

BOARD OF DIRECTORS

Bylaws

Crosslake Community Schools · Minnesota Public Charter School District

REVISION HISTORY

Adopted by the Board of Directors	November 2000
Reviewed	February 2014
Revised and Approved	September 9, 2019
Proposed Revised	December 14, 2020
Revised and Approved	June 13, 2022
Revised and Approved	January 9, 2023
Revised and Approved	March 13, 2023
Revised and Approved	March 18, 2024
Revised and Approved	January 13, 2025
Revised and Approved	July 27 , 2026

Signed by Board Chair: _____ Date: _____

TABLE OF CONTENTS

I. Name	V. Board of Education
II. Purpose	VI. Elections
III. Offices	VII. Conflict of Interest
IV. Meetings	VIII. Committees of the Board of Education
IX. Officers and Employees	XIV. Open Meeting Law
X. Distribution of Assets	XV. Adoption and Amendment of Bylaws
XI. Indemnification	XVI. Insurance
XII. Financial Matters	XVII. Code of Ethics
XIII. Authorizer	XVIII. Miscellaneous Provisions

ARTICLE I

Name

Section 1.1 — Name

The name of the Corporation shall be Crosslake Community Schools. The PreK through 8th grade school is physically located in the City of Crosslake. This school will be referred to as the Crosslake In-Person School. The other school is a virtual school that is a K–12 Online School. This school will be referred to as the Crosslake Online School.

ARTICLE II

Purpose

Section 2.1 — Purpose

Crosslake Community Schools is to deliver a public education through environmental education with connections to the communities where the education is delivered throughout the State of Minnesota. Furthermore, Crosslake Community Schools is to provide an educational program for its students to improve all student learning and student achievement. Whereas the educational programs are to: (a) establish new forms of accountability for schools, and (b) create new professional development opportunities for teachers including the opportunity to be responsible for the learning program at other school sites.

ARTICLE III

Offices

Section 3.1 — Central Office

The Central Office of Crosslake Community Schools, in the State of Minnesota, is in the City of Crosslake, Minnesota, in the County of Crow Wing. Crosslake Community Schools may have such other offices within the State of Minnesota as the Board of Education may determine or as the affairs of Crosslake Community Schools may require. Other office(s) may be, but need not be, identical with the Central Office in the State of Minnesota.

ARTICLE IV

Meetings

Section 4.1 — Annual Meetings

The Annual Reorganization Meeting of the Board of Education shall take place in January of each year on a day when school is in session. Notice of the Annual Meeting of Crosslake Community Schools shall be officially designated on paper, postings at school, postings on social media, Crosslake Community Schools' website, and other possible locations. Such notice shall contain the date, time, and place of the meeting.

Section 4.2 — Regular Meetings

Regular meetings of the Board of Education shall be held the second Monday of each month. An agenda will be published at least five days in advance of a meeting.

Section 4.3 — Special Meetings

Special meetings of the Board of Education may be called at any time, for any purpose, by any Board Director. Notice of every special meeting of the Board of Education shall be emailed to each Board Director at least three days before the day on which the meeting is to be held, or in person, e-mailed, or by telephone. Minnesota Statutes § 13D.04, subd. 2.

Section 4.4 — Emergency Meetings

Emergency meetings of the Board of Education may be called at any time because of circumstances that in the judgment of the Board Directors or Chairperson require immediate consideration. Posting a published notice of an emergency meeting is not required, but the Board of Education will make good faith efforts to provide notice. Minnesota Statutes § 13D.04, subd. 3.

Section 4.5 — Closed Meetings

The Board of Education may close a meeting to evaluate the performance of an individual who is subject to its authority, including but not limited to employees of Crosslake Community Schools, or as otherwise permitted by law or the attorney-client privilege. If a meeting is closed to evaluate the performance of an individual, prior to closing the meeting the Chairperson shall identify the individual to be evaluated, and at the next open meeting the Chairperson shall summarize the Board Directors' conclusions regarding the evaluation; provided, however, that the meeting must be open at the request of the individual who is the subject of the meeting. The Board of Education shall close a meeting if expressly required by law or to discuss information that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults, active investigation data as defined in Minnesota Statutes § 13.82, or educational data that is not public under Minnesota Statutes § 13.32. The Board of Education shall also close a meeting for preliminary consideration of allegations or charges against an individual subject to its authority; provided, however, that if the Board of Education determines discipline may be warranted as a result of such allegations or charges, further meetings related to such allegations or charges shall be open, and all meetings related to such allegations or charges shall be open at the request of the person who is the subject of such allegations or charges. Before closing a meeting, the Board of Education shall state on the record the specific grounds permitting the meeting to be closed and describe the subject to be discussed.

Section 4.6 — Meetings by Telephone or Electronic Means

Members of the Board or any committee may participate in meetings through interactive technology (e.g., video conferencing) in accordance with Minnesota Statutes § 13D.02. Participation via telephone or non- interactive electronic means is not permitted.

Section 4.7 — Quorum and Adjourned Meeting REVISED

A quorum for the transaction of business at any meeting of the Board of Education shall be a majority of the Board Directors then holding office who are not on an approved leave of absence under Section 6.12; provided, however, that in no event shall a quorum be fewer than one-third of the Board Directors then holding office, consistent with Minnesota Statutes § 317A.235. If a quorum is not present at any

such meeting, the Chairperson or any Board Director present there shall have the power to adjourn the meeting without notice other than announcement at the meeting until a quorum shall be present. Notwithstanding the foregoing, if a quorum is present when a duly called meeting is convened, and enough Directors later withdraw from the meeting so that less than a quorum remains, no official action can be taken.

Section 4.8 — Voting from Board Directors

The affirmative vote of a majority of the quorum of the Board of Education shall constitute a duly authorized action of the Board.

Section 4.9 — Public Comment at Meetings

Thirty minutes of time shall be reserved at each regular meeting for comments and requests for business to be brought before the Board of Education by parents/legal guardians of students enrolled at Crosslake Community Schools, employees of Crosslake Community Schools, students enrolled in Crosslake Community Schools, and interested community members. The Board of Education limits each individual to three minutes of speaking time.

Section 4.10 — Policy Review and Adoption

When necessary, new policies are presented to the Board of Education for approval and review. For purposes of a new policy, a first and second reading prior to approval will be required. Policies reviewed annually and those policies that require minor adjustments only may be approved following a single reading and may also be subject to consent agenda protocols.

Section 4.11 — Reports and Financial Statements

The Board shall ensure that complete and detailed financial statements are prepared and presented at each regular board meeting. These statements shall be made available to the public as required by law.

