

Regular Meeting
Monday, July 28, 2025 5:00 PM Central

Crosslake Community School
35808 Co Rd 66
Crosslake, MN 56442

1. CALL MEETING TO ORDER

Meeting called to order at 5:04 p.m.

2. PLEDGE OF ALLEGIANCE

Please stand for the Pledge of Allegiance

3. SEAT NEW BOARD MEMBERS

The four new directors (Melanie Donley, Josef Garcia, Colin Williams, Steena Johnson) will recite the Oath in unison. Returning board directors will recite along also. Seated the following new Board Directors as they recite the Board of Education Oath of Office

3.A. Elect Board Officers

Josef Garcia is nominated for chair. May I have a motion to approve the office of chair. This motion, made by Jared Griffin and seconded by Colin Williams, Passed.

Melanie Donley: Yea, Josef Garcia: Yea, Mindy Glazier: Yea, Jared Griffin: Yea, Steena Johnson: Yea, Emily Stull Richardson: Yea, Colin Williams: Yea, Belinda Yurick: Yea
Yea: 8, Nay: 0

Colin Williams is nominated for vice chair. May I have a motion to approve the office of vice-chair. This motion, made by Jared Griffin and seconded by Belinda Yurick, Passed.

Melanie Donley: Yea, Josef Garcia: Yea, Mindy Glazier: Yea, Jared Griffin: Yea, Steena Johnson: Yea, Emily Stull Richardson: Yea, Colin Williams: Yea, Belinda Yurick: Yea
Yea: 8, Nay: 0

Mindy Glazier is nominated for treasurer. May I have a motion to approve the office of treasurer. This motion, made by Josef Garcia and seconded by Belinda Yurick, Passed.

Melanie Donley: Yea, Josef Garcia: Yea, Mindy Glazier: Yea, Jared Griffin: Yea, Steena Johnson: Yea, Emily Stull Richardson: Yea, Colin Williams: Yea, Belinda Yurick: Yea
Yea: 8, Nay: 0

Melanie Donley is nominated for secretary. May I have a motion to approve the office of secretary. This motion, made by Belinda Yurick and seconded by Mindy Glazier, Passed.

Melanie Donley: Yea, Josef Garcia: Yea, Mindy Glazier: Yea, Jared Griffin: Yea, Steena Johnson: Yea, Emily Stull Richardson: Yea, Colin Williams: Yea, Belinda Yurick: Yea
Yea: 8, Nay: 0

4. ROLL CALL and ESTABLISH a QUORUM

5. ADDITIONAL ITEMS

Are there any additional items?

6. PUBLIC COMMENT

If you have an item for the Regular Board of Education public comment period, please email Board of Education Chair Josef Garcia (josefgarcia@crosslakekids.org) with your name and

topic on the Friday before the Board Meeting. You may appear in person before the Board or virtually via the Google Meet.

JUST a reminder, public comments will only take place during this agenda item. No public comments or chat comments will be accepted following this agenda item.

May I have motion to approve the July Agenda?. This motion, made by Colin Williams and seconded by Mindy Glazier, Passed.

Melanie Donley: Yea, Josef Garcia: Yea, Mindy Glazier: Yea, Jared Griffin: Yea, Steena Johnson: Yea, Emily Stull Richardson: Yea, Colin Williams: Yea, Belinda Yurick: Yea
Yea: 8, Nay: 0

7. AGENDA

7.A. CONSENT AGENDA

All items listed below are considered to be routine by the Crosslake Community Schools Board of Education and will be acted upon by one motion; however, any Board Director may request that items on the Consent Agenda be removed from it for independent consideration. Any items so identified will be moved to the Action Item portion of the Agenda.

May I have a motion to approve the Consent Agenda?. This motion, made by Jared Griffin and seconded by Melanie Donley, Passed.

