Regular Meeting | **Crosslake Community School**
Monday, July 27, 2026 | **35808 Co Rd 66**
5:00 PM Central | **Crosslake, MN 56442**

1. **CALL MEETING TO ORDER**
Meeting called to order at ___5:03___p.m.

2. **PLEDGE OF ALLEGIANCE**
Please stand for the Pledge of Allegiance

3. **ELECT BOARD OFFICERS**
Colin WIlliams made a motion to nominate Jared Griffin for board chair. It was seconded by Joe Garcia. No other nominations were made.
Jared Griffin made a motion to nominate Joe Garcia as vice chair. It was seconded by Steena Johnson. No other nominations were made.
Jared Griffin made a motion to nominate Colin WiIlliams as treasurer. It was seconded by Steena Johnson. No other nominations were made.
Colin WIlliams made a motion to nominate Melanie Donley as secretary. It was seconded by Jared Griffin. No other nominations were made.
We have an uncontested ballot. A motion was made by Steena Johnson to accept and pass the ballot as presented. It was seconded by Colin WIllimas. Motion passed 6/6.

4. **ROLL CALL and ESTABLISH a QUORUM**
Melanie Donley and Aimee Tagtmeier are excused.

5. **ADDITIONAL ITEMS**
Are there any additional items? No additional items, but Dr. Jenna Leadbetter would like to draw the board specific attention to the crisis annual component that we will need a closed session before the August 24th board meeting to discuss the components of it before it moves towards action. and that is part of our bylaws.

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.

7. **AGENDA**

Joe Garcia made a motion to approve the agenda. It was seconded by Steena Johnson. Motion passed 6/6.

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.
Colin WIllaims made a motion to approve the Consent Agenda. It was seconded by Joe Garcia. Motion passed 6/6.

7.A.1. **Board of Education Minutes - June 22, 2026**

7.A.2. **Finance Meeting Minutes - July 22, 2026**

7.A.3. **Personnel Matters**

7.A.4. **Gifts and Donations**

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

Lisa Laasch presented several successful environmental education milestones, including the completion of the school's Environmental Literacy Plan and the successful maintenance of its DNR school forest status. Students engaged in memorable experiences such as a science-focused trip to the Everglades and the Wolf Ridge weekend retreat, which were complemented by community-driven projects like "Youth Eco Solutions." To support continued growth, the board approved strategic staffing updates, including a new marketing plan and revised leadership roles designed to enhance student engagement and enrollment. Collectively, these initiatives aim to foster a collaborative and unified district environment for the upcoming school year.

7.C. **ACTION ITEMS**

7.C.1. **Approve Direct Depositories**

Joe Garcia made a motion to accept First National Bank of Crosslake as CCS's Direct Depository. It was seconded by Colin WIlliams. Motion passed 6/6.

7.C.2. **Approve Board of Education's Legal Counsel**

Joe Garcia made a motion to approve Ratwik, Rozak and Maloney, P.A. (RRM) as CCS' legal counsel. It was seconded by Colin WIllimas. Motion carries 6/6.

7.C.3. **Approved Board Directors As Contacts To Board-Approved Legal Counsel**

Steena Johnson made a motion to approve the newly elected Chair Jared Griffin and Jenna Leadbetter as designated representatives to contact legal counsel on behalf of CCS. It was seconded by Joe Garcia. Motion carries 6/6.

7.C.4. **Approved Office Newspapers**
Joe Garcia made a motion to approve Brainerd Dispatch and Echo Journal as CCS's official newspapers. It was seconded by Steena Johnson. Motion carries 6/6.

7.C.5. **Approve Check Signers**
Steena Johnson made a motion to approve CCS' check signers as Kelly Bittner and newly elected Treasurer Colin Willimas. It was seconded by Joe Garcia. Motion carries 6/6.

7.C.6. **Approve Board-Approved Committee Directors**
Colin WIllimas made a motion to approve: Colin WIllimas to serve on the Finance committee, Rhiannon Paulsen and Melanie Donley on the Academic Performance/Achievement, Curriculum, and Comprehensive Achievement and Civic Readiness (CACR) committee, Lance Swanson on the District Environmental Education Committee, Steena Johnson on the American Indian Parent Advisory Committee and Jared Griffin and Joe Garcia as Director's Evaluation Committee. It was seconded by Joe Garcia. Motion passes 6/6.

The following Ad Hoc Committees will continue: Faciliities Planning Committee: Jared Griffin, Colin WIllimas and Joe Garcia will serve. The Board Compensation Committee: Joe Garcia, Colin WiIllimas and Jared Griffin will serve. The Safety & Security Committee: Joe Garcia and Lance Swanson will serve. Additional members may be added, comprised of staff, to serve on some of these committees as well. No vote needed to approve these committees.

7.C.7. **Approve Mileage Rate**
Joe Garcia made a motion to approve CCS's mileage rate at the federal rate of 72.5 cents per mile. It was seconded by Steena Johnson. Motion carries 6/6.

7.D. **INFORMATION /DISCUSSION ITEMS**

7.D.1. **District Personnel**
Joe Garcia made a motion to move to action the job descriptions of District MnMTSS Coordinator Job Description, Online High School Principal, Online K-8 School Principal. It was seconded by Colin WIllimas. Motion carries 6/6.

Joe Garcia made a motion to approve the job descriptions of MnMTSS Coordinator Job Description, Online High School Principal, Online K-8 School Principal. It was seconded by Steena Johnson. Motion carries 6/6.