Section 4.12 — Meetings and Information; Website Publication NEW

Board of Education meetings shall comply with Minnesota Statutes chapter 13D governing open meetings. Crosslake Community Schools shall publish and maintain on its official website: (1) the minutes of meetings of the Board of Directors and of any committee having board-delegated authority, posted within 30 days following the earlier of Board approval or the next regularly scheduled meeting and retained for at least 365 days from the date of publication; (2) directory information for the Board of Directors and for the members of any committee having board-delegated authority; and (3) identifying and contact information for the school's authorizer. Identifying and contact information for the authorizer shall also be included in other school materials made available to the public. Minnesota Statutes § 124E.07, subd. 8.

ARTICLE V

Board of Education

Section 5.1 — Board of Education: General Powers

The affairs of Crosslake Community Schools shall be managed by its Board Directors, except as limited by these Bylaws, Minnesota Statutes chapter 124E, and applicable laws. The Board Directors shall decide

and be responsible for policy matters related to the operation of Crosslake Community Schools including, but not limited to, budgeting, curriculum, personnel, and operating procedures, except for policies that are stated in the contract between Osprey Wilds Environmental Learning Center and Crosslake Community Schools.

Section 5.2 — Number and Board Structure

The board structure of Crosslake Community Schools is defined in these Bylaws and, with four teacher seats among eight total seats, constitutes a board with no clear majority as permitted by Minnesota Statutes § 124E.07, subd. 3. The Board of Education shall consist of eight nonrelated Board Directors:

- A. one parent/guardian that has a child currently attending the in-person program at Crosslake Community Schools, subject to the provisions of Section 6.3.B;
- B. one parent/guardian that has a child currently attending the online program at Crosslake Community Schools, subject to the provisions of Section 6.3.B;
- C. one parent/guardian that has a child currently attending either the in-person or online program at Crosslake Community Schools;
- D. one community member that does not have a child that attends Crosslake Community Schools and is not employed by Crosslake Community Schools;
- E. two teachers that work for the Crosslake Community Schools in-person program, subject to the provisions of Section 6.3.B; and
- F. two teachers that work for the Crosslake Community Schools online program, subject to the provisions of Section 6.3.B.

A teacher from an educational cooperative district that works in Crosslake Community Schools may occupy the Director position of either a teacher from the Crosslake Community Schools in-person or online program in lieu of a Crosslake Community Schools teacher, in accordance with the program to which the teacher is assigned. Teachers may be full-time or part-time teachers. The chief administrator may serve only as an ex-officio, nonvoting member of the Board of Education. The chief administrator of Crosslake Community Schools holds the title of District Superintendent. No Crosslake Community Schools employees other than teachers as described in this Section may serve on the Board of Education.

Section 5.3 — Qualifications REVISED

Teacher Directors. Any teacher nominated and elected as a Board Director must have one or more years of experience at Crosslake Community Schools or an educational cooperative district that works in Crosslake Community Schools, and must satisfy the criteria of Minnesota Statutes § 124E.07, subd. 3, paragraph (b). Specifically, a teacher Director must: (1) be employed by Crosslake Community Schools or provide at least 720 hours of service under a contract between Crosslake Community Schools and a cooperative formed under chapter 308A; (2) be a qualified teacher as defined under Minnesota Statutes § 122A.16, either serving as a teacher of record in a field in which the individual holds a field license or providing services to students the individual is licensed to provide; and (3) not serve in an administrative or supervisory capacity for more than 240 hours during the school year.

Parent/Guardian Directors. A parent/guardian must have a child enrolled at Crosslake Community Schools.

Community Member Director. A community member interested in serving on the Board of Education must be 18 years of age or older; must reside in Minnesota; must not have a child that attends or is enrolled at Crosslake Community Schools; and must not be employed by Crosslake Community Schools.

Prohibitions. An individual is prohibited from serving as a Board Director if: (1) the individual is a contractor providing facilities, goods, or services to Crosslake Community Schools; (2) the individual, an immediate family member, or the individual's partner is a full or part owner or principal with a for-profit or nonprofit entity or independent contractor with whom Crosslake Community Schools contracts, directly or indirectly, for professional services, goods, or facilities; or (3) an immediate family member is an employee of Crosslake Community Schools. In addition, any employee, agent, contractor, or board member of the authorizer who participates in initially reviewing, approving, overseeing, evaluating, renewing, or not renewing Crosslake Community Schools is ineligible to serve on the Board of Education. Minnesota Statutes § 124E.07, subd. 3.

Section 5.4 — Board Training NEW

Board training shall be provided and completed in accordance with Minnesota Statutes § 124E.07, subd. 7, as amended.

- A. Every Board Director, and each nonvoting ex-officio director and the chief administrator, shall attend board training.
- B. Before beginning their term, a new Board Director shall complete initial training on the Board's role and responsibilities, the Minnesota Open Meeting Law (chapter 13D), and the Minnesota Government Data Practices Act (chapter 13). A nonvoting ex-officio director and the chief administrator shall complete this initial training within three months of starting their role.
- C. Within 12 months of being seated, a Board Director shall complete training on: (1) employment policies and practices under Minnesota Statutes chapter 181; (2) public school funding and financial management; and (3) the Board's roles and responsibilities related to student success, student achievement, and school performance. A Board Director who does not complete this training within 12 months is ineligible to continue serving on the Board, and a person who does not complete the training is ineligible to be elected or appointed to a charter school board for 18 months.
- D. Each Board Director shall attend annual training throughout the Director's term, based on the Board's annual assessment of its training needs.
- E. The training provider shall certify each Board member's completion of required training.
- F. Crosslake Community Schools shall pay the costs of required board training, and the annual report shall list the training each Board Director completed during the year.
- G. The Board shall ensure that an annual assessment of the Board's performance is conducted, and shall report the results of that assessment in the annual report.

Section 5.5 — Personnel Evaluation Policies NEW

The Board of Directors shall adopt personnel evaluation policies and practices that, at a minimum: (1) evaluate progress toward the school's mission and goals; (2) evaluate the implementation of the goals contained in the charter contract; (3) evaluate student achievement, postsecondary and workforce readiness, and student engagement and connection goals; (4) establish a teacher evaluation process

under Minnesota Statutes § 124E.03, subdivision 2, paragraph (h); and (5) provide professional development related to the individual's job responsibilities. Minnesota Statutes § 124E.07, subd. 6.

ARTICLE VI

Elections

Section 6.1 — Board Director Terms

Each Board Director shall hold office for a two-year term or until a successor has been duly elected and qualified, or until the director dies, resigns, is removed, or the term otherwise expires as provided by law or these Bylaws. All Board Directors' terms begin on July 1 and end on June 30.

Section 6.1.1 — Term Limits

Board members may serve a maximum of three consecutive two-year terms. After serving three consecutive terms, a member must wait at least one year before being eligible to serve again. Board officers shall be elected for one-year terms by the Board of Directors and may serve a maximum of two consecutive terms in any one officer position.

