

**Crosslake Community School Board of Education**

**April 11, 2022**

**5:00 PM**

**Crosslake Community School**

**Commons Area**

**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**

3. **Roll Call and Establish a Quorum**

Jared Griffin, Cinda Jensen, Jennifer Muller, Chris Rhinehart, Abi Swenson, Karen Teff, Ronda Veit  
Josef Garcia joined the Board of Education Meeting at 5:46 p.m.

4. **Additional Items**

Request to add item:

Build capacity of school through leadership and co-directors.

Jensen motioned to add to the agenda build capacity of school through leadership and co-directors; Swenson seconded.

Motion passes 7-0.

5. **Public Comment**

No public comments

6. **Agenda**

Veit motioned to approve the April 11, 2022 agenda; Jensen seconded.

Jared Griffin, Cinda Jensen, Jennifer Muller, Chris Rhinehart, Abi Swenson, Karen Teff, Ronda Veit  
Motion passes 7-0.

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.

1. Board of Education Minutes - March 14, 2022
2. Finance Meeting Minutes - March 17, 2022
3. EE Seat Based Committee Meeting Minutes - March 15, 2022
4. EE Online Committee Meeting Minutes - March 29, 2022
5. Personnel Matters
6. Food Service Reports

Rhinehart motioned to approve the Consent Agenda; Veit seconded.

Motion passes 7-0.

B. **LAKE Foundation**

Mike O'Connell joined from the LAKE Foundation. Discussion included property improvements the LAKE Foundation will be doing including playground, sidewalks, connectivity in Crosslake, analyze and discuss CCS

workspaces. Parent pickup/parking is a CCS matter to be handled. Contacts for LAKE Foundation are: Mike O'Brien-CCS Liaison; Richard Eide-Building Liaison; Mike Stone-Grounds Liaison. LAKE Foundation Board Members are: Richard Eide-President; Mike Stone-Vice President; Jenny Max-Treasurer; Mike O'Connell-Secretary.

C. **Action Items:**

1. Review and Approve February 2022 Financial Information  
Veit motioned to approve the April 11, 2022 agenda; Jensen seconded.  
Motion passes 7-0.
2. Approve policies  
Teff motioned to approve Policy 408 Subpoena of a School Employee; Policy 415 Mandated Reporting of Vulnerable Adults; Policy 552 Administrative Guidelines for Gender Inclusion; Policy 531 Pledge of Allegiance; and Policy 731 World's Best Work Force Policy; Muller seconded.  
Discussion: Policy 552 has a word correction.  
Motion passes 7-0.
3. 2022 Surveys  
Jensen motioned to approve the 2022 surveys; Swenson seconded.  
Discussion: Seat-Based Staff survey has a correction; Online Staff survey has a correction.  
Motion passes 7-0.
4. Seat-Based Lottery for 2022-2023 School Year  
Swenson motioned to approve the 2022-2023 Seat-Based Lottery; Rhinehart seconded.  
Motion passes 7-0.
5. Check Signer  
Teff motioned to approve Kelly Bittner as Check Signer; Muller seconded.  
Motion passes 7-0.
6. Payroll Processor  
Teff motioned to approve Kelly Bittner as Payroll Processor; Rhinehart seconded.  
Motion passes 7-0.
7. Signature - Electronic  
Jensen motioned to approve Kelly Bittner as a Signature - Electronic; Teff seconded.  
Motion passes 7-0.
8. Credit Card Signer  
Muller motioned to approve the Kelly Blttner as a Credit Card Signer; Teff seconded.  
Motion passes 7-0.

D. **Information/Discussion Items:**

1. Covid Update - Proactive vs Reactive  
Update on current Covid concerns; agenda item will remain on future agendas.
2. Seat-Based Director Search  
Annette Klang has accepted the offer for the position. Remove this item from future agendas.
3. District Personnel  
Addition of Special Education Teacher (one more) - Seat-Based Learning  
Discussion regarding the need for an additional seat-based special education teacher. Paul Bunyan Co-op states our special ed needs are at 25%.

Garcia makes a motion to move the addition of a Special Education Teacher for seat-based learning to an action item; Swenson seconded.

Motion passes 8-0.

Teff makes a motion to approve Special Education Teacher for seat-based learning; Rhinehart seconded.  
Motion passes 8-0.

#### Addition of Behavior Interventionist - Primarily Seat Based Learning

Discussion included ESSER funds to fund; valid position; look at long-range goals and financial impact; how does this fix academics; will this include Tag, Talented and Gifted?

Garcia makes a motion to move the Behavioral Interventionist to an action item; Veit seconded.  
Motion passes 8-0.

Jensen motions to move the Behavior Interventionist approving it to hire to approve it; Teff seconded.  
Motion passes 8-0.

#### Administrative Assistant - Cheryl Cole

- Title Change to Executive Assistant
- Job Description
- Pay Rate

Discussion included is this a new position; should it be posted internally; what about pay increase; DAC part of job description needs clarification; salaried versus hourly.

Garcia motioned to direct the leadership to bring forth a proposal regarding the Educational Assistant plus DAC with a study or consideration of whether it should be salaried or hourly and also clear it through our HR consultant, HR/Business Manager, and the Finance Committee with compensation numbers and assigned compensation to the range; Jensen seconded.

Motion passes 8-0.

