

Cedar Riverside Community School
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Minutes
Board of Directors Meeting
February 10, 2016

Attendees: S. Berven, J. Weber, M. Currie, A. Weber, A. Alishire, R. Vetsch

- I. Call to Order
 - a. S. Berven called the meeting to order at 4:34
- II. Approval of the Agenda
 - a. J. Weber motions to accept the agenda with flexibility
 - b. M. Currie seconds
 - c. Motion passes unanimously
- III. Consent Agenda
 - a. Minutes from January 13, 2016
 - b. Employee resignation—Maryan Abubakar, Pre-K Teaching Assistant (last day 2/12/16)
 - c. Policy review—4.1.1 Equal Educational and Employment Opportunity
 - d. Policy review—4.1.2 At-Will Employment
 - e. Policy review—4.1.3 Criminal Background Checks
 - f. Policy review—4.2.1 Public and Private Personnel Data
 - i. Policy review—4.1.3 Criminal Background Checks was taken off the consent agenda for discussion at another time
 - ii. S. Berven motions to accept the consent agenda without Policy 4.1.3
 - iii. M. Currie seconds
 - iv. Motion passes unanimously
- IV. Board Updates
 - a. Attendance
 - i. S. Berven distributed updated attendance record
 - ii. Discussion regarding Junie Oba's absences
 - iii. J. Weber motions to remove Junie Oba as parent member of the board
 - iv. M. Currie seconds
 - v. Motion passes unanimously
 - vi. Discussion of possible replacements for Parent Member seat
 - b. Board member training
 - i. S. Berven distributed current completed training record
 - ii. A. Bihi is ineligible to serve on the board as a result of not meeting training requirements
 - iii. Discussion of possible replacements for Community Member seat
 - c. March board meeting date
 - i. S. Berven requested that the meeting be moved to March 16th
 - ii. All board members present were in agreement
- V. Committee Reports

- a. Authorizer application Committee (S. Berven and R. Vetsch)
 - i. A draft of the contract between CRCS and Pillsbury United Communities was submitted to Minnesota Department of Education prior to the February 2nd deadline
 - ii. Authorizer goals were included in order to complete the contract, but CRCS and Pillsbury have the option to revise the contract up until it takes effect on July 1st
 - iii. S. Berven will send the full contract to board members
 - iv. R. Vetsch will get feedback on goals from stakeholders
 - v. Board will review and discuss further at a later date
- b. Employee benefits policy Committee (J. Weber and M. Currie)
 - i. Committee asked for feedback regarding the possible provision of offering staff either benefits coverage through the summer or a cash buy-out if non-returning staff notify the Executive Director by the last teacher duty day of the year
 - ii. Policy draft outlining this option will be brought to the March board meeting

VI. Director's Report

- a. Enrollment
 - i. 182 students Pre-K-8 /166 students K-8
 - ii. MARSS ADM reports 162 students
 - iii. R. Vetsch suggests writing a class-size policy to clarify expectations and limits
 - iv. R. Vetsch to establish a committee to write a policy draft for the March board meeting
- b. Think Small grant
 - i. MDE allocates these funds to Pre-K programs to each county
 - ii. Last year all CRCS Pre-K students received these scholarships, but this year none of CRCS Pre-K students are receiving them
 - iii. The scholarships are not guaranteed each year and therefore should not be budgeted for
 - iv. It is a \$72, 000 loss not to have the Think Small grant
 - v. Looking for future funding sources
 - vi. Recommendation to include this as a priority in the long-term financial plan
- c. School climate
 - i. R. Vetsch would like to address professional responsibilities and professionalism in the staff evaluation plan to address any specific issues that affect school climate
- d. Staff development
 - i. Next staff development day is February 12th
 - ii. The focus will be to work on the vision and mission
 - iii. The biggest goal for the day is for the staff to develop the school's value statements
- e. School Year 2016-2017 calendar
 - i. R. Vetsch presented a draft
 - ii. Draft includes 2 days of staff development in September that coincides with Eid when very few students attend school

- iii. R. Vetsch also proposes to increase the school day by 15 minutes Monday-Thursday and release students after lunch on Fridays in order to build in time weekly designated for meetings, committees, and collaboration
- iv. R. Vetsch will get feedback from staff and bring back any revisions to March board meeting

VII. Old Business

- a. Policy 2.1—Board Election Process revisions
 - i. III.C.iii to include “nor is a parent of a current CRCS student”
 - ii. M. Currie motions to accept Policy 2.1 revisions
 - iii. A. Weber seconds
 - iv. Motion passes unanimously
- b. Policy 2.2—Board Member Training
 - i. Recommendation to include new board member orientation as part of the policy
 - ii. MACS recommends new board members are not seated until their first meeting and should have an orientation prior to that
 - iii. S. Berven will research orientation resources and processes and write a draft addendum to this policy
- c. Policy 2.5—Open and Closed Meetings
 - i. This policy had been taken off the consent agenda in December for further discussion
 - ii. Question arose regarding the term “journal” and what it refers to
 - iii. Members concluded that minutes and other board documents and recordings would function as the board’s journal
- d. Board officers
 - i. M. Currie motions board officer positions to be filled S. Berven as Chair, A. Alishire as Vice Chair, J. Weber as Treasurer, and A. Weber as Secretary
 - ii. A. Weber seconds
 - iii. Motion passes unanimously

VIII. New Business

- a. Monthly financial report through January 2016
 - i. Finance committee met on Feb. 9th with Kara, Randy and Jennifer in attendance
 - ii. There is a loss of \$72,000 in Think Small grants
 - iii. Costs of the Pre-K program not sustainable unless additional funding is secured
 - iv. Applications for Think Small must go out on July 1st which means the Pre-K needs to be filled and applications completed prior to that
 - v. Applications need to indicate the school’s contact information so that CRCS can contact MDE and inquire about the applications
 - vi. Anticipated to end the FY at a 14.4% fund balance, which is below the moratorium on the fund balance policy and even below the 17% the board voted to accept to cover unforeseen and needed expenses
 - vii. Even if we were to receive Pre-K funding this year, we would most likely have a fund balance of 17-18%
 - viii. ADM as reported on MARSS is up to 162

- ix. Teachers need to spend sparingly and future discussion should be had about the amount allocated for teacher budgets
 - x. M. Currie motions to approve the finance report for January 2016
 - xi. S. Berrven seconds
 - xii. Motion passes unanimously
 - b. Authorizer contract goals
 - i. These were already discussed in the Authorizer Application Committee report, see above
 - c. Executive Director evaluation plan
 - i. S. Berven presented a draft of a charge for the committee
 - ii. For the March board meeting, the committee will present a draft of the plan's description, rationale, timeline, and list of roles and responsibilities
 - iii. For the April board meeting, the committee will present a draft of the evaluation tools and complete plan
 - iv. J. Weber motions to establish an Executive Director evaluation planning committee with the charge presented
 - v. M. Currie seconds
 - vi. Motion passes unanimously
 - vii. S. Berven, M. Currie, and A. Weber will serve on the committee
 - d. Community member seat
 - i. Tabled
- IX. Public Comment
 - a. No public present
- X. Adjourn Meeting
 - a. Next board meeting is set for March 16 at 4:30
 - b. J. Weber motions to adjourn
 - c. M. Currie seconds
 - d. Motion passes unanimously
 - e. Meeting adjourned at 6:23