

## Regular Board of Education Meeting

Monday, February 8, 2021 5 PM Central  
Crosslake Community School  
35808 Co Rd 66  
Crosslake, MN 56442

### 1. **Call Meeting to Order**

Due to the ongoing safety concerns regarding the COVID-19 pandemic, the CCS Board of Education will continue to meet via Google Meet. Current Open Meeting law states that in the case of a pandemic, we do not need to have a person onsite at the regular meeting place. Therefore, the Board of Education Chair has decided to hold meetings electronically. The Board of Education Chair will let participants in at the beginning of the meeting. If you have an item for the public comment period, please email Cinda Jensen ([cindajensen@crosslakekids.org](mailto:cindajensen@crosslakekids.org)), Board of Education Chair with your name and topic.

Meeting called to order at 5:05 p.m.

### 2. **Pledge of Allegiance**

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

Kysa Corbett, Maggie Heggerston, Cinda Jensen, Beverly Loeffler, Heidi O'Brien, Lance Swanson, Ronda Veit, Clifford Skagen (Executive Director), Cheryl Cole (Recorder)

Guests: Janna Blanski, Mara Powers, Stacy Bender, Mindy Glazier, Joe Aliperto (Dieci School Finance, LLC), Bill Lauer, CPS (Malloy Montague Karnowski Radosevich & Co., P.A.) Dan Detterman ([pineandlakes.com](http://pineandlakes.com))

### 4. **Additional Items**

Jensen motioned to amend Board of Education's governing structure; Veit seconded.

Roll Call: Heggerston Y; Jensen Y; Loeffler Y; O'Brien Y; Swanson Y; Veit Y; Corbett Y; motion passes 7-0.

### 5. **Public Comment**

No public comment.

### 6. **Agenda**

O'Brien motioned to accept the Agenda; Heggerston seconded.

Roll Call: Jensen Y; Loeffler Y; O'Brien Y; Swanson Y; Veit Y; Corbett Y; Heggerston Y; motion passes 7-0.

#### 6.A. **Consent Agenda:** Cinda Jensen

All items listed below are considered to be routine by the Crosslake Community School Board of Education and will be acted upon by one motion; however, any Board member 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.

6.A.1. Board of Education Minutes from Annual Meeting on January 11, 2021

6.A.2. Board of Education Minutes from Regular Meeting January 11, 2021

6.A.3. Finance Meeting Minutes

6.A.4. EE Committee Meeting Minutes

6.A.5. Community Engagement Committee Meeting Minutes

6.A.6. Facilities Committee Meeting Minutes

6.A.7. Health and Wellness Committee Meeting Minutes

6.A.8. Personnel Matters

6.A.9. Food Service Reports

6.A.10. Gifts and Donations

Loeffler motioned to Accept the Consent Agenda; O'Brien seconded;

Roll Call: Loeffler Y; O'Brien Y; Swanson Y; Veit Y; Corbett Y; Jensen Y; motion passes 7-0.

#### 6.B. **Annual Audit Report from MMKR**

Bill Lauer shared the financial results for the year ended June 30, 2020.

Discussion included the audit process went well, records were in good condition, was a different year due to Covid, issued a clean or unmodified opinion - highest opinion you can earn.

#### 6.C. **LAKE Foundation Update**

Move to April or May

#### 6.D. **Action Items**: Cinda Jensen

##### 6.D.1. Review and Approve December 2020 Financial Information

Loeffler motioned to approve December 2020 Financial Information; Veit seconded.

Roll Call: Corbett Y; Heggerston Y; Jensen Y; Loeffler Y; O'Brien Y; Swanson Y; Veit Y; motion passes 7-0.

##### 6.D.2. Approve Policy 713 Student Activity Accounting

Loeffler motioned to approve Policy 713 Student Activity Accounting; O'Brien seconded.

Roll Call: Heggerston Y; Jensen Y; Loeffler Y; O'Brien Y; Swanson Y; Veit Y; Corbett Y; motion passes 7-0.

