

Regular Meeting
Monday, September 28, 2026
5:00 PM Central

Crosslake Community School
35808 Co Rd 66
Crosslake, MN 56442

1. CALL MEETING TO ORDER

Meeting called to order at 5:01 p.m.

2. PLEDGE OF ALLEGIANCE

Please stand for the Pledge of Allegiance

3. ROLL CALL and ESTABLISH a QUORUM

Josef Garcia and Rhiannon Paulsen are excused today.

4. ADDITIONAL ITEMS

We will receive an update from the Lakes Foundation from Todd Lyscio. A motion to add the additional agenda item was made by Colin Williams. It was seconded by Steena Johnson. Motion passes 6/6.

Update from the Lakes Foundation by Todd Lyscio. The Lakes Foundation met recently to discuss building space needs, security, and ongoing maintenance, reviewing a preliminary analysis by original designers Widseth. Additionally, the foundation and school leadership agreed that using the school parking lot as a beer garden for Oktoberfest is not appropriate.

5. PUBLIC COMMENT

If you have an item for the Regular Board of Education public comment period, please email Board of Education Chair Jared Griffin (jaredgriffin@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.

No public comments were made.

6. AGENDA

6.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.

A motion to approve the Consent Agenda was made by Lance Swanson. It was seconded by Melanie Donley. Motion passes 6/6.

6.A.1. Board of Education Minutes - August 24, 2026

6.A.2. Special Meeting Superintendent Evaluation Minutes - August 19, 2026

6.A.3. Finance Meeting Minutes - September 22, 2026

No public comments were made.

6.A.4. Personnel Matters

New Hires:

Name: Emma Moser

Position: In Person Special Education Paraprofessional

FTE: 35 hrs/wk

Salary/Wage: \$22.50/hour

Start Date: 8/24/26

Name: Nora Poster

Position: Online Learning Coach

FTE: 0.3

Salary/Wage: \$10,912.46/year

Start Date: 10/5/26

Name: Lillian Reed

Position: Kids Care Teacher

FTE: 12.5 hrs/wk

Salary/Wage: \$20.60/hour

Start Date: 9/8/26

Name: Matthew Fabian

Position: In Person Substitute Teacher

FTE: as needed

Salary/Wage: \$150/day

Start Date: TBD

Departing Staff:

Name: Jennifer Johnson

Position: In-Person Special Education Teacher

Last Day: 8/31/26

Name: Cole Oslin

Position: Online Social Studies Teacher

Last Day: Did not start

6.A.5. Food Service Reports

6.A.6. Gifts and Donations

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

Dr. Jenna Leadbetter reported that Crosslake Community Schools is applying for a five-year contract renewal with its authorizer, Osprey Wilds, starting July 1, 2027. The district has met or exceeded most academic goals and scored above 100% on its last evaluation, though focus remains on improving math, online graduation rates, and early reading. Despite tight budgets driven by historic investments in staff compensation, growing enrollment is projected to keep financials stable.

A motion to approve the Charter Renewal Application and Four-Year Financial Plan as presented, with the Financial Plan to be updated for FY28 forward once the FY26 audit is final, and authorize the Board Chair and Superintendent to sign and submit them to Osprey Wilds by Colin Williams. It was seconded by Steena Johnson. Motion passes 6/6.

6.C. ACTION ITEMS

6.C.1. Approve Policies

The board discussed policy requirements regarding administrator licensure, noting that while state law does not mandate licenses for charter school leaders, current principals are actively pursuing theirs. They debated whether to require licensure upon hire or allow flexibility for candidates working toward certification, ultimately agreeing to include minimum professional development requirements for any unlicensed administrators.

Colin Williams made a motion to approve policies 302, 302.5, 425, 521, 613, 624, and 722. It was seconded by Steena Johnson. Motion passes 6/6.

6.C.2. Review and Approve August Financial Information

The board reviewed the August financial report, noting that current student enrollment (ADM) stands at 610 against a budgeted 636, with numbers expected to increase as new enrollments are finalized.

Melanie Donley made a motion to approve the August 2026 financials. It was seconded by Steena Johnson. Motion carries 6/6.

6.C.3. Emergency Succession Plan and Delegation of Authority

The board reviewed an emergency succession plan and delegation of authority, establishing a clear leadership hierarchy—with in-person principal Dan Fischer as the first line of succession—to prepare for short-term absences, extended leaves, or vacancies in top leadership roles.

