

Crosslake Community School Board of Education
August 21, 2023
5:00 PM
Crosslake Community School
Commons Area
35808 Co Rd 66
Crosslake, MN 56442

Minutes

1. Call Meeting to Order

Meeting called to order at 5 p.m.

2. Pledge of Allegiance

Please stand for the Pledge of Allegiance.

3. Roll Call and Establish a Quorum

Jared Griffin, Josef Garcia, Chris Rhinehart, Abi Swenson, Colin Williams

Absent: Karen Teff, Clare Thompson, Mike Neumann

4. Additional Items

No additional items.

5. Public Comment

No public comment.

May I have a motion to approve the August 21, 2023 Board of Education Agenda?

Motioned: Swenson

Seconded: Rhinehart

All in favor say Aye:

Nays: 0

Motion passes: 5-0

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.

1. Finance Meeting Minutes - August 17, 2023

2. Personnel Matters

May I have a motion to approve the Consent Agenda?

Motioned: Garcia

Seconded: Swenson

Ayes:: 5

Nays: 0

Motion passes: 5-0

6.B. ADM (Average Daily Membership Counts)

Presenter: Joe Aliperto

The following is for board information purposes only.

Aliperto explained the discrepancy of the ADMs. Earlier reported a higher ADM of 450 and this number was used to recommend the increased pay of 10%; final number for the year was 423 ADM. Reports combined Pre-Kindergarten and PSEO students. Because of the lower ADM, took time to review the approved 10%. CCS has a high enough fund balance; Finance Committee is not recommending any changes. Will end year with a fund balance percentage above 23%

Next year - use of Esser funds, will still achieve the net income presented. Still have ESSER funds remaining not included in the FY24 budget. Received about half of our employee retention credit.

Plan is to let the board know ASAP when discovering any discrepancies and the reasons why. Internally on a monthly basis reports will be reviewed along with enrollment. Measures are in place that this won't occur again. ADM report will be the first agenda item each month for the Finance Committee.

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

Presenter: Joe Aliperto

The following is for board information purposes only. Motion was made at the July 17, 2023 board meeting as follows:

May I have a motion to approve putting money into CDs or money market with a qualified bank with a preference of being our current bank of record First National Bank and trying to work out competitive terms with them before moving onto a different bank.

Motioned: Garcia

Seconded: Swanson

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

Nays: 0

Motion passes: 6-0

Alipert shared the ERC coming in; when all money comes in 2.7 million dollars in funds available. Discussion focused on investing of these large amounts. First National Bank (FNB) is offering 4% for certificates while another bank is at 5.63%. Talk to the bank we have a long-term relationship with; looking at depositing \$1.5 million at 4.5% could earn about \$60,000. Do we want to keep it with our current bank and or go for a higher yield?

Rhinehart asked if the rates were pulled off the website or has someone talked with FNB.

Griffin asked what term length are we looking at - Aliperto said one-year term.

Fee/penalty to pull out the investment would hurt our earnings.

Have received about \$272,000 and Kelly Bittner made another deposit as well. Received approximately half of that.

There is discussion of a challenge or an audit stating charters do not qualify, talked to Abdo Auditors and only one school got denied an initial credit due to how they submitted paperwork, they will be resubmitting.

One-year \$1.5 million investment - Griffin will be happy to consult with FNB. Other bank that supported the infrastructure is North American Bank Company.

Aliperto referenced Val Bank in the Twin Cities.

Griffin moves to action the use of EMR funds into a CD to an action item.

Seconded: Swenson

Ayes: 5-0

Garcia motions to authorize Griffin to negotiate with FNB and North American Banking to see if we can get increased interest rates on short-term deposit up to a minimum of 5% for 1.5 million dollars, then we would enter into one of those two financial institutions. Otherwise, we will invest it with another financial institution.

Seconded: Griffin

Ayes: 5

Nays: 0

Motion passes: 5-0

6.D. CCS Team (Committee for Committee Stipends)

Presenter: Ronda Veit

Veit shared this is a way to compensate people different ways - a teacher-led program that teachers can earn a stipend for committee work they are doing. Make sure not too many unnecessary committees. Teachers sign up for what they want to serve on. Point system is on how much time it will take. \$100,000 in the budget last year; best guess is it is going to come in around \$50,000-\$60,000. Way under what we reserved.

Reduce the amount of time Catalyst comes and reduce the amount of time plus have more training.

