

Crosslake Community School Board of Education
November 20, 2023
5:00 PM
Crosslake Community School
35808 Co Rd 66
Crosslake, MN 56442

Minutes

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. Roll Call and Establish a Quorum

Roll Call: Jared Griffin, Josef Garcia, Abi Swenson, Karen Teff, Clare Thompson, Colin Williams

Absent: Mike Newmann and Chris Rhinehart

4. Additional Items

Under the Consent Agenda, minutes from the FY24 Budget Revision meeting on November 20, 2023 have been added.

Under the Consent Agenda, Gina Anderson has been added as additional personnel. The agenda now reflects her information.

Under Information/Discussion, the 2023 Executive Governance Summary and the 2023 Final Annual Report are included on behalf of our auditors, Abdo. The agenda now reflects their information.

5. Public Comment

No public comment.

May I have a motion to approve the November 20, 2023 Board of Education Agenda?

Motioned: Teff

Seconded: Second

All in favor say Aye: 6

Nays: 0

Motion passes: 6-0

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.

6.A.1. Board of Education Minutes - October 16, 2023

6.A.2. Finance Meeting Minutes - November 13, 2023

6.A.3. EE Online Committee Meeting Minutes - November 13, 2023

6.A.4. EE Seat-Based Committee Meeting Minutes - November 14, 2023

6.A.5. Wellness Committee - November 2, 2023

- 6.A.6 FY24 Budget Revision Minutes - November 20, 2023
- 6.A.7 Personnel Matters
- 6.A.8. Food Service Reports
- 6.A.9. Gifts and Donations
- 6.A.10. Lease Aid Application
- 6.A.11 Osprey Wilds' 1st Half Authorizer Fee

May I have a motion to approve the Consent Agenda?

Motioned: Swenson
 Seconded: Thompson
 All in favor say Aye: 6
 Nays: 0
 Motion passes: 6-0

6.B. Academic, Environmental Education, Curriculum and Performance Improvement Plan Updates

Performance Improvement Plan related to Professional Development Plans for Online School and Seat-Based School.
 Seat-Based - Compliments to Abi Swenson and Melanie Donley for taking on CCS's needs with the Read Act.
 Online - partnership with ReGroup, nuances of mandatory reporting, certificate we work on every year.

6.C. Action Items

6.C.1. Review and Approve October 2023 Financial Information

May I have a motion to approve 2023 October financial information?

Motioned: Swenson
 Seconded: Williams

Discussion included: ADM, spending down for Esser monies; IRS is currently reviewing our Employee Retention Credit paperwork.

All in favor say Aye: 6
 Nays: 0
 Motion passes: 6-0

6.C.2. Approve Policies

- 110 Student Admissions
- 203 Operation of the Charter School Board - Governing Rules
- 203.1 School Board Procedures; Rules of Order - look for a typo that raise hand to gain recognition of the chair.
- 203.2 Order of the Charter School Board Meeting
- 203.5 Charter School Board Meeting Agenda
- 203.6 Consent Agenda
- 212 School Board Member Development
- 550SB E-Learning Day
- 902 Use of School Facilities and Equipment
- 903 Visitors to School Building and Site
- Hiring Procedure
- Lottery Procedures
- Kindergarten/1st Grade Early Admittance

May I have a motion to approve policies 110, 203, 203.1, 203.2, 203.5, 203.6, 212, 550SB, 902, 903, Hiring Procedure, Lottery Procedures, and Kindergarten/1st Grade Early Admittance?

Motioned: Griffin

Seconded: Teff
Discussion:
All in favor say Aye: 6
Nays: 0
Motion passes: 6-0

6.C.3. Certify Election Results

The following people have won seats on the Board of Education:

Gena Jacobsen, Teacher Position (Online Learning) (1/8/2024 to 12/31/2025)
Mindy Glazier, Teacher Position (Seat-Based Learning), 2-year term (1/8/2024 to 12/31/2025)
Lisa Morales, Parent/Guardian Position (Online Learning), 2-year term (1/8/2024 to 12/31/2025)
Chris Rhinehart, Parent/Guardian Position (Seat-Based Learning) 2-year term (1/8/2024 to 12/31/2025)
Josef Garcia, Community Member, 2-year term (1/8/2024 to 12/31/2025)

May I have a motion to approve the election results?

Motioned: Griffin
Seconded: Thompson
All in favor say Aye: 6
Nays: 0
Motion passes: 6-0

6.D. **Information/Discussion Items**

6.D.1. District Personnel

Online is fully staffed. Filled last remaining position. A couple of teachers might get some overage pay due to the limit of students for one FTE.

Seat-Based - a few switches due to IEPs, hiring one more paraprofessional. Opportunities to fill in for KIDS Care after school. Teachers and paras are picking up shifts if there is a need for staffing.

Griffin shared a call out to KIDS Care staff - thank you.