A motion was made by Colin Williams to approve the Emergency Succession Plan and Delegation of Authority as presented. It was seconded by Lance Swanson. Motion carries 6/6.

6.C.4. FY26 Transfers: Food Service (\$15,202.06) and Community Ed (\$77,833.92)

Melanie Donley made a motion to approve. They will need to increase the transfer by \$1,357 for Fund 02 and \$2,652 for Fund 04 (taking into account beginning cash balances). It was seconded by Steena Johnson. Motion passes 6/6.

6.C.5. CD Renewals:

The board discussed renewing CD account 4765 at a seven-month special rate of 4%, noting that account 4768 had previously renewed at 4% on September 25.

Colin Willimas made a motion to approve the CD renewal of 4765 at a seven-month special rate of 4%. It was seconded by Melanie Donley. Motion passes 6/6.

6.C.6. Cardiac Emergency Response Plan

Melanie Donley made a motion to approve adopting the Cardiac Emergency Response plan as an addendum to Policy 806 Crisis Manual. It was seconded by Steena Johnson. Motion passes 6/6.

6.C.7. 2026-2027 In-Person calendar revision

The in-person calendar needed to change 2 days on their calendar to reflect the teaching agreements stating there are 10 days of professional development; the current calendar had 12 days of professional development. The days will be converted into staff days. The dates are Monday, November 30th, 2026 and Friday, February 13th, 2026.

Amy Tagtmeier made a motion to approve the edits made to the 2026-2027 In-Person Calendar. It was seconded by Colin Williams. Motion passes 6/6.

6.D. INFORMATION /DISCUSSION ITEMS

6.D.1. District Personnel

To address increasing enrollment and staff workload, the board discussed updated job descriptions for the district technology manager and proposed hiring a 0.4 FTE district technology coordinator. The board added a discussion/action item and reviewed a proposal to add a 0.4 FTE online learning coach lead position to support the growing online coaching team. Both positions have been approved by the finance committee.

Colin Williams made a motion to move to action the .4FTE District Technology Coordinator and the 1.FTE District Technology Manager Job Descriptions. It was seconded by Amy Tagtmeier. Motion carries 6/6.

Colin Williams made a motion to approve the .4FTE District Technology Coordinator and the 1.fte District Technology Manager Job Descriptions. It was seconded by Amy Tagtmeier. Motion carries 6/6.

Colin Williams made a motion to add a .4FTE learning coach as a discussion/action item. It was seconded by Steena Johnson. Motion carried 6/6.

Colin Williams made a motion to approve a .4 FTE learning coach position. It was seconded by Stenna Johnson. Motion carries 6/6.

6.D.2. Benefit Innovations will be presenting on 2027 benefit premium rates.

Deb Holthaus presented the school's health insurance renewal overview, noting that while the district has historically enjoyed stable and low rates, renewal premiums for 2027 face a substantial 49% increase due to a high loss ratio (151%) driven by several active high-cost

claims. To manage these rising costs and ensure Affordable Care Act compliance, the board discussed exploring alternative networks (such as high-value networks), evaluating ongoing bids from other carriers, and having the compensation committee review options prior to the next finance committee and board meetings.

6.D.3. Policy Review - First review these are new and revised policies

The board conducted a first review of several new and revised policies—including formatting standards for ADA compliance, conflict of interest guidelines, and rules on contributions and fundraising—that are required as part of the school's renewal process.

Colin Williams made a motion to move policies 208.5, 210.1, 706, and 721 (also list the 9/16/24 Procurement Policy to be retired when 721 is adopted) to an action item. It was seconded by Amy Tagtmeier. Motion carries 6/6.

Colin Williams made a motion to approve policies 208.5, 210.1, 706, and 721. It was seconded by Melanie Donley. Motion carries 6/6.

6.D.4. Policies additional for review and adopting

To meet charter renewal requirements, the board reviewed and updated policy 553 for accelerating gifted and talented students and introduced a new records retention policy (723) to formalize existing procedures.

Colin Williams made a motion to move to action the adoption of policies 553, 723, 723FRM and the Records Retention Schedule. It was seconded by Amy Tagtmeier. Motion carries 6/6.