May I have a motion to move to an action item the new CCS Team (Committee for Committee Stipends) program, including the new stipend positions: Finance Chair and Community Engagement Chair?

Motioned: Griffin

Seconded: Swenson

Ayes: 5

Nays: 0

Motion passes: 5-0

May I have a motion to approve the new CCS Team (Committee for Committee Stipends) program, including the new stipend positions: Finance Chair and Community Engagement Chair?

Motioned: Swenson

Seconded: Rhinehart

Ayes: 5

Nays: 0

Motion Passes: 5-0

Do we see this working out well for both seat based and online and how to reward the staff fairly and equitably? Klang stated the point system definitely based on time of commitment equals this amount of points.

Application process? Ones that have stipend (3) apply to the directors just like the EE and HRS lead - beyond that, if we get more people than a committee can hold - would connect with Amaya or Klang on who gets that role. Limiting people to eight points or you need to get approval.

Veit suggested an update as we go along. When do stipends get paid out - end of the school year.

6.E. Catalyst/Lead Coach

Presenter: Ronda Veit

In-house trained coach - save us money; staff will get certified in Catalyst protocol more quickly; no impact on budget as will reduce the amount due to the in-house person; They know what goes on in our classrooms vs a quick shot. This is for seat-based school only.

May I have a motion to move 6.E Catalyst/Lead Coach Stipend of \$1,500 to an action item?

Motioned: Griffin

Seconded: Rhinehart

Ayes: 5
Nays: 0
Motion passes 5-0

May I have a motion to approve the Catalyst/Lead Coach Stipend of \$1,500?

Motioned: Garcia
Seconded: Swenson
Ayes: 5
Nays: 0
Motion passes: 5-0

6.F. Music Curriculum

Presenter: Mike Newton

Newton expressed thanks for your support of the music program-very grateful.

The list is an instrumental request - former teacher was a vocal emphasis teacher.

21 Wireless keyboard pianos with headphone jacks.

10 Acoustic guitars - $\frac{3}{4}$ size to fit for middle school students

21 Piano adventure books level 1

10 Essential element guitar books

Remo sound shapes set (no longer available)

2 Cajon drums (large)

2 Travel cajon drums

1 Native american drum

2 Tenor ukuleles

2 Concert ukuleles

2 Baritone ukuleles

Arrangements are being made for a native Objiwa to come and introduce the drums.

All of these are standards. around \$4,800.

May I have a motion to move to an action item the purchase of music curriculum?

Motioned: Griffin
Seconded: Swenson
Ayes: 5-0
Nays: 0
Motion passes: 5-0

May I have a motion to approve the purchase of the music curriculum presented by Mr. Newton minus the sound shapes that are not available?

Motioned: Garcia
Seconded: Rhinehart
Ayes: 5:
Nays: 0
Motion passes: 5-0

Question asked - what about funds left over - what about sound panels in the gym? Newton's performances will be in the gym; horrible acoustics in there and what about the sensory kid?. Also talked to Mrs. Klang about an outdoor xylophone - funds could be used to fund this project..

6.G. **Academic, Environmental Education, and Performance Improvement Plan Updates**

Presenter: Holly Amaya

Updated Information from Osprey Wilds

Amaya presented the rotation through the three topics, do we still need to continue with PIP? Yes. This will go on through the rest of our contract. Working towards a new contract.

Highlighted a few items; do our regular rotation:

Ensuring we are affirming all gender identities in both programs. Board approved policy about gender inclusion, reference this in staff handbook; want us to do annual training on this topic as part of our professional development - in November look to see where that is taking place. Board Minutes need to document election with statute and bylaws.

Administrative evaluations should take place in March-April of each year. Board engages in periodic evaluation four times a year of Directors. Talk about what this will look like; look at Directors' reports every month, could that be a period evaluation? Suggestion - instead of Directors' Report - change to periodic review of school leaders report.

Does the board feel comfortable with Directors providing feedback brought up from the Directors' report?

Document that in the minutes. Periodic review of school leaders - already done twice a year; part of it is just asking Amaya and Amaya a couple of questions. A question for each of them that you see in that report.

Action Items

6.H.1. Review and Approve July 2023 Financial Information

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

Motioned: Swenson

Seconded: Rhinehart

Discussion: Last meeting was efficient and got done on time.