Section 6.2 — General Election Procedure REVISED

General elections shall be held annually for the Board of Directors.

- A. Election Officials. Elections shall take place through electronic, onsite paper, and absentee paper balloting. The election procedure shall be administered by three Board of Education appointed Election Officials who are individuals not running for the Board of Directors and have no family member(s) running for the Board of Directors. Election Officials are appointed annually prior to Crosslake Community Schools' Open House.
- B. Duties of Election Officials:
 - issuing the Call for Nominations in emails and letters to parents/guardians, staff, and community members;
 - collecting candidates' information and materials for the Board of Education's publishing of example ballots;
 - registration of eligible voters;
 - counting and recording ballots;
 - ensuring the integrity of the voting process;
 - reporting election results to the Board of Education Chairperson (Election Certification Report).
- C. The Election shall be held no later than 60 days prior to the end of the term for the Board Directors, and the notice of the date of the election shall be provided at least 30 days in advance of the election. The deadline for holding the Election may be extended, at the discretion of the Election Officials, if a Second Call for Nominations is required.
- D. Elections shall take place through electronic and onsite paper balloting. The onsite location must be stated in the voting instructions. The onsite location should be in a semi-private location to protect the integrity of an individual's vote.

- E. One or two Election Officials shall be charged with securing the paper voting box and will lock the voting box in a room where other people may not have access to it, except the Election Officials, when the Election Officials are not in attendance.
- F. The Coordinator of Technology or a person appointed by the Board of Education's Chairperson shall be charged with securing the online system of voting.
- G. The election checklist, Signature Registration Sheet, a printout of electronic ballots, paper ballots (including invalidated ballots), and an election tally sheet shall be filed and kept for 7 years.
- H. Publication of Election Policies and Notices. Crosslake Community Schools shall publish and maintain its board election policies and procedures on the school's official website. Notice of the election dates and the procedures for voting shall be provided to eligible voters at least 30 days before the election and posted on the school's website. Minnesota Statutes § 124E.07, subd. 5.
- I. Candidate Information. The names, biographies, and candidate statements of the individuals who are candidates for the Board shall be provided to eligible voters at least 10 days before the election and posted on the school's official website. Minnesota Statutes § 124E.07, subd. 5.

Section 6.3 — Nominations, Candidates, and Determining New Board Directors

- A. Crosslake Community Schools' Open House. The Call for Nominations shall announce the open Director positions, the expiration of the term of the position, and the required qualifications for the positions. The Call for Nominations shall also include the manner for submitting a nomination and the due date for submission of the nomination. Election Officials shall confirm with the nominees their willingness to serve if elected. If the nominee is not willing to serve, the nominee shall not be included on the ballot.
- B. If a parent/guardian or teacher candidate for the Director positions specifically designated as in-person or online program is not nominated, a Second Call for Nominations shall be issued by the Election Officials during the general time frame of Crosslake Community Schools' Fall Conferences. The Second Call for Nominations shall announce that a parent/guardian or teacher, as applicable, from either the in-person or online program may be considered for any of the open parent or teacher Director positions for which an otherwise qualified nominee was not received. The Second Call for Nominations shall also include the manner for submitting a nomination and the due date for submission of the nomination. Election Officials shall confirm with the nominees their willingness to serve if elected. If the nominee is not willing to serve, the nominee shall not be included on the ballot.
- C. Nominations will be collected by the Election Officials until the Call for Nominations expires.
- D. The Election Officials shall issue a Notice of Election at least 30 days in advance of the election. The Notice shall identify the date of the election, the vacant seats and terms, the nominees for each vacant seat, and the times, locations, and procedure for voting.
- E. Write-in candidates will be allowed for any seat, including vacant seats where a qualified nominee/ candidate did not run.
- F. The candidates with the highest number of votes win.
- G. In the event of a tie for an elected position, a run-off election shall be held with at least 30 days of the Notice of the run-off election provided to voters.

- H. A disputed ballot shall be considered valid when all three Election Officials reach a unanimous agreement over the dispute. Otherwise, the ballot is considered invalid and will not be tallied, but set aside and filed with the other ballots.
- I. The number of votes each candidate received shall be published in Crosslake Community Schools' Board of Directors meeting minutes.
- J. If no candidate emerges from in-person or online program representatives by the specified date: in- person teacher positions may be filled by online teachers and vice versa; in-person parent positions may be filled by online parents and vice versa. Teachers may not run for parent seats, and parents may not run for teacher seats.

Section 6.4 — Votes

- A. Any parent (natural, step, or foster) or legal guardian of a student enrolled shall have one vote.
- B. All paid staff, including staff that work for a cooperative at Crosslake Community Schools, shall have one vote.
- C. All Crosslake Community Schools Board Directors shall have one vote.

Section 6.5 — Voting Procedures

Each eligible voter receives one ballot.

- A. A voting person may vote in person, electronically, or by absentee ballot.
 - i. To vote in person, a voter must sign the signature sheet and may need to produce some identification to receive a ballot. The identification would apply to people not known by an Election Official.
 - ii. To vote electronically, a voter will receive a ballot through an email. An electronic signature certifying the person has voted will be marked off as a vote on the signature sheet. This step will be done by an Election Official. The ballot received is conducted by a third-party survey that is not traceable by the Election Officials.
- B. To vote by absentee ballot, a voter must complete the following:
 - i. Request a ballot by five (5) school days prior to the election;
 - ii. Once received, set aside the extra envelopes to return the ballot;
 - iii. Once the ballot is filled out, place the ballot into the blank envelope and seal the envelope;
 - iv. Take the blank envelope and put it inside the envelope that asks for the voter's signature and seal the envelope;
 - v. Sign and date the envelope;
 - vi. Take the signed and dated envelope and put it inside the postage-paid mailing envelope; and
 - vii. Drop it in the mailbox and have it postmarked by the Friday before the first day of the election. All envelopes need to arrive at Crosslake Community Schools on or before 3:00 p.m. on the last day of the election.
 - viii. Voters may drop off the absentee ballot rather than mail it. The last day to turn in a ballot is 3:00 p.m. on the last day of the election.

- ix. Election Officials will open the first two envelopes and add the rest of the ballots in the ballot box to be counted.
- C. The in-person signature serves as a record that a person has voted and will supersede any other form of a ballot.
- D. For in-person voting, a ballot is numbered to correspond with the signature sheet.
- E. At the voting location, ballots shall be put in the voting box.
- F. The voting box must be locked in the office when it is not attended.
- G. An email will be sent to the email address on file for each parent/guardian, staff member, and Board Director.
- H. Voting will take place over the course of five business days prior to the Election.