The school board discussed restructuring key staff roles, including transitioning the engagement lead to a full-time, district-wide position and establishing new site coordinators contingent upon receiving a "Full Service Community School" grant. These changes aim to improve student retention, unify district experiences, and expand environmental education, with school leadership emphasizing the economic benefits of consolidating stipends and improving enrollment. Although some board directors voiced concerns regarding fiscal responsibility and avoiding a "top-heavy" organization, the board ultimately approved the proposed job descriptions to ensure operational readiness for the upcoming academic year. The board will be looking forward to hearing back using the benchmarks presented by the leadership team to determine the effectiveness of the engagement roles.

Colin Willimas made a motion to move the job descriptions of Pre-K Engagement Lead, High School Engagement Lead, PreK-8 Engagement Lead & FSCS Site Coordinator Job Description, High School Engagement Lead & FSCS Site Coordinator to an action item. It was seconded by Rhiannon Paulsen. Motion carries 6/6.

Colin WIllimas made a motion to approve the job descriptions of Pre-K Engagement Lead, High School Engagement Lead, PreK-8 Engagement Lead & FSCS Site Coordinator Job Description, High School Engagement Lead & FSCS Site Coordinator to an action item. It was seconded by Steena Johnson. Motion carries 6/6.

7.D.2. **Handbooks**
The handbook was presented tonight to allow the board enough time to review before August's regularly scheduled meeting.

7.D.3. **CCS Marcomms Plan Board Presentation - Presented by Matthew Wagman**
District Marketing Coordinator Matthew Wadman presented the new "Marcom" marketing and communications plan, which aims to enhance enrollment interest, streamline family onboarding, and ensure regulatory compliance. Key initiatives include migrating to a more efficient website platform, implementing a responsive enrollment pipeline, and utilizing targeted digital advertising to drive student retention. While board members expressed concerns regarding fiscal responsibility and the challenge of quantifying marketing ROI, they agreed to adopt a phased, quarterly implementation strategy. Consequently, the board approved a phased approach and allocated a $15,000 budget to support these critical marketing efforts through the next three months.

A motion to move to an action item a $15,000.00 budget to support the marketing and communication plan through the next three months was made by Jared Griffin. It was seconded by Steena Johnson. Motion carries 6/6.

Joe Garcia made a motion that we amend the 2627 budget to include an extra $15,000 in the marketing budget for immediate marketing concerns for the first quarter of August, September, and October. It was seconded by Steena Johnson. Motion carries 6/6.

7.D.4. **Board Ad Hoc Safety and Security Committee**
We elected neew Ad Hoc members at this meeting. Nothing additional to add at this time.

7.D.5. **Board Ad Hoc Compensation Committee**
We elected members of the AD Hoc Compensation Committee at this meeting. Nothing additional to add.

7.D.6. **Strategic Planning Matters**

CCS is currently managing its five-year renewal process and aims to submit a complete application, including updated handbooks and a crisis manual, to its authorizer, Osprey Wilds, by September 15, 2026. To facilitate this, leadership intends to provide board members with these extensive documents well in advance of the August meeting for thorough review.

7.D.7. **Superintendent Evaluations**
There will be a closed meeting in August for the board to go over the feedback for the superintendent's evaluation.

7.D.8. **Bylaws**
Bylaws were updated with Osprey Wilds' approval and now include a new provision for board director leaves of absence. A motion was made to move the approval of the amended bylaws to an action item was made by Joe Garcia. It was seconded by Steena Johnson. Motion carries 6/6.

A motion to approve the amended bylaws was made by Joe Garcia. It was seconded by Colin WIllimas. Motion carries 6/6.

7.E. REPORTS

7.E.1. **CCS Superintendent Report**
Everything was covered in previous discussions during tonight's meeting.

7.E.2. **CCS Principal's Report**
No additional items

7.E.3. **Finance Committee**
No addtional items

7.E.4. **Academic Performance/Comprehensive Achievement and Civic Readiness**
No additional items

7.E.5. **EE In Person Committee**
No additional items.

7.E.6. **EE Online Committee**
No additional items.

7.E.7. **Superintendent Evaluations**
No additional items.

8. AUTHORIZER UPDATE

Osprey Wilds will be joining us in August to go over paperwork for renewal.

9. AUGUST MEETING PREPARATION

9.A. **Suggestion for Discussion Topics for Next Meeting**
The student handbooks can be reviewed during open sessions, whereas the crisis manual requires a closed session, potentially combined with superintendent evaluations. They also concluded that an additional ad hoc marketing committee is unnecessary because board representation is already included on the district marketing committee.

10. **<u>BOARD MEETING EVALUATION</u>**

To address authorizer recommendations, the board discussed implementing formalized post-meeting evaluation questions and plans to address these preparations at a future board prep meeting. Additionally, they may develop a required annual evaluation instrument during their upcoming board retreat.

11. **<u>ADJOURN the REGULAR BOARD of EDUCATION MEETING</u>**

Melanie Donley, Josef Garcia, Jared Griffin, Steena Johnson, Rhiannon Paulson, Aimee Tagtmeier, Lance Swanson, Colin Williams,

Colin WIlliams made a motion to adjourn the Regular Meeting of the Board of Education at _8:08____pm. It was seconded by Joe Garcia. Motion carries 6/6.