Ayes: 5-0

Nays: 0

Motion passes:5-0

6.H.2. Approve Policies

406 Public and Private Personnel Data

420 Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions

426 Nepotism-Charter Schools

427 Workload Limits for Certain Special Education Teachers

501 School Weapons

531 Pledge of Allegiance

Hiring Procedure

May I have a motion to approve policies:

406

420

426

427

501

531

Hiring Procedure?

Motioned: Garcia

Seconded: Williams

Ayes: 5

Nays: 0

Motion passes: 5-0

6.H.3. Elect Election Judges

Elect Beth Duffy, Jennifer Miller, and Paula Green as Election Judges for the 2023-2024 school year.

May I have a motion to approve Beth Duffy, Jennifer Miller, and Paula Green as Election Judges for the 2023-2024 school year?

Motioned: Swenson

Seconded: Rhinehart

Ayes: 5

Nays: 0

Motion passes: 5-0

6.H.4. 2023-2024 Safe Return to In-Person Learning Plan and ESSER III Application

Yearly update of the Plan.

May I have a motion to approve the 2023-2024 Safe Return to In-Person Learning Plan and ESSER III Application?

Motioned: Rhinehart

Seconded: Garcia

Ayes: 5

Nays: 0

Motion passes: 5-0

6.H.5. 2023-2024 School Testing Calendar

Presenter: Abi Swenson

Both schools will be using FastBridge this year. Due to the Read Act, Star is no longer a viable way to screen students K-4. Cannot replace Star yet as we have a contract with them. Donley, Hartz, and Swenson will take this over. Fastbridge will be used for the lit plan as State is coming out with new lit plan. Allows for flexibility that Star testing are longer does. Transition this year- need to be up and running next year

May I have a motion to approve the 2023-2024 School Testing Calendar?

Motioned: Garcia

Seconded: Rhineart

Ayes: 5

Nays: 0

Motion passes: 5-0

6.H.6. Crosslake Community School's Restrictive Procedure Plan

Annual update of the Restrictive Procedure Plan

Presenter: Annette Klang

Klang changed one portion to update what we are actually doing under positive intervention support called STAR - not the same as the testing. Gold coin system in the school - worked out great in the spring. May I have a motion to approve Crosslake Community School's Restrictive Procedure Plan?

Motioned: Swenson

Seconded: Williams

Ayes: 5

Nays: 0

Motion passes: 5-0

6.I. Information/Discussion Items

6.I.1. District Personnel

Tech position has been posted.

Summary from Amaya - online tech coordinator moved out of state - had position posted all summer long; not been able to fill that role; important for the person to be in or near the school building; can help with getting computers sent to students online and seat-based needs to be basically an organizational guru to handle keeping technology organized; where is everything at every moment; shipping out; repair company computers. handling the hardware. Jen Miller will work closely with this person; will provide more advanced tech requests. few more hours than looked at - more of an administrative assistant position.

Klang shared great applications; two people that bailed out before they interviewed; continue to interview this week; hopeful about it.

6.1.2. Policy Review

506 Student Discipline

507 Corporal Punishment and Prone Restraint

524 Internet Acceptable Use and Safety Policy

May I have a motion to move to action the following policies?

506

507

524

Motioned: Rhineart

Seconded: Williams

Discussion: remove resource officer wording

Ayes: 5

Nays: 0

Motion passes: 5-0

May I have a motion to approve the following policies? 507 with previously discussed edits

506

507

524

along with previously discussed edits to 507

Motioned: Griffin

Seconded: Garcia

Ayes: 5-0

Nays: 0

Motion passes: 5-0

6.1.3. 2023-2024 Staff Handbook

Klang shared an update - how to pay hourly people for e-learning days; a mandate came out regarding e-learning days for hourly wage staff; this is now referenced.

May I have a motion to move to action the 2023-2024 Staff Handbook?

Motioned: Swenson

Seconded: Rhinehart

Ayes: 5

Nays: 0

Motion passes: 5-0

May I have a motion to approve the 2023-2024 Staff Handbook?

Motioned: Swenson

Seconded: Williams

Ayes 5
Nays: 0
Motion passes 5-0

6.1.4. 2023-2024 Online Student and Family Handbook

Amaya shared minimal edits; few legislative changes required to make some changes. Straightforward; not changed dramatically from this year.

May I have a motion to move to action the 2023-2024 Online Student and Family Handbook?