Section 6.6 — Counting Procedures

- A. Counting will be done by the Board of Education appointed Election Officials.
- B. Counting will be done immediately after the election, starting by 4:00 p.m., weather depending.
- C. In-person ballots will be counted first, followed by all electronic ballots from the previous five days. Electronic ballots shall not be counted in advance of the in-person voting closing time.
- D. Invalid ballots will be kept separate and tallied at the end for reporting to the Board of Education. Reasons for invalid ballots include: (a) not an official ballot; (b) marking too many candidates.
- E. In the event that more than one ballot is received from the same voter, only the in-person vote will be counted.
- F. Each Election Official will tally each ballot. If none of the counts match, they will be recounted until all three Election Officials reach the same numbers.
- G. The number of ballots will be verified with the number of signatures on the Signature Registration Sheet and the electronic printout of electronic votes.
- H. The Election Certification Report will be filled out and given to the Board of Education Chairperson to be included in the Board Minutes for the next Board of Education meeting.
- I. The Board of Education Chairperson will call all candidates to inform them of the results and ensure their willingness to serve as a Director, and will make the results of the election public the following Monday by 5:00 p.m.

Section 6.7 — Elections During a Pandemic, Epidemic, Outbreak of a Disease, or Health Emergency

- A. If Crosslake Community Schools is closed for all activities or all students are distance learning, then the election will take place completely online. Ballots will be emailed again to all eligible voting members, and an additional five business days will be added to the election so all voters will be able to cast their vote. The five additional days to vote will be added only if distance learning starts the week of the election.
- B. If Crosslake Community Schools is in a Hybrid Learning Scenario or some students are in the Hybrid Scenario while other students are distance learning, then the election will proceed using the regular protocols.

Section 6.8 — Vacancies of a Member from the Board of Directors

Vacancies in the Board of Education by a Board Director who vacates their position by resignation during their term, or that is vacant due to the lack of an elected candidate during the general election, will call for another election. A general election will occur in approximately October and a special election, if needed, shall occur approximately in June. A vacated seat will follow the composition of the Board of Education: one community member, three parents (one from the in-person program, one from the online program, and one from either the in-person or online program), and four teachers (two from the in-person program and two from the online program).

- A. If the first non-elected individual receiving the most votes declines to serve on the Board of Education, the Board Directors shall appoint a member to serve on the Board of Education until the next election. The Board Directors may appoint any eligible person at any time during the term that the vacated seat is not filled.
- B. The Board of Education will address the vacancy at every Board of Education meeting the seat remains vacated.
- C. If there is more than one candidate presented at the Board of Education meeting, the Board Directors will vote by ballot for the candidate they choose. Each Board of Education member shall have one vote. In addition, the recorder of the Board of Education shall count and report the results to the Board Chairperson.
- D. If there is a tie, the seat remains vacated until the next Board of Education meeting. The process is repeated until a candidate fills the vacated seat.
- E. A Director filling a vacancy shall hold office for the remainder of the term of the vacant position.

Section 6.9 — Resignation and Removal

Directors may resign at any time, effective immediately or at a specified later date, by giving written notice to the Board of Education Chairperson or the Administrative Assistant of Crosslake Community Schools. Unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. The Board of Education may remove, for proper cause, any Director or Officer of the Board of Education and fill the vacancy; but such removal must be by a concurrent vote of at least four members at a meeting of whose time, place, and object the charged Director has been duly notified, with the reasons for such proposed removal and after an opportunity to be heard in defense against the removal.

Section 6.10 — Filling Vacancies REVISED

Unless otherwise provided by Minnesota Statutes § 317A.227 or Section 6.9, vacancies on the Board of Education caused by death, disqualification, disability, removal, absence from three consecutive designated Board of Education meetings (without substantial reason and other than during an approved leave of absence under Section 6.12), or such other cause shall be filled by appointment of a new Director by the affirmative vote of a majority of the remaining Directors, even if less than a quorum. A Director filling a vacancy shall hold office for the remainder of the term of the vacant position.

Section 6.11 — Presence at Meetings REVISED

All members of the Board of Directors or of any Committee meeting remotely may participate in the meeting if all conditions of Minnesota Statutes § 13D.02 are met. Board Directors or committee members participating remotely in charter Board of Education meetings are not allowed to participate

via telephone and must participate by interactive technology (e.g., Zoom, Google Meet). Any Board Director not in attendance for three consecutive meetings, other than during an approved leave of absence under Section 6.12, may be removed from serving on the Board of Education, and a replacement would be appointed by the Board of Education for the remainder of that Director's term.

Section 6.12 — Leave of Absence NEW

- A. A Board Director may request a leave of absence from Board service by submitting a written request to the Board Chairperson stating the reason for and the anticipated duration of the leave. A leave of absence is effective only upon approval by the affirmative vote of a majority of the Board Directors then holding office.
- B. A single leave of absence shall not exceed 90 days. The Board may grant one renewal of up to an additional 90 days upon a further written request and a majority vote of the Board Directors then holding office.
- C. A leave of absence shall not be granted if it would cause the Board to fall below the minimum composition required by Section 5.2 and Minnesota Statutes § 124E.07, or below the quorum floor established in Section 4.7.
- D. During an approved leave of absence, the Director on leave is not counted as a Director then holding office for purposes of determining a quorum under Section 4.7, and the Director's absences during the leave are not counted for purposes of removal under Sections 6.10 and 6.11.
- E. A leave of absence does not extend the Director's term of office or toll the term limits in Section 6.1.1; the Director's term continues to run during the leave.
- F. A Director on an approved leave of absence may not vote. If the Director on leave holds an officer position, the duties of that office shall be performed as provided in Article IX during the leave, or as otherwise designated by the Board.
- G. A Director may end a leave of absence early by giving written notice to the Board Chairperson.

Section 6.13 — Compensation

Board Directors shall not receive compensation for their services as a Director.

Section 6.14 — Oath of Office NEW

Before assuming the duties of office, each initial member and each elected Board Director must file a written oath of office with the school's authorizer, Osprey Wilds Environmental Learning Center. Minnesota Statutes § 124E.07, subd. 5.

ARTICLE VII

Conflict of Interest

Section 7.1 — Conflict of Interest REVISED

A Conflict of Interest Policy is established by the Board of Directors that is consistent with Minnesota Statutes § 124E.14.