Melanie Donley: Yea, Josef Garcia: Yea, Mindy Glazier: Yea, Jared Griffin: Yea, Steena Johnson: Yea, Emily Stull Richardson: Yea, Colin Williams: Yea, Belinda Yurick: Yea
Yea: 8, Nay: 0

7.A.1. Board of Education Minutes - May 19, 2025, June 16, 2025

7.A.2. Special Board Meeting - June 23, 2025

7.A.3. Finance Meeting Minutes - July 22, 2025

7.A.4. Personnel Matters

7.A.5. Gifts and Donations

7.B. ACADEMIC, ENVIRONMENTAL EDUCATION, and PERFORMANCE IMPROVEMENT PLAN UPDATES

The Trout in the Classroom program successfully restarted under new leadership, engaging students in monitoring water quality, observing trout life cycles, and participating in a well-attended release day that also involved community outreach. While the first year required learning routines, highlights included the hatching process, student displays, and strong family and community engagement. The Environmental Literacy Plan results showed steady progress: most seat-based strategies were met across awareness, knowledge, attitudes, problem-solving, and action, while online learners met some but not all targets. Looking ahead, the school aims to refine strategies, improve communication and organization, and

enhance environmental education through integration into existing curriculum and virtual field trips.

7.C. ACTION ITEMS

7.C.1. Review and Approve June Financial Information

May I have a motion to approve the June financials?. This motion, made by Colin Williams and seconded by Mindy Glazier, Passed.

Melanie Donley: Yea, Josef Garcia: Yea, Mindy Glazier: Yea, Jared Griffin: Yea, Steena Johnson: Yea, Emily Stull Richardson: Yea, Colin Williams: Yea, Belinda Yurick: Yea
Yea: 8, Nay: 0

The Trout in the Classroom program successfully restarted under new leadership, engaging students in monitoring water quality, observing trout life cycles, and participating in a well-attended release day that also involved community outreach. While the first year required learning routines, highlights included the hatching process, student displays, and strong family and community engagement. The Environmental Literacy Plan results showed steady progress: most seat-based strategies were met across awareness, knowledge, attitudes, problem-solving, and action, while online learners met some but not all targets. Looking ahead, the school aims to refine strategies, improve communication and organization, and enhance environmental education through integration into existing curriculum and virtual field trips.

7.C.2. Approve Policies

May I have a motion to approve policies 213, 414,418,421,425,501,515, 516, 534, 606.5, 613, 620OL, and 621?. This motion, made by Mindy Glazier and seconded by Melanie Donley, Passed.

Melanie Donley: Yea, Josef Garcia: Yea, Mindy Glazier: Yea, Jared Griffin: Yea, Steena Johnson: Yea, Emily Stull Richardson: Yea, Colin Williams: Yea, Belinda Yurick: Yea
Yea: 8, Nay: 0

7.C.3. Approve Direct Depositories

May I have a motion to accept First National Bank of Crosslake as CCS's Direct Depository. This motion, made by Colin Williams and seconded by Mindy Glazier, Passed.

Melanie Donley: Yea, Josef Garcia: Yea, Mindy Glazier: Yea, Jared Griffin: Yea, Steena Johnson: Yea, Emily Stull Richardson: Yea, Colin Williams: Yea, Belinda Yurick: Yea
Yea: 8, Nay: 0

7.C.4. Approve Board of Education's Legal Counsel

May I have a motion to approve Ratwik, Rozak and Maloney, P.A. (RRM) as CCS' legal counsel. This motion, made by Jared Griffin and seconded by Mindy Glazier, Passed.

Melanie Donley: Yea, Josef Garcia: Yea, Mindy Glazier: Yea, Jared Griffin: Yea, Steena Johnson: Yea, Emily Stull Richardson: Yea, Colin Williams: Yea, Belinda Yurick: Yea
Yea: 8, Nay: 0

7.C.5. Approved Board Directors As Contacts To Board-Approved Legal Counsel

May I have a motion to approve name of newly elected Chair Josef Garcia and Jenna Leadbetter as designated representatives to contact legal counsel on behalf of CCS. This motion, made by Jared Griffin and seconded by Melanie Donley, Passed.