Motioned: Garcia
Seconded: Griffin
Ayes: 5
Nays: 0
Motion passes: 5-0

May I have a motion to approve the 2023-2024 Online Student and Family Handbook with the edits aforementioned?

Motioned: Griffin
Seconded: Garcia
Ayes: 5
Nays: 0
Motion passes: 5-0

6.1.5. 2023-2024 Seat-Based Student and Family Handbook

Any discussion from the Board?

Edit that board meetings are now the third Monday.

May I have a motion to move to action the 2023-2024 Seat-Based Student and Family Handbook?

Motioned: Swenson
Seconded: Rhinehart
Ayes: 5
Nays: 0
Motion passes: 5-0

May I have a motion to approve the 2023-2024 Seat-Based Student and Family Handbook?

Motioned: Swenson
Seconded: Williams
Discussion: Dress code policy - what can we enforce; came up with the plan; attendance contract and vacation and how to navigate through that with the teachers; teachers were very pleased.
Ayes: 5-0
Nays: 0
Motion passes: 5-0

6.1.6. 2023-2024 Crisis Manual

May I have a motion to move to action the 2023-2024 Crisis Manual?

Motioned: Rinehart
Seconded: Williams
Ayes: 5
Nays: 0
Motion passes: 5-0

May I have a motion to approve the 2023-2024 Crisis Manual?

Motioned: Griffin

Seconded: Swenson

Ayes: 5

Nays: 0

Motion passes: 5-0

6.1.7. Professional Development - Board of Education Trainings

New Directors need to report all of your initial trainings to Cheryl Cole immediately.

Three required courses: Board Roles & Responsibilities Employment Policies and Practices Financial

Management Necessary details to provide per course are: Date you took the course. Who the presenter was - typically Osprey Wilds or MACS (Minnesota Association of Charter Schools), Duration of course.

These details are required to be included in the upcoming Annual Report that will be submitted in October.

6.1.8. Strategic Planning Matters

Presenter: Holly Amaya

Received write up of our June sessions from Julie - will be sending those out to the board and to the strategic planning team. Please try to take some time to dig into those documents once you get them. Be great if we could have a discussion for all of us at a future board meeting. Met with Julie - to do list to schedule next strategic planning team sessions - set dates for staff, students, parents/guardians; need to find time to do four more 3-hour sessions with the strategic planning team sessions. Find something that works for the seat-based folks and the online folks.

Survey going out to staff is part of the process as well; might go into next summer with trying to find time for all of those extended meetings.

Might need to keep extending if you cannot find times to meet; many companies will do it in the summer because it is easier.

6.1.9. Executive Director Exploratory Committee

Presenter: Joe Garcia or Chris Rhinehart

Garcia shared very limited discussion over the past month; did outline the fact that we want the information from the Directors about their evaluation of the leadership structure; need time to put it together; formulate questions, fill it out, mock-up of where people would be placed. Where would you be for strategic plannings; strengths and weaknesses, and how you envision how we grow and evolve as a school. Then feedback from all teachers regarding the role; talk to the Finance Committee and have them explore the potential budget impacts. Strategic planning matters would have some visuals. Good way for us to track - this is the order of events of what we are going to be doing; help us as a board to track progress that is being made.

6.1.10. Facilities Planning Committee

Presenter: Annette Klang

While working with the Lake Foundation, they stated if they gave us some money, what would we want done? Have painted everything in the large areas; sink in art/STEM classroom with a bank of storage; add cabinets in classrooms; storage unit that is half full already; windows washed and they said send them the bill. LAKE Foundation looked at putting it in initially when they first built. We are looking at options regarding putting in bullet-proof window film, Lake Foundation's question is where do you stop. is it every glass entrance? Garcia would be willing to chat with them about this.

6.J. Reports

6.J.1. CCS' Directors

Klang reported a really busy summer with things changing. Cheryl and I continue to work to make our summers easier. Policy updating is so much work. Consumed our whole summer. Trying to streamline the process.

Looking forward to the fall; enrollment is up and down - very curious to see how many kids will walk through the

door. Open house next Tuesday, mini donuts, obstacle course, school photos, pizza, hearing advertisements on the radio - how are we seeing that right now. Maintenance staff is running right along; they are great; Stephanie comes and has her deal at night. Bud is reading

Amaya reported changes in policies that are taking place; dive into all of the changes; MSBA is putting out helpful law primers that help us understand each law change; some of stuff put in handbooks because of this