- A. No member of the Board of Directors, employee, officer, or agent of Crosslake Community Schools shall participate in selecting, awarding, or administering a contract if a Conflict of Interest exists. A conflict exists when:
 - i. the Board of Education member, employee, officer, or agent;
 - ii. the immediate family of the Board of Education member, employee, officer, or agent;
 - iii. the partner of the Board of Education member, employee, officer, or agent; or
 - iv. an organization that employs, or is about to employ, any individual in clauses (i) to (iii), has a financial or other interest in the entity with which Crosslake Community Schools is contracting. A violation of this prohibition renders the contract voidable at the option of the commissioner or the Board of Directors, and a Board Director who violates this prohibition is individually liable to Crosslake Community Schools for any damage caused by the violation. Minnesota Statutes § 124E.07, subd. 3.
- B. The Conflict of Interest provisions under this section do not apply to compensation paid to a teacher employed as a teacher by Crosslake Community Schools, or to a teacher who provides instructional services to Crosslake Community Schools through a cooperative formed under chapter 308A, when the teacher also serves on the Crosslake Community Schools Board of Directors.
- C. A Crosslake Community Schools Board Director, employee, or officer is a local official for purposes of Minnesota Statutes § 471.895 with regard to receipt of gifts as defined under § 10A.071, subdivision 1, paragraph (b). A Board of Education member, employee, or officer must not receive compensation from a group health insurance provider.
- D. All Board Directors must complete a Conflict of Interest statement, reviewed by Osprey Wilds Environmental Learning Center, stating that the Board Director has no conflict of interest.

Section 7.2 — Nepotism Policy NEW

The Board of Directors shall adopt and maintain a nepotism policy that prohibits the employment of immediate family members of a Board Director, a school employee, or a teacher who provides instruction under a contract between Crosslake Community Schools and a cooperative. The policy shall prohibit a Board Director, employee, or teacher from participating in the interview, selection, hiring, supervision, or evaluation of an immediate family member. The Board may waive the nepotism policy only after publicly posting the proposed waiver for at least 20 business days and by a two-thirds majority vote of the Board Directors who are not immediate family members of the affected individual. Minnesota Statutes § 124E.07, subd. 6.

Section 7.3 — Statement of Economic Interest and Gift Ban NEW

Members of the Board of Directors, and persons employed as directors or chief administrators of Crosslake Community Schools, are subject to the statement of economic interest requirements of Minnesota Statutes § 10A.09 and the gift ban requirements of Minnesota Statutes §§ 10A.071 and 471.895, consistent with Minnesota Statutes § 124E.03, subdivision 11.

ARTICLE VIII

Committees of the Board of Education

Section 8.1 — Committees of the Board of Education

The Board of Directors may, by resolution passed by a majority of the Board of Directors, designate, define authority of, set the number of, and determine the identity of members of one or more Committees. Committee members must be parents, employees, and students, but need not be members of the Board of Directors. The Board of Education may, by similar vote, designate one or more alternate members of any Committee who may replace any absent or disqualified member at any meeting of the Committee.

Section 8.2 — Committee Membership

Except as otherwise specified in these Bylaws, the Chair of any Standing, Ad Hoc, or Advisory Committee of the Board of Education may determine the membership of such Committee with the advice and consent of the Board of Directors. Each Committee Chair shall maintain a record of the voting members of the Committee and shall submit such records to the Secretary of Crosslake Community Schools.

Section 8.3 — Student Voice

Each Committee must make extensive and repeated attempts to place students on a Board Approved Committee. While there is no age requirement, the expectation is a student may have a “voice” and can contribute to the committee but does not have a vote.

Section 8.4 — Action by Committees

Unless otherwise stated in the resolutions creating it, or in these Bylaws, Committee actions shall be taken only upon the affirmative vote of a majority of the members of the Committee. Failure of a Committee to reach agreement upon any issue before it shall require referral of such issue to the entire Board of Directors. Committee actions are considered recommendations until approved by the full Board of Directors.

Section 8.5 — Committee Meetings

The activities of all Committees of Crosslake Community Schools shall be conducted in such manner as will advance the best interests of Crosslake Community Schools. Except as specifically set forth herein, the provisions of these Bylaws shall apply to Committees and members thereof to the same extent they apply to the Board of Directors and Directors. Each Committee shall meet at such times and places as provided by its rules or by resolution of the Board of Directors. Notice of Committee meetings shall be given to each Committee member at least three days in advance of the meeting by such methods of delivery set forth in these Bylaws, except that if the time, date, and location of a Committee meeting was announced at a previous Committee meeting, no notice is required. The meetings of all Committees shall be open to attendance and participation by all Directors, but only members of the Committee may vote. Committee chairs shall submit minutes of all Committee meetings to the Secretary of Crosslake Community Schools, which minutes shall be open to inspection as set forth in these Bylaws.

Section 8.6 — Quorum

A quorum for any Committee meeting shall be a majority of the voting members of the Committee of record.

Section 8.7 — Control by the Board of Directors

Each Committee shall be under the direction and control of the Board of Directors and shall keep regular minutes of their proceedings, and all actions of each Committee shall be reported to the Board of Directors and shall not be effective until approved by the Board of Directors, subject to revision and alteration by the Board of Directors.

Section 8.8 — Finance Committee NEW

The Board of Directors shall establish a Finance Committee that meets on a regular basis and includes at least one Board Director. The Finance Committee shall review the financial health of Crosslake Community Schools and its financial best practices. If Crosslake Community Schools is subject to financial corrective action, the Board shall include the authorizer in monthly Finance Committee meetings and, upon the authorizer's request, shall hire a financial management expert. Minnesota Statutes § 124E. 07, subd. 6.

ARTICLE IX

Officers and Employees

Section 9.1 — Number; Election

The officers of Crosslake Community Schools shall be elected for one-year terms by the Board of Directors, and shall consist of a Chairperson, Vice-Chair, Treasurer, Secretary, and such other officers as the Board of Directors shall determine from time to time.

Section 9.2 — Chairperson

The Chairperson shall:

- (a) Exercise the executive functions of Crosslake Community Schools.
- (b) Preside at all meetings of the Board of Directors.
- (c) Perform such duties and exercise such powers as are necessary for the business and affairs of Crosslake Community Schools as directed by the Board of Directors.
- (d) Sign and deliver, in the name of Crosslake Community Schools, all deeds, contracts, or otherwise as directed/appointed by the Board of Education.
- (e) Sign on behalf of the Board of Education / Board Directors when directed by the Board of Education.
- (f) Have the general powers and duties usually vested in the Office of the President; and
- (g) Have such other powers and perform such other duties as are prescribed by Minnesota Statutes § 317A. 305, subd. 2.

Section 9.3 — Vice-Chair

The Vice-Chair shall:

- (a) Exercise the functions of the Office of the Chairperson of Crosslake Community Schools, in the absence of the Chairperson.
- (b) Preside at all meetings of the Board of Directors, in the absence of the Chairperson.

- (c) Ensure that the latest edition of Robert's Rules of Order is used and that all Board Directors are trained in the use of the Rules.
- (d) Work with and support Board Directors and the general public when using Robert's Rules of Order.