6.D.2. Policy Review

204 Charter School Board Minutes
205 Open Meetings and Closed Meetings
206 Public Participation in Charter School Board Meetings/Complaints About Persons at Charter School Board Meetings and Data Privacy Considerations
208 Development, Adoption, and Implementation of Policies
211 Criminal or Civil Action Against Crosslake Community School, School Board Director, Employee, or Student
213 School Board Committees
416 Drug, Alcohol, and Cannabis Testing
507 Corporal Punishment and Prone Restraint
607 Organization of Grade Levels
901 Community Education
906 Community
Notification of Predatory Offenders
Lead in Water Compliance Plan

May I have a motion to move policies to an action item.

Motioned: Teff

Seconded: Griffin

Discussion: 507 corporate punishment has been an item of discussion; Garcia concerns have been solved.

All in favor say Aye: 6

Nays: 0

Motion passes: 6-0

May I have a motion to approve policies?

Motioned: Garcia

Seconded: Williams

All in favor say Aye: 6

Nays: 0

Motion passes: 6-0

6.D.3. Professional Development - Board of Education Trainings

Nothing at this time.

6.D.4. Strategic Planning Matters

Directors and Julie have developed surveys that went to the families, staff and students 4-8; final submission is 11/25; next meeting is November 30 and will assume we will look at the surveys; Griffin took the survey, great questions, easy to answer and didn't take a lot of time. Encourage everyone to take the surveys. Offer to send out a reminder email to the families. Klang - hard copies are going home tomorrow in backpacks.

Focus group comments made were very valuable but it was only three parents. Online.

6.D.5. Director Evaluations

OW expects CCS's Board will participate in school leader evaluation activities at least four times per year as follows:

December/January: Mid-year progress report or update and goal revision (as necessary). Griffin reaching out to check in on mid-year check ins in conjunction with Rhinehart and Garcia. Set up something before Christmas break.

February/March: Planning for and undertaking evaluation activities.

April-June: Conduct evaluation, share results with the school leader, and make decisions based on those results.

July/August: Set goals for the upcoming school year.

6.D.6. Employee Retention Credit - Agreement with MaGill Accounting

Remove from future agendas.

6.D.7. Executive Director Exploratory Committee

Based on feedback from leadership team, bears further exploring the possibility of having an Executive Director overseeing district level matters allowing the individual program directors to concentrate on more education and staff.

Next step is to share documents with the current board directors to digest; strength of the feedback; starting to draft a prototype organizational structure and job description and taking a look at that; from there there has to be a lot more feedback from the organization and the financial impact.

Garcia - thank you Klang and Amaya for your feedback and gives a good framework to formulate;

Griffin - whole school to be aware of; be mindful of this process. Presentation is everything. Buy-in from the whole community. In an exploratory phase.

6.D.8. Facilities Planning Committee

Discussion from Klang included heating problems being worked on and LAKE Foundation will be replaced; working on security system and LAKE Foundation has funded cameras to be installed; John Sesin is the main contact and is on top of it.

6.D.9. Recruitment of Future Board Directors

A community member has no criteria but parents have to wait a year for student to be enrolled. Keep one-year requirement for teachers before serving on board.

Next meeting - how are we recruiting?; using local newspapers?; putting out press releases?; using social media?, and how are we getting the word out regarding the timeframe?

Look at other Bylaw changes also.

Work with Osprey Wilds on compensation for serving on different committees; if you are a board director you cannot submit for payment. What are board-appointed committees through Osprey Wilds? Let the board know what are the board appointed committees through Osprey Wilds

Discussion included changing requirement for parents/guardians that after a semester of enrollment, they can become a director. Leaning towards that not be required; with anything, people can vote the way they vote; when they list how long their student has been here - that might affect your vote.

Look at the bylaws at large - for board director changes.

6.D.10. Review of Bylaws for Updating

Identify the Bylaws to look towards developing a strong election pool. Identify other Bylaws updates.

Cross-reference Board of Education policies 201 (Legal Status of the School Board), 202 (School Board Officers), 207 (Public Hearings), 209 (Code of Ethics), 210.1 (Conflict of Interest - Charter School Board Members), and 214 (Out-of-State Travel by School Board Members) for updates or Minnesota statutes references.

Attached is Osprey Wilds' Bylaws Compliance Worksheet. This worksheet is due to Osprey Wilds no later than 1/15/2024.

Request was for more time to review this agenda item.

6.D.11. Substitute Pay for Seat-Based Director Absence

In the absence of the seat-based director, and if deemed necessary by building staff, a seat-based teacher may be asked to fill in during the short absence of the seat-based director, receiving the daily substitute teacher rate of pay (\$150) due to the nature of the responsibility and not the hourly rate one would receive while filling in for a teacher.

May I have a motion to move to an action item when a seat-based teacher is filling the role of the seat-based director during an absence, the seat-based teacher will receive the daily substitute teacher rate of \$150?