Colin Williams made a motion to approve policies 553, 723, 723FRM and the Records Retention Schedule. It was seconded by Melanie Donley. Motion carries 6/6.

6.D.5. Osprey Wilds Annual Required Meetings:

- 9/15/26 - Compliance, Technical Assistance, and Oversight (School Leader - Dr. J attended)
- 10/13/26 - Governance Evaluation and Expectations (Board)
- 11/17/26 - Authorizer Decision-Making Toward Renewal (School Leader and Board)
- 1/19/27 - Contract Amendment Process (School Leader and Board)

Jared Griffin is planning on attending the October 13th meeting. An email will go out for the other dates and people can let Dr. Jenna Leadbetter know if they can attend. Each meeting requires a minimum of one board member to attend.

6.D.6. Board Ad Hoc Safety and Security Committee - Update

Update earlier from Todd Lyscio. The board is excited to see the report from

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

Training options for board members from CharterSource, MACS, MSBA, and Osprey Wilds. Most board members have had to complete their training. If there are any you'd like to attend, let Paula Green know.

6.D.8. Board Retreat

Board retreat will take place at Camp Kenutsen. It will likely be on November 2, 2026, starting around 10:00am.

6.D.9. Strategic Planning Matters

6.D.10. Bylaws

The board reviewed a subtle proposed amendment to section 11.1 of the bylaws.

A motion was made by Melanie Donley to move the proposed amendment to section 11.1 of the bylaws to an action item. It was seconded by Colin Williams. Motion passes 6/6.

A motion was made by Colin Williams to approve the amendment to section 11.1 of the bylaws. It was seconded by Melanie Donley. Motion carries 6/6.

6.E. REPORTS

6.E.1. CCS Superintendent Report

Engagement lead Mitch Swagert was named 2026 Cross Lake School Staff of the Year and will be honored at the Celebrate Cross Lake Awards banquet on November 5th. There are two seats available for two board members to attend using the school's reserved table seats. Jared Griffin and Colin Williams will attend and take the two board seats.

6.E.2. CCS Principal's Report

Principal Daniel Fischer reported a successful and busy month of September featuring a bus safety event, a highly successful PTO book fair and chili cook-off fundraiser, completed fall screenings, and staff professional development. The school is currently looking to fill a few open positions, including a title interventionist/MTSS lead and a rotation STEM/music teacher, while preparing for upcoming professional development and the October MEA break.

Rose Bierce reported a record-breaking virtual open house with 107 participants for the online high school and highlighted the start of Connect Week, which focuses on student goal-setting and post-high school roadmaps. Additional updates included piloting the Buzz system for 9th graders, launching initiatives to improve graduation rates, participating in professional development centered on inclusivity and neurodivergent student support, and taking a new graduate course on educational leadership.

Monique VonEnde shared updates on recent student activities, including a successful pontoon field trip, the upcoming launch of the Book It! reading program and a new digital library for audiobooks and ebooks, and the distribution of phonics books. She also noted ongoing work on the Buzz system transition, co-led training on supporting neurodivergent students, and outlined plans for streamlined middle school open house options during Connect Week.

6.E.3. Finance Committee

No additional comments.

6.E.4. Academic Performance/Comprehensive Achievement and Civic Readiness

Woven into renewal, no additional comments.

6.E.5. EE In-Person Committee

Have not met yet for this school year.

6.E.6. EE Online Committee

6.E.7. Superintendent Evaluations

Board chair Jared Griffin met with Dr. Jenna Leadbetter to offer a feedback summary from the board's discussion.

7. AUTHORIZER UPDATE

A lot is happening, much of which has already been discussed in the meeting tonight.

8. OCTOBER MEETING PREPARATION

8.A. Suggestion for Discussion Topics for Next Meeting

The process for vetting health insurance and how that is all going to come together. The board will have to make some governance decisions around that so we're ready for open enrollment. Osprey Wilds will be attending to go over the renewal process. Abi Swenson will present academic data around screening and state testing results.

9. BOARD MEETING EVALUATION

We will work on getting a more detailed system at our board retreat.

10. ADJOURN the REGULAR BOARD of EDUCATION MEETING

Colin Willimas made a motion to adjourn the Regular Meeting of the Board of Education at 7:21pm. It was seconded by Amy Tagtmeier. Motion carries 6/6.