Section 9.4 — Treasurer (Chief Financial Officer)

The Treasurer shall:

- (a) Keep accurate accounts of all monies of Crosslake Community Schools received or disbursed.
- (b) Deposit all monies, drafts, and checks in the name of, and to the credit of, Crosslake Community Schools in such banks and depositories as the Board of Directors shall from time to time designate.
- (c) Have the care and custody of Crosslake Community Schools' funds and securities.
- (d) Have the power to endorse for deposit all notes, checks, and drafts received by Crosslake Community Schools at the direction of the Board.
- (e) Disburse the funds of Crosslake Community Schools as ordered by the Board of Directors, making proper vouchers therefor.
- (f) Render to the Board Chairperson and the Board of Directors, whenever required, an account of all the transactions as Chief Financial Officer and of the financial condition of Crosslake Community Schools; and
- (g) Perform such other duties and have such other powers that may from time to time be prescribed by the Board of Directors as prescribed by Minnesota Statutes § 317A.305, subd. 3.

Section 9.5 — Secretary

The Secretary shall maintain the Office of Crosslake Community Schools and shall:

- (a) Attend all meetings of the Board of Directors and all Committees as required;
- (b) Ensure the accuracy of the Minutes of the Board of Directors as prepared by the recorder of the Board of Education and filed as corporate records;
- (c) Ensure that all documents and records belonging to Crosslake Community Schools are preserved by the recorder of the Board of Education;
- (d) Ensure notices of all meetings of the Board of Directors and its Committees;
- (e) Prepare Minutes of the Board of Directors for closed meetings; and
- (f) Perform such other duties as may be prescribed by the Board of Directors.

Section 9.6 — Management and Administrative Employees

Crosslake Community Schools may have such management and administrative employees as the Board of Directors deems necessary. Such employees shall: (1) be appointed in a manner, (2) have their duties and responsibilities, and (3) hold their positions for the time, prescribed by the Board of Directors. The chief administrator of Crosslake Community Schools is responsible for the management and administration of all employees in all aspects of employment.

Section 9.7 — Resignation

Any Officer may resign at any time. Such resignation shall be made in writing to the Chairperson or Secretary of Crosslake Community Schools and shall take effect at the time specified therein or, if no time is specified, at the time of its receipt by the Chairperson or Secretary. The acceptance of a resignation shall not be necessary to make it effective.

Section 9.8 — Chief Administrator Evaluation

The Board of Directors has responsibility for evaluation of Crosslake Community Schools' chief administrator. For evaluation purposes, a Subcommittee of the Board of Education will conduct the formal evaluation. The Evaluation Subcommittee will be chaired by either a community or parent board member and will consist of parent and community members of the Board of Education and not teaching staff, to avoid a Conflict of Interest.

ARTICLE X

Distribution of Assets

Section 10.1 — Right to Cease Operations and Distribute Assets

By a two-thirds vote of a quorum, the Board of Directors may resolve that Crosslake Community Schools cease operations and voluntarily dissolve. Such resolution shall set forth the proposed dissolution and direct designated officers of Crosslake Community Schools to perform all acts necessary to effect dissolution. Written notice as required by the Bylaws shall state that the purpose of the meeting shall be to vote upon the dissolution of Crosslake Community Schools. A resolution to dissolve Crosslake Community Schools shall be approved only upon the affirmative vote of two-thirds of a quorum of the Board of Directors taken at a meeting during which the resolution is brought before the public. If such cessation and distribution is called for, the Board of Directors shall set a date for commencement of the distribution.

Section 10.2 — Cessation and Distribution

When cessation of operations and distribution of assets has been called for, the Board Directors and designated officers shall cause Crosslake Community Schools to discontinue, and shall carry out the liquidation process and distribution of all Crosslake Community Schools' assets to the LAKE (Lakes Area Kids Enrichment) Foundation and other entities in accordance with Minnesota Statutes § 317A.735. Notice of Intent to Dissolve shall be filed with the Secretary of State pursuant to Minnesota Statutes § 317A.723.

ARTICLE XI

Indemnification

Section 11.1 — Indemnification

Each Director, Officer, and employee of Crosslake Community Schools, past or present, and each person who serves or may have served at the request of Crosslake Community Schools as a Director, Officer, Partner, employee, Representative, or Agent of another organization or employee benefit plan, and the respective heirs, administrators, and executors of such persons, shall be indemnified by Crosslake

Community Schools in accordance with, and to the fullest extent permitted by, Minnesota Statutes § 317A.

521. Crosslake Community Schools shall not be obligated to indemnify a Board Director who has violated Minnesota Statutes § 124E.07, subds. 3(e) and (f). Crosslake Community Schools shall not be obligated to indemnify any other person or entity, except to the extent such obligation shall be specifically approved by resolution of the Board of Directors. Crosslake Community Schools shall have the power to advance such a person's expenses incurred in defending any such proceeding to the maximum extent permitted by law. This section is and shall be for the sole and exclusive benefit of the individuals designated in this Article, and no individual, firm, or entity shall have any rights under this Article by way of assignment, subrogation, or otherwise, whether voluntarily, involuntarily, or by operation of law.

ARTICLE XII

Financial Matters

Section 12.1 — Contracts

The Board of Directors may authorize any Officer, Agent, or Agents of Crosslake Community Schools to enter into any contract or execute and deliver any instrument in the name of and on behalf of Crosslake Community Schools, and any such authority may be general or confined to specific instances. Unless so authorized by the Board of Directors or these Bylaws, no Officer, Agent, or Employee shall have any power or authority to bind Crosslake Community Schools by any contract or engagement, or to pledge its credit, or to render it financially liable for any purpose or to any amount.

Section 12.2 — Loans and Pledges

No loans shall be contracted nor pledges or guarantees given on behalf of Crosslake Community Schools unless specifically authorized by the Board of Directors.

Section 12.3 — Authorized Signatures

All checks, drafts, or other orders for the payment of money, notes, or other evidence of indebtedness issued in the name of Crosslake Community Schools shall be signed by such person or persons and in such manner as shall from time to time be determined by the Board of Directors or these Bylaws.

Section 12.4 — Deposits

All funds of Crosslake Community Schools shall be deposited to the credit of Crosslake Community Schools in such banks, trust companies, or other depositories as the Board of Directors may designate, and shall be disbursed under such general rules and regulations as the Board of Education may from time to time determine.

Section 12.5 — Accounting System and Audit

The Board of Directors shall establish and maintain, in accordance with Government Auditing Standards applied on a consistent basis, an appropriate accounting and financial reporting system for Crosslake Community Schools. The Board shall cause the records and books of account of Crosslake Community

Schools to be audited at least once each fiscal year and at such other times as it may deem necessary or appropriate, and may retain such persons or firm for such purposes as it may deem appropriate.