Jensen motioned that we work with our leaders and HR partner to ensure that if there were if this Executive Assistant role is approved at a salaried position that it is determined whether or not that it needs to be posted it is just confirming the posting piece of it which I think is a yes but I just think we look into that.  
Garcia seconded.

Motion passes 8-0.

#### Administrative Assistant - New Hire Updated Job Description

Teff motioned to move the Administrative Assistant role with DAC removed to an action item; Mueller seconded.

Discussion included what to do about the DAC position in job description.

Yeas 7; Abstentions 1; motion passes 7-0.

Garcia - motion for action dies for lack of motion to proceed on.

#### Explore Health Insurance for Non-Licensed Staff for Human Resources/Business Manager, Food Service Coordinator, and Technology Coordinator

Discussion included how come non-licensed staff have not been eligible for health insurance, what full-time staff are affected?

Garcia motioned to move to an action item full-time salaried staff not eligible for insurance, non-licensed salary staff; Jensen seconded.

Motion passes 8-0.

Garcia motioned to approve all full-time salaried staff of the CCS are eligible for full benefits including health insurance teaching staff at or above .5 FTE to mirror handbook; Jensen seconded.  
Motion fails 0-8.

Garcia amended motion to offer full benefits including health insurance to all staff in accordance with the licensed teaching handbook which is .5 FTE all salaried staff and above; Jensen seconded.  
Motion passes 8-0.

Form a Task Force with Jared Griffin, Ronda Veit, and Kelly Bittner to Explore Hourly Pay Grids

Swenson motioned to move the Task Force of Jared Griffin, Ronda Veit, and Kelly Bittner to an action item; Garcia seconded.  
Motion passes 8-0.

Garcia motioned to approve a Task Force of Jared Griffin, Ronda Veit, and Kelly Bittner to explore hourly pay grids; Jensen seconded.  
Motion passes 8-0.

4. Policy Review

Jensen motioned to move all policies to an action item-Policy 103 Complains - Students Employees, Parents, Other Persons; Policy 212 Criminal or Civil Action Against Crosslake Community Schools, School Board Member, Employees or Students; Policy 413 Harassment and Violence; Policy 413FRM Harassment and Violence Report Form; Policy 528 Student, Parental, Family and Marital Status Nondiscrimination; Policy 706 Acceptance of Gifts; Garcia seconded.  
Motion passes 8-0.

Garcia moves that we accept all of the policy amendments that are documented on the agenda; Muller seconded.  
Motion passes 8-0.

5. Osprey Wilds FY 2023-2025 Contract

Amaya shared the Contract has been updated; reviewed with Osprey Wilds proposed CCS changes. If there are changes from Osprey Wilds, the Board will be notified.

6. Professional Development - Board of Education Trainings

Nothing to report.

7. Work-Based Learning for Online Students - Holly Amaya

Now have a Work-Based Learning endorsement from the MDE. Proposing shifting .5 of a full-time Special Education Teacher to being half time SPecial Education Teacher and half time Work-Based Learning Coordinator. Duties include teaching the courses, building relationships with those employers doing on-site visits, making sure employment is safe and a good experience for students.

Would need an additional .5 FTE Special Education Teacher to replace time lost. Would require a job description but not to slow us down.

Jensen motioned to move the Work-Based Learning Program and Role to an action item; Garcia seconded.  
Motion passes 8-0.

Jensen motioned to approve the Work-Based Learning Program and related work-based learning and special education role provided we see an upcoming job description for the Board to officially approve. Swenson seconded.  
Motion passes 8-0.

Additional Information/Discussion Item:

Build Capacity of School Through Leadership and Co-Directors

Discussion on how we can build our school's capacity through leadership development for our school board and for our co-directors to deep dive and reflect on. The board has a big job to do, our directors have big jobs to do. Build our overall capacity in the work we do for our schools. Griffin has the authority to form a committee to help build the Board directors as well as the co-director's perhaps with involvement with staff beyond that.. Involve an Osprey Wilds person as well. Keep in mind Amaya and Klang already have a professional development plan. It would be helpful to have the same group that would do professional development plans and evaluations.. Table for one month. Come back with what do we want to charge the board committee with.

E. **Reports:**

1. CCS' Directors
2. EE Seat-Based Committee  
Planning Earth Week; implement stuff all year long.
3. EE Online Committee  
A subcommittee has been formed - Mess-e; embed projects for every student; Jefferson Foundation is providing journals; ramp up online EE goals - be creative.
4. Finance Committee  
Budget meeting to take a first look at next year's budget; this school year is ending beautifully.
5. Academic Performance/Achievement and World's Best Workforce  
No update.

7. **Authorizer Update**

No update.

8. **May 9, 2022 Meeting Preparation:**

- A. Suggestion for Discussion Topics for Next Meeting  
Build capacity of school through leadership and co-directors  
Marzano survey results  
Updates for Executive Assistant position  
Online graduation details in Directors' Report
- B. Policy Review

9. **Board Meeting Evaluation:**

Good to be in person again.

10. **Adjourn the Regular Board of Education Meeting**

Swenson motioned to adjourn the Board of Education meeting at 8:16 p.m.; Garcia seconded.

Josef Garcia, Jared Griffin, Cinda Jensen, Jennifer Muller, Chris Rhinehart, Abi Swenson, Karen Teff, Ronda Veit

Motion passes 8-0.

Next regular Board of Education meeting: May 9, 2022 at 5 p.m.

