line of credit the school has had with our bank for many years for emergency purposes. The school has never had to use it. However, it needs to be renewed annually.
  - ii. J. Youngers motioned to approve renewal of the line of credit.
  - iii. J. Van Haften seconded.
  - iv. Motion passed unanimously.
- d. SY 20-21 Board meeting calendar
  - i. Discussed moving the day of the month for Board meetings to allow more time for financials to be prepared and to avoid members' known conflicts with Wednesdays.
  - ii. J. Van Haften motioned to hold Board meetings on the third Thursday of the month, with the exception of October which will be the fourth Thursday, at 4:30 PM from July 2020-June 2021.
  - iii. J. Youngers seconded.
  - iv. 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.

## 7. Director's Report

- a. Enrollment
  - i. Enrollment is currently at 134.
  - ii. Discussed the possibility of truancy being an issue if families decide to stop participating in Distance Learning.
- b. Distance Learning update
  - i. The plan that was put into place is comprehensive for all students. It ensures equity in that all students are able to participate and receive instruction regardless of access to internet and electronic devices. Teachers make daily phone calls to students and provide individualized feedback on students' daily work.
  - ii. Data from a staff survey regarding Distance Learning show that overall the plan is working well although it is quite a bit of work. Staff have positive attitudes regarding the plan that has been put in place.
  - iii. As a result of the Distance Learning plan, there is a high degree of student and family engagement. Work is being picked up and returned with fidelity, work is being completed, and teachers are able to connect with students by phone daily.
  - iv. Some parents have expressed concern about the student binders possibly being contaminated with the virus. School will give parents the option to continue with the binders or have work for the remainder of the year mailed to them.
  - v. Administration will consider what it would look like to provide technology for a Distance Learning plan if this is necessary in the fall.

- c. SY 20-21 planning
  - i. Staff retention for next year is very high. There will only be a couple of positions to fill. This will greatly help maintain relationships with students and families.
  - ii. High staff retention will also help build momentum and we continue to build capacity in Responsive Classroom. More time over the summer will be spent planning for next year as there will not be as much interviewing.
  - iii. Suggested we consider re-branding the school in order to highlight the positive changes we are making and break with any negative history. This will also give us a chance to pick a more specific focus, which will be necessary when going through the authorizer contract process next year.
  - iv. Strategic Planning Committee will work on this and the Board will make a decision at the July Board meeting.
- d. Cultural and Community Liaison
  - i. Mr. Strasbourg read a statement regarding the previous employee in this position.
  - ii. The position description has been revised to include more parent education, outreach, and being proactive about communicating with families.
  - iii. The position was posted in the usual places we advertise open positions and someone has been hired for the position that already has a good relationship with many of our families.

## 8. Committee Reports

- a. Annual Meeting Committee (H. Lodge, S. Berven, & Fadli Mohamed)
  - i. Annual Meeting date was set earlier in the meeting.
- b. Executive Director Evaluation Committee (S. Berven & J. Youngers)
  - i. No report.
- c. Policy & Personnel Committee (S. Berven, Bert Strassburg, J. Youngers, & A. Alibarre)
  - i. Committee will begin working on employee and student handbooks and aligning new Bylaws and policies with them.
- d. Finance & Facilities Committee (H. Lodge, Bert Strassburg, Fadli Mohamed, & Mike Pocrnich)
  - i. Discussed amending the committee's charge statement.
  - ii. S. Berven motioned to amend the committee's charge statement to add the annual audit under responsibilities and for membership to contain at least one Board member, the Operations Manager, the Executive Director, and a representative from the financial firm.
  - iii. H. Lodge seconded.
  - iv. Motion passed unanimously.
- 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, Bert Strassburg, J. Van Haften, & J. Youngers)
  - i. No report.

## 9. Board Updates

- a. None

## 10. Adjourn Meeting

- a. Next Board meeting will be on June 10, 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 6:32 PM.

Note about PUBLIC COMMENT: Two opportunities for anyone to make a Public Comment were provided, either by email or voicemail over a 24 hour period, 7:00 PM Tuesday May 12th through 7:00 PM May 13th. No emails or voicemails were left, therefore there were no Public Comments for May.