ARTICLE XIII

Authorizer

Section 13.1 — Authorizer

Osprey Wilds Environmental Learning Center Charter School Division is the authorizer of Crosslake Community Schools pursuant to Minnesota Statutes § 124E.05, subd. 1.

Section 13.2 — Voluntary Authorization

The Board of Education recognizes and acknowledges that Osprey Wilds Environmental Learning Center voluntarily exercises powers given by applicable law. The Board of Education also understands that Osprey Wilds Environmental Learning Center shall not be deemed to have waived any of its authorizer powers.

Section 13.3 — Independence of Crosslake Community Schools

Crosslake Community Schools is independent of Osprey Wilds Environmental Learning Center and:

- (a) is not a division, part, or agent of Osprey Wilds Environmental Learning Center;
- (b) has separate financial obligations. Crosslake Community Schools shall not hold Osprey Wilds Environmental Learning Center to its financial obligations. Furthermore, Osprey Wilds Environmental Learning Center shall not hold Crosslake Community Schools to its financial obligations;
- (c) has no authority to authorize or obligate Osprey Wilds Environmental Learning Center to any contract or agreement. Also, Osprey Wilds Environmental Learning Center has no authority to authorize or obligate Crosslake Community Schools to any contract or agreement.

ARTICLE XIV

Open Meeting Law

Section 14.1 — Purpose of Open Meeting Law

The purpose of the Open Meeting Law is to:

- prohibit actions being taken at secret meetings where it is impossible for the interested public to become fully informed about a public body's decisions or to detect improper influences;
- assure the public's right to be informed; and
- afford the public an opportunity to present its views to the public body.

Section 14.2 — Application of Open Meeting Law

All meetings of the Board and its committees and subcommittees are subject to the Minnesota Open Meeting Law (Minnesota Statutes chapter 13D), regardless of whether a quorum is present.

Section 14.3 — Committees and Subcommittees of the Board

All committees and subcommittees of the Board are subject to Open Meeting Law requirements regardless of their decision-making authority.

Section 14.4 — Communication Among Board Members

The Open Meeting Law typically does not apply to telephone conversations among less than a quorum, or to letters or other written communication. However, telephone conversations, e-mail, or letters among less than a quorum of the Board of Education used to avoid the Open Meeting requirements or to fashion an agreement in advance of an open meeting may be found to have violated the law.

No open meeting violations occur when mail—electronic or printed—is used to distribute materials to Board Directors. A problem or violation may arise when the Board Directors respond to the information and begin a discussion of the materials. Therefore, Board Directors are cautioned against communicating with one another outside of an open meeting on matters that may come before the Board of Education.

The Board of Education also may not use a third person (not a Board member) to facilitate a consensus between the Board Directors. For example, this may include agreeing to the content of a letter or other communication outside of a Board of Education meeting. The Open Meeting Law states that communication on a social media site open to the public does not violate the law. Communication among Board Directors on a private social media site could constitute a violation.

Section 14.5 — Social Gatherings

The Open Meeting Law does not apply to a quorum of the governing body that comes together by chance or at a social gathering, so long as the group does not use the setting for purposes of conducting official business. However, a quorum of the body may not, as a group, discuss or receive information about official business in any setting under the guise of a private social gathering.

Section 14.6 — Informational Gatherings

The Open Meeting Law does apply to informational gatherings, such as retreats, executive sessions, public hearings, and work sessions. The Open Meeting Law applies regardless of whether action is taken or contemplated.

Section 14.7 — Closed Meetings

Before closing a meeting, a public body shall state on the record the specific grounds permitting the meeting to be closed and describe the subject to be discussed. All meetings are open to the public except in the following cases:

- A. A public body must close meetings for preliminary consideration of allegations or charges against an individual subject to its authority. If the members of the public body conclude that discipline may be warranted as a result of those charges, further meetings or hearings relating to the charges must be open. Meetings must also be open at the request of the individual who is the subject of the meeting. Statutes other than the Open Meeting Law may permit or require closed meetings for certain local governmental bodies to conduct specific kinds of disciplinary hearings. For example, Board of Education hearings held to discharge or demote a teacher are private unless the affected teacher wants a public hearing. A public body may close a meeting to evaluate the performance of an individual who is subject to its authority. Before closing a meeting, the public body must identify the individual to be evaluated. The public body must

summarize the conclusions of the evaluation at its next open meeting. An evaluation meeting must be open at the request of the subject of the meeting. Minnesota Statutes §§ 13D.05, 122A.41.

- B. The law permits closed meetings based on a limited attorney-client privilege. In order to close a meeting under the attorney-client privilege exception, the governing body must give a particularized statement describing the subject to be discussed. A general statement that the meeting is being closed to discuss pending or threatened litigation is not sufficient.
- C. A meeting may be closed to address certain security issues. If disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses, a meeting may be closed to: receive security briefings and reports; discuss issues related to security systems; discuss emergency response procedures; and discuss security deficiencies in or recommendations regarding public services, infrastructure, and facilities. Before closing a meeting, the public body must refer to the facilities, systems, procedures, services, or infrastructures to be considered during the closed meeting. A closed meeting must be tape-recorded at the expense of the Board of Education, and the recording must be preserved for at least four years.

Section 14.8 — Actual Notice

If a person receives actual notice of a meeting of the Board of Education at least 24 hours before the meeting, all notice requirements are satisfied with respect to that person, regardless of the method of receipt of notice. Minnesota Statutes § 13D.04.

Section 14.9 — Health Pandemic or Declared Emergency

In the event of a health pandemic or emergency declared under Minnesota Statutes § 12.31, meetings may be conducted via interactive technology in accordance with Minnesota Statutes § 13D.021.

Section 14.10 — Meetings Conducted by Interactive Technology

A meeting may be conducted by interactive technology with an audio and visual link in compliance with Minnesota Statutes § 13D.02.

ARTICLE XV

Adoption and Amendment of Bylaws

Section 15.1 — Majority Vote

Crosslake Community Schools' governance model as set forth in these Bylaws and/or otherwise required by law may be changed only by or with: (a) a majority vote of the Board of Directors; (b) a majority vote of the licensed teachers employed by Crosslake Community Schools as teachers, including licensed teachers providing instruction under a contract between Crosslake Community Schools and a cooperative; and (c) approval of Crosslake Community Schools' authorizer.

Section 15.2 — Change in Board Governance

Any change in Board governance shall conform to the board structure set forth in Minnesota Statutes § 124E.07, subdivision 3, as amended.