Melanie Donley: Yea, Josef Garcia: Yea, Mindy Glazier: Yea, Jared Griffin: Yea, Steena

Johnson: Yea, Emily Stull Richardson: Yea, Colin Williams: Yea, Belinda Yurick: Yea
Yea: 8, Nay: 0

7.C.6. Approved Office Newspapers

May I have a motion to approve Brainerd Dispatch, Echo Journal as CCS's official newspapers. This motion, made by Mindy Glazier and seconded by Colin Williams, Passed.
Melanie Donley: Yea, Josef Garcia: Yea, Mindy Glazier: Yea, Jared Griffin: Yea, Steena Johnson: Yea, Emily Stull Richardson: Yea, Colin Williams: Yea, Belinda Yurick: Yea
Yea: 8, Nay: 0

7.C.7. Approve Check Signers

May I have a motion to approve CCS' check signers as Kelly Bittner and name of newly elected Treasurer Mindy Glazier. This motion, made by Jared Griffin and seconded by Steena Johnson, Passed.
Melanie Donley: Yea, Josef Garcia: Yea, Mindy Glazier: Yea, Jared Griffin: Yea, Steena Johnson: Yea, Emily Stull Richardson: Yea, Colin Williams: Yea, Belinda Yurick: Yea
Yea: 8, Nay: 0

7.C.8. Approve Board-Approved Committee Directors

May I have a motion to approve: Mindy Glazier as Finance Melanie Donley and Steena Johnson as Academic Performance/Achievement, Curriculum, and World's Best Workforce Colin Williams Environmental Education-Seat Based Melanie Donley as Environmental Education-Online and Am Indian/Native Committee - Steena Johnson. This motion, made by Colin Williams and seconded by Jared Griffin, Passed.
Melanie Donley: Yea, Josef Garcia: Yea, Mindy Glazier: Yea, Jared Griffin: Yea, Steena Johnson: Yea, Emily Stull Richardson: Yea, Colin Williams: Yea, Belinda Yurick: Yea
Yea: 8, Nay: 0
Director's Evaluation Committee is not a board-approved committee. May I have a motion to approve Josef Garcia, Belinda Yurick and Jared Griffin to the Directors' Evaluations committee. And from facilities planning committee remove Josef Garcia and add Belinda Yurick. Also remove AdHoc Executive Director search. This motion, made by Colin Williams and seconded by Jared Griffin, Passed.
Melanie Donley: Yea, Josef Garcia: Yea, Mindy Glazier: Yea, Jared Griffin: Yea, Steena Johnson: Yea, Emily Stull Richardson: Yea, Colin Williams: Yea, Belinda Yurick: Yea
Yea: 8, Nay: 0

7.C.9. Approve Mileage Rate

May I have a motion to approve CCS's mileage rate at the federal rate of 70 cents per mile. This motion, made by Jared Griffin and seconded by Mindy Glazier, Passed.
Melanie Donley: Yea, Josef Garcia: Yea, Mindy Glazier: Yea, Jared Griffin: Yea, Steena Johnson: Yea, Emily Stull Richardson: Yea, Colin Williams: Yea, Belinda Yurick: Yea
Yea: 8, Nay: 0

7.C.10. Final 2025-2026 CCS Online Calendar- Digitally Accessible

May I have a motion to approve the Final 2025-2026 CCS Online Calendar- Digitally Accessible. This motion, made by Mindy Glazier and seconded by Melanie Donley, Passed.
Melanie Donley: Yea, Josef Garcia: Yea, Mindy Glazier: Yea, Jared Griffin: Yea, Steena Johnson: Yea, Emily Stull Richardson: Yea, Colin Williams: Yea, Belinda Yurick: Yea
Yea: 8, Nay: 0

7.C.11. IoWA Authorization Renewal

May I have a motion to approve the renewal of Jenna Leadbetter and Kelly Bittner as persons accessing MDE secure websites for the state or local educational agency. This motion, made by Mindy Glazier and seconded by Melanie Donley, Passed.