##### 6.D.3. Approve Three-Year Transportation Intent for years 2021/2022, 2022/2023, 2023/2024

Jensen motioned to approve Three-Year Transportation Intent for the years 2021/2022, 2022/2023, 2023/2024; Loeffler seconded.

Discussion included review of geographic location other transportation companies couldn't provide.

Roll Call: Jensen Y; Loeffler Y; O'Brien Y; Swanson Y; Veit Y; Corbett Y; Heggerston Y; motion passes 7-0.

##### 6.D.4. Approve Rescheduling Strategic Study Session for Monday, February 22, 2021, and Monday, March 1, 2021, from 4 p.m. to 7 p.m.

Jensen approved Rescheduling Strategic Study Session for Monday, February 22, 2021, and Monday, March 1, 2021, from 4 p.m. to 7 p.m.; Swanson seconded.

Roll Call: Loeffler Y; O'Brien Y; Swanson Y; Veit Y; Corbett Y; Heggerston Y; Jensen Y; motion passes 7-0.

##### 6.D.5. Approve Recommendation from Administrative Personnel Study Committee to Fill Director of Seat-Based Learning

Loeffler motioned to approve Recommendation from Administrative Personnel Study Committee to Fill Director of Seat-Based Learning; Heggerston seconded.

Discussion focused on the timeline of posting and interviewing for the Director of of Seat-Based Learning.

Roll Call: Loeffler Y; O'Brien Y; Swanson Y; Veit Y; Corbett Y; Heggerston Y; Jensen Y; motion passes 7-0.

6.D.6. Approve Job Description of Director of Seat-Based Learning

Heggerston motioned to approve the Job Description of Director of Seat-Based Learning; Discussion included editing the second table in the job description to say Required to "Lift". Roll Call: O'Brien Y; Swanson Y; Veit Y; Heggerston Y; Jensen Y; Loeffler Y; motion passes 7-0.

6.D.7. Appoint Board of Education Committee Member for Environmental Education - Online

Jensen motioned to Appoint Kysa Corbett as Board of Education Committee Member for Environmental Education - Online; Loeffler seconded.

Roll Call: Swanson Y; Veit Y; Corbett Y; Heggerston Y; Jensen Y; Loeffler Y; O'Brien Y; motion passes 7-0.

**6.E. Information/Discussion Items:**

6.E.1. Parent/Guardian Surveys

Discussion included the requirement of surveys through Osprey Wilds; part of the Executive Director Evaluation; part of HRS requirement. In the past, effort was made to reduce the number of questions and make them very strategic. Make sure to include distance learning conversation. Goal is to have at least a 25% return. Look at working on surveys during Strategic Planning Work Sessions.

6.E.2. Student Survey

See comments from Parent/Guardian Surveys.

6.E.3. Staff Surveys

See comments from Parent/Guardian Surveys.

6.E.4. Student and Family Handbook

Discussion included revising manual June or July. New education guidelines have been released and Department of Education wants to focus on the World's Best Workforce and providing a caring and self-nurturing education. Reviewing our policies with Minnesota State Statutes. Current handbook is a joint handbook; looking to separate handbook into seat based; online high school, online elementary and middle school handbook.

6.E.5. Staff Handbook

Discussion included revising manual June or July.

6.E.6. 2021-2022 School Year Calendar

Calendar is aligned with the Pequot Lakes calendar.

Discussion included the late start days and training. Consider review of early out days at the end of a seat-based trimester. Child care on two-hour late starts, would be nice to have paras do PD, we do not offer child care on early out dismissal. Communicate to parents the purpose of the two-hour late starts.

6.E.7. \$500 Brainerd Community Action Community Empowerment Grant-Garden of Hope/Outdoor Classroom

Carey applied for this grant that will help us expand our fresh air classrooms. Will be a peaceful place that students and staff expressed interest in.

6.E.8. Strategic Plan Realignment

No discussion.

6.E.9. Professional Development

6.E.9.a. Faculty and Staff

6.E.9.b. Board of Education

#### 6.E.9.c. Sharing of Professional Development Events

Jensen shared a synopsis of the MSBA 2021 Leadership Conference Summary she attended.