Section 15.3 — Amendment Process

These Bylaws may be amended or repealed and new Bylaws may be adopted by a majority vote of the Board of Directors at any regular meeting or at any special meeting called for that purpose. Written notice of the proposed amendment must be provided to all Board members at least thirty (30) days prior to the meeting at which the amendment will be considered.

ARTICLE XVI

Insurance

Section 16.1 — Insurance

The Board of Education shall secure and maintain in its own name as the “first named insured” at all times the following insurance coverages:

- (a) Workers’ Compensation insurance.
- (b) Insurance covering all of Crosslake Community Schools’ real and personal property, whether owned or leased.
- (c) Insurance required by Minnesota Statutes § 466.04, including a minimum of Commercial General Liability insurance in comprehensive form, bodily injury and property damage combined of one and a half million dollars (\$1,500,000) per occurrence, personal injury of one and a half million dollars (\$1,500,000) per occurrence, and three million dollars (\$3,000,000) per occurrence for the release or threatened release of a hazardous substance.

Section 16.2 — Multiple Board Service REVISED

No member of the Board of Directors may serve on more than one charter school board at the same time, whether in an elected or ex-officio capacity, except that an individual serving as an administrator for more than one school under Minnesota Statutes § 124E.12, subdivision 2, paragraph (f), may serve on each board as an ex-officio member. A Board Director who violates this provision is ineligible to continue to serve as a Board Director and is ineligible to be elected or appointed to a charter school board for 24 months. Minnesota Statutes § 124E.07, subd. 3.

ARTICLE XVII

Code of Ethics

Section 17.1 — Purpose

The purpose of this policy is to assist the individual Board Directors in understanding their role as part of a Board of Education and in recognizing the contribution that each Board Director must make to develop an effective and responsible Board of Education.

Section 17.2 — General Statement

Each Board Director shall follow the code of ethics stated in these Bylaws.

- A. As a Board Director serving on the Crosslake Community Schools Board of Education, I will:
 - 1. Attend Board of Education meetings.

2. Come to the meetings prepared for discussion of the agenda items.
 3. Listen to the opinions and views of others (including, but not limited to, other Board Directors, administration, staff, students, and community members).
 4. Vote my conscience after informed discussion, unless I abstain because a conflict of interest exists.
 5. Support the decision of the Board of Education, even if my position concerning the issue was different.
 6. Recognize the integrity of my predecessors and associates and appreciate their work.
 7. Be primarily motivated by a desire to provide the best possible education for the students of Crosslake Community Schools.
 8. Inform myself about the proper duties and functions of a Board Chair.
- B. As a Board Director in performing the proper functions of the Crosslake Community Schools Board of Education, I will:
1. Focus on education policy as much as possible.
 2. Remember my responsibility is to set policy – not to implement policy.
 3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.
 4. Recognize that my responsibility, exercised through the actions of the Board of Education as a whole, is to see that Crosslake Community Schools are properly run – not to run them myself.
 5. Work through the chief administrator – not over or around the chief administrator.
 6. Delegate the implementation of Board of Education decisions to the chief administrator.
- C. As a Board Director maintaining relations with other Board Directors and the community at large, I will:
1. Respect the rights of others to have and express opinions.
 2. Recognize that authority rests with the Board of Education in legal session – not with the individual Board Directors except as authorized by law.
 3. Make no disparaging remarks, in or out of Board of Education meetings, about other Board Directors, the community at large, or their opinions.
 4. Keep an open mind about how I will vote on any proposition until the Board of Education has met and fully discussed the issue.
 5. Make decisions by voting in Board of Education meetings after all sides of debatable questions have been presented.
 6. Insist that committees be appointed to serve only in an advisory capacity to the Board of Education.
- D. As a Board Director in meeting my responsibilities to the Crosslake Community Schools community, I will:
1. Attempt to appraise and plan for both the present and future educational needs of Crosslake Community Schools and the community at large.
 2. Attempt to obtain adequate financial support for Crosslake Community Schools programs.

3. Insist that business transactions of Crosslake Community Schools be ethical and open.
 4. Strive to uphold my responsibilities and accountability to the taxpayers of Crosslake Community Schools.
- E. As a Board Director in working with the chief administrator and staff, I will:
1. Hold the chief administrator responsible for the administration of Crosslake Community Schools.
 2. Give the chief administrator authority commensurate with his or her responsibilities.
 3. Assure that Crosslake Community Schools will be administered by the best professional personnel available.
 4. Participate in Board of Education action after considering the recommendation of the chief administrator and only after the chief administrator has furnished adequate information supporting the recommendation.
 5. Insist the chief administrator keep the Board of Education adequately informed at all times.
 6. Offer the chief administrator counsel and advice.
 7. Recognize the status of the chief administrator as a non-voting, ex-officio member of the Board of Education.
 8. Refer all complaints to the proper administrative officer, or insist that they be presented in writing to the whole Board of Education for proper referral according to the chain of command.
 9. Present any personal criticisms of employees to the chief administrator or the Human Resources representative/consultant.
 10. Provide support for the chief administrator and employees of Crosslake Community Schools so they may perform their proper functions on a professional level.
- F. As a Board Director in fulfilling my legal obligations, I will:
1. Comply with all federal, state, and local laws relating to my work as a Board Director.
 2. Comply with all Crosslake Community Schools policies as adopted by the Board of Education.
 3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other state and federal agencies with jurisdiction over Crosslake Community Schools.
 4. Abide by all the rules, regulations, and contract as set forth by the Crosslake Community Schools authorizer, Osprey Wilds Environmental Learning Center, as long as such rules and regulations conform to those promulgated by any agency that has jurisdiction over Osprey Wilds Environmental Learning Center or Crosslake Community Schools.
 5. Recognize that school district business may be legally transacted only in an open meeting of the Board of Education, following Minnesota's Open Meeting Law.
 6. Avoid conflicts of interest and refrain from using my Board of Education position for personal gain.
 7. Take no private action that will compromise the Board of Education or administration of Crosslake Community Schools.

8. Guard the confidentiality of information that is protected under applicable law.
9. Follow all applicable statutes, laws, and regulations of the State of Minnesota as they relate to charter schools.

ARTICLE XVIII

Miscellaneous Provisions

Section 18.1 — Construction and Definitions

These Bylaws shall be construed to conform to the laws of the State of Minnesota.

Section 18.2 — Interpretation

Any provision of these Bylaws that turns out to be prohibited or unenforceable under Minnesota law shall be ineffective to the extent of such prohibition or unenforceability without invalidating any other provision of the Bylaws. These Bylaws shall also be construed in a manner that renders their provisions valid and enforceable to the maximum extent (not exceeding their express terms) under applicable law.

Adopted by the Board of Directors of Crosslake Community Schools.

Board Chair signature

Date

Printed name

Authorizer acknowledgment (Osprey Wilds
Environmental Learning Center)