Melanie Donley: Yea, Josef Garcia: Yea, Mindy Glazier: Yea, Jared Griffin: Yea, Steena Johnson: Yea, Emily Stull Richardson: Yea, Colin Williams: Yea, Belinda Yurick: Yea
Yea: 8, Nay: 0

7.D. INFORMATION /DISCUSSION ITEMS

7.D.1. District Personnel

May I have a motion to move to action the following job descriptions: 15 hours per week Online Administrative Assistant (SIS Focus), 30 hours per week Online Administrative Assistant (Registrar), .5 FTE Seat Based Community Engagement Coordinator 1.0 FTE, Executive Director 1.0 FTE Director of Seat-Based Learning, 1.0 FTE Director of Online Learning, 1.0 FTE District Technology Manager, 1.0 FTE District Technology Coordinator, 1.0 FTE District HR/Business Manager, 1.0 FTE District Student Data and Enrollment Coordinator, 1.0 FTE District Teaching and Learning Coordinator, 1.0 FTE Administrative Assistant IV-Executive and District Operations, 1.0 FTE Administrative Assistant III- Front Office & District AP Support. This motion, made by Mindy Glazier and seconded by Melanie Donley, Passed.

Melanie Donley: Yea, Josef Garcia: Yea, Mindy Glazier: Yea, Jared Griffin: Yea, Steena Johnson: Yea, Emily Stull Richardson: Yea, Colin Williams: Yea, Belinda Yurick: Yea
Yea: 8, Nay: 0

May I have a motion to approve the following job descriptions: 15 hours per week Online Administrative Assistant (SIS Focus), 30 hours per week Online Administrative Assistant (Registrar), .5 FTE Seat Based Community Engagement Coordinator, 1.0 FTE Executive Director, 1.0 FTE Director of Seat-Based Learning, 1.0 FTE Director of Online Learning, 1.0 FTE District Technology Manager, 1.0 FTE District Technology Coordinator, 1.0 FTE District HR/Business Manager, 1.0 FTE District Student Data and Enrollment Coordinator, 1.0 FTE District Teaching and Learning Coordinator, 1.0 FTE Administrative Assistant IV-Executive and District Operations 1.0 FTE Administrative Assistant III- Front Office & District AP Support. This motion, made by Mindy Glazier and seconded by Colin Williams, Passed.

Melanie Donley: Yea, Josef Garcia: Yea, Mindy Glazier: Yea, Jared Griffin: Yea, Steena Johnson: Yea, Emily Stull Richardson: Yea, Colin Williams: Yea, Belinda Yurick: Yea
Yea: 8, Nay: 0

7.D.2. Policy Review

May I have a motion to move to action policy 624 Online Learning Options and 703 Annual Audit. This motion, made by Jared Griffin and seconded by Melanie Donley, Passed.

Melanie Donley: Yea, Josef Garcia: Yea, Mindy Glazier: Yea, Jared Griffin: Yea, Steena Johnson: Yea, Emily Stull Richardson: Yea, Colin Williams: Yea, Belinda Yurick: Yea
Yea: 8, Nay: 0

May I have a motion to approve policy 624 Online Learning Options and 703 Annual Audit. This motion, made by Jared Griffin and seconded by Colin Williams, Passed.

Melanie Donley: Yea, Josef Garcia: Yea, Mindy Glazier: Yea, Jared Griffin: Yea, Steena

Johnson: Yea, Emily Stull Richardson: Yea, Colin Williams: Yea, Belinda Yurick: Yea
Yea: 8, Nay: 0

7.D.3. Comp Plan - Administrative Assistant pay scales

May I have a motion to move to action the Administrative Assistant pay scales. This motion, made by Jared Griffin and seconded by Melanie Donley, Passed.

Melanie Donley: Yea, Josef Garcia: Yea, Mindy Glazier: Yea, Jared Griffin: Yea, Steena Johnson: Yea, Emily Stull Richardson: Yea, Colin Williams: Yea, Belinda Yurick: Yea
Yea: 8, Nay: 0

May I have a motion to approve the Administrative Assistant pay scales. This motion, made by Jared Griffin and seconded by Colin Williams, Passed.

Melanie Donley: Yea, Josef Garcia: Yea, Mindy Glazier: Yea, Jared Griffin: Yea, Steena Johnson: Yea, Emily Stull Richardson: Yea, Colin Williams: Yea, Belinda Yurick: Yea
Yea: 8, Nay: 0

The district's compensation review has progressed from teachers and learning coaches to administrative assistants, with finalized pay scales now approved. The new model considers workload based on campus size and districtwide support roles, such as executive support positions. Most administrative assistants will see significant raises, while all employees are guaranteed at least a 3% annual increase, ensuring no one's pay decreases.

7.D.4. Professional Development - Board of Education Trainings

All newly seated board members have completed their required trainings, and no action is needed for continuing members. The board discussed optional professional development opportunities, including Minnesota School Boards Association's charter-specific events, which can be attended without violating open meeting laws. Members were encouraged to participate in trainings of interest, with funding available and prior approval already authorized.

7.D.5. Handbooks

May I have a motion to move to action the 25-26 Online Student and Family Handbook, Draft 2025-2026 Seat Based Student and Family Handbook and Draft 2025-2026 Staff Handbook. This motion, made by Jared Griffin and seconded by Mindy Glazier, Passed.

Melanie Donley: Yea, Josef Garcia: Yea, Mindy Glazier: Yea, Jared Griffin: Yea, Steena Johnson: Yea, Emily Stull Richardson: Yea, Colin Williams: Yea, Belinda Yurick: Yea
Yea: 8, Nay: 0

May I have a motion to approve the 25-26 Online Student and Family Handbook, Draft 2025-2026 Seat Based Student and Family Handbook and Draft 2025-2026 Staff Handbook. This motion, made by Colin Williams and seconded by Mindy Glazier, Passed.

Melanie Donley: Yea, Josef Garcia: Yea, Mindy Glazier: Yea, Jared Griffin: Yea, Steena Johnson: Yea, Emily Stull Richardson: Yea, Colin Williams: Yea, Belinda Yurick: Yea
Yea: 8, Nay: 0

7.D.6. Strategic Planning Matters

No strategic planning items were discussed at this meeting, but upcoming topics will include committee structure and stipend pay. The school's marketing campaign is set to launch soon, featuring new videography work, with possible opportunities for board members to participate in testimonial videos.

7.D.7. Director Evaluations

The CCS board completed one of its quarterly school leader evaluations, reviewing survey results and sharing feedback on the executive director's performance. The evaluation committee met with Dr. Jenn Ledbetter to provide this feedback, and the board expressed strong support and excitement for the school's direction and ongoing work.

7.D.8. Bylaws

The board emphasized the importance of expanding the election candidate pool and thanked current members for stepping up. Ideas included creating simple role descriptions, sharing personal board member highlights, and using videography for promotional sound bites. Ultimately, members agreed the most effective approach is personal outreach—inviting individuals directly to consider serving, which has historically encouraged participation.

7.E. REPORTS

7.E.1. CCS Executive Director

7.E.2. Finance Committee

7.E.3. Academic Performance/Achievement and World's Best Workforce

7.E.4. EE Seat-Based Committee

7.E.5. EE Online Committee

7.E.6. Directors' Evaluations

8. AUTHORIZER UPDATE

9. AUGUST MEETING PREPARATION

9.A. Suggestion for Discussion Topics for Next Meeting

10. BOARD MEETING EVALUATION

11. ADJOURN the REGULAR BOARD of EDUCATION MEETING

May I have a motion to adjourn the Regular Meeting of the Board of Education at 6:59 pm?.

This motion, made by Jared Griffin and seconded by Melanie Donley, Passed.

Melanie Donley: Yea, Josef Garcia: Yea, Mindy Glazier: Yea, Jared Griffin: Yea, Steena Johnson: Yea, Emily Stull Richardson: Yea, Colin Williams: Yea, Belinda Yurick: Yea

Yea: 8, Nay: 0