#### 6.E.10 Board Composition

Discussion related to two parents (one seat based, one online) expressing interest in the open parent position on the BOE. Jensen was unsure what the process was and consulted with Osprey Wilds. Recommendation strongly recommended amend bylaws to reflect both online and seat based makeup; do not rush on this vote; not out of compliance; work with attorney and look at potential language to strive for both seat based and online representation. Jensen to reach out to the candidates; BOE is taking a pause right now as we look at the board representation.

### 6.F. **Reports:** (55 minutes)

#### 6.F.1. Executive Director Report: Cliff Skagen (5 minutes)

Lots of great news; covid discussion.

#### 6.F.2. EE Committee Report: Lance Swanson (5 minutes)

Closer to having recycle station in lunchroom; wanting to be intentional within the solarium; discussion related to the school forest; a grant is being pursued to improve aquaponics; yield isn't enough for our produce. Graceffa is making pesto from the solarium.

#### 6.F.3. Finance Committee Report: Beverly Loeffler and Ronda Veit (5 minutes)

Looking into the FY22 budget; budget retreat in March; first look for the BOE in April and approve budget in May. Skagen working on compensation packages along with insurance and benefits-always changes our budget numbers for budget. If BOE members have anything for the retreat, get to Loeffler to work into the budget. Suggestion to put an email out to all staff, if you are the head of a committee, get it back to Loeffler. Skagen's goal is to have all agreements signed before staff leaves for the summer.

#### 6.F.4. Academic Performance/Assessment Results: Beverly Loeffler (5 minutes)

Loeffler will have some data for next BOE meeting. Might look into adding math corp next year.

#### 6.F.5. Health and Wellness Committee: Kysa Corbett (5 minutes)

Reach out to Faust and get a meeting scheduled.

#### 6.F.6. Community Engagement Committee: Heidi O'Brien (5 minutes)

Cabin fever was very cold. Rough attendance numbers were 23 families, 28 adults, 45 kids, 1 student volunteer and many of the staff volunteered. Community members parked and watched the band. Pre-K enrollment was 5. Continue to work on school-wide service projects.

#### 6.F.7. Marketing Committee: Maggie Heggerston (5 minutes)

Met and went through the action items list and prioritized what we want to accomplish in the next month or two. Focus was on the next event around St. Patrick's day.

#### 6.F.8. Facilities Committee: Lance Swanson (5 minutes)

Talk with Moan as there is a list.

#### 6.F.9. Director Evaluation Committee: Cinda Jensen (5 minutes)

Gather materials and review; come forward with a recommendation of what we might want to deploy at next meeting.

### 7. **Authorizer Update:**

#### 7.A. Environmental Notes

#### 7.B. Board Observation Feedback

7.C. Board Self Evaluation

8. **March 8, 2021 Meeting Preparation:** Cinda Jensen (5 minutes)
  - 8.A. Suggestion for Discussion Topics for Next Meeting
    - 8.A.1. Greenleaf of Environmental Literacy
    - 8.A.2. Authorizer Update - Review Exhibit G: Academic and Academic-Related Goals
    - 8.A.3. Authorizer Update - Review Exhibit H: Environmental Educational Goals
    - 8.A.4. Authorizer Update - Exhibit S: Performance Improvement Plan
    - 8.A.5 LAKE Foundation in April or May
    - 8.A.6 Surveys (Parent/Guardian, Students, Staff)
    - 8.A.7 Self Evaluation of Board as an action item
  - 8.B. Policy Review
    - 424 License Status
    - 601 School District Curriculum & Instruction Goals
    - 615 Testing Accommodations, Modifications, and Exemptions for IEP's, Section 504 Plans and IEP
  - 8.C. Compensation Packages
  - 8.D. Job Description Reviews
9. **Board Meeting Evaluation:**

Corbett appreciates how these meetings are happening efficiently and effectively and coming prepared to vote on topics. Thank you Jensen for your leadership and getting us through our meetings.
10. **Adjourn the Regular Board of Education Meeting**

O'Brien motioned to Adjourn the Regular Board of Education Meeting at 7:30 p.m.; Corbett seconded;

Next regular Board of Education meeting: March 8 at 5 p.m.