Motioned: Griffin

Seconded: Thompson

All in favor say Aye:6

Nays: 0

Motion passes: 6-0

May I have a motion to approve when a seat-based teacher is filling the role of the seat-based director during an absence, the seat-based teacher will receive the daily substitute teacher rate of \$150?

Motioned: Teff

Seconded: Swenson

All in favor say Aye: 6

Nays: 0

Motion passes: 6-0

What if there is an extended absence of one of our directors? Keep this on the agenda.

6.D.12. Fly Five Curriculum

Recommended Social Emotional Learning Curriculum, part of Responsive Classroom.

This curriculum goes with responsive classroom; is spendy; finance committee said yes; please bring it to the board.

Small maintenance fee that will be built into the next budget. Teachers using it during morning meeting time; 4th grade and down; middle school using twice a month during advisory. Specific age appropriate standards that go along with it; over 80% of our students show need for intervention; major concern is this will help sift out matters.

Cost is \$8,364. A \$2,400 Credit with Responsive Classroom to be applied as well as funds from Esser. The Finance Committee has already approved but this needs to go to the board due to the high price tag. We are checking on the price of yearly consumables and will be building this into

May I have a motion to move to an action item the purchase of the Social Emotional Learning Curriculum, part of Responsible Classroom?

Motioned: Garcia

Seconded: Swenson

All in favor say Aye: 6

Nays: 0

Motion passes: 6-0

May I have a motion to approve the purchase of the Social Emotional Learning Curriculum, part of Responsible Classroom?

Motioned: Thompson

Seconded: Garcia

All in favor say Aye: 6

Nays: 0

Motion passes: 6-0

What are the consumables - student journals so they can journal their thoughts. Digital materials will be shared with online school up to 8th grade.

6.D.13. Annual Audit Report, Justin Nilson, CPA, Senior Manager Abdo

Lot of praise to the finance committee, Directors, and Joe Aliperto for the fiscal management of our school. Well supported financially; call out to food service - tough to manage but managed incredibly well. Upward trends in enrollment and overall wages, expenditures. Great presentation and great work by all that is being done.

6.E. Reports

6.E.1. CCS's Directors Report

Klang - doing a lot of great things everyday; vibe is upbeat and fun; tests and interventions are targeting specifics; main interventionists; full-day picture is mentally, physically and academically; the content is so important; standards are so important.earn to learn and figure that out themselves;- focus on the full mind body and academics

Garcia thank you; Griffin it feels good as a school to know what our day to day looks like and not focusing on too many shifts or ups and downs. Good to know the process for learning.

Looking forward to do SAEBERS; Community Engagement Committee - spaghetti dinner was well attended and kids had a blast; trying to have a family night with Title 1; enough family and fun things; Santa's workshop, CLC has invited 7-8 grades to watch Sherlock Holmes.

Amaya - applied for a grant to support MTSS coordination in both of our programs; will find out in January; three-year grant of \$375,000; allocate \$125,000 per year - additional staff support for MTSS. Benefit for a position that will specifically coordinate that position; funds for staff support across the board for teachers to work on MTSS well. Planning to measure student engagement-through meetings with staff and break out sessions; every student gets a grad plan that lists all of their credits they have and what they need. Get a target graduation date; learning coaches are going to meet with students once a year to discuss post secondary goals and graduation goals. Can measure if students are meeting their graduation date or not.

Additional funds for Esser for extended day summer school programs - use with online program; doing some awesome field trips to BWCA or Osprey Wilds.

6.E.2. Finance Committee
Nothing to add.

6.E.3. Academic Performance/Achievement, Curriculum, and World's Best Workforce (Academic)
Glazier/Swenson working together to present before the board meeting, December 18, 2023, at 4:30.

6.E.4. EE Seat-Based Committee
Did not meet in person; still working aquaponics; professionals came out today to work with Roberts and Donley; nice outside - classes have been getting outside.

6.E.5. EE Online Committee
During professional development discussed how to use inaturalist and Iseek; review of ELP and areas being covered at the trade levels; hope is with teacher challenge we can incorporate into year four of Mess-e, biodiversity.

6.E.6. Directors' Evaluations
Already discussed.

7. **Authorizer Update**
Nothing to share.

8. **December Meeting Preparation**

8.A. Suggestion for Discussion Topics for Next Meeting
Look at the bylaws at large for calling out additions or changes around criteria for future board directors .
Substitute Pay for Seat-Based Directors' long-term absence.

9. **Board Meeting Evaluation**
Good job Jared.

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

May I have a motion to adjourn the Regular Meeting of the Board of Education at 6:43 ____ pm?

Motioned: Swenson

Seconded: Williams

All in favor say Aye: 6

Nays: 0

Motion passes: 6-9

Schedule of upcoming Board of Education Meetings for 2023-2024:

December 18, 2023

January 8, 2024 (Second Monday due to Martin Luther King, Jr.'s Birthday as an observed holiday)

February 12, 2024 (Second Monday due to President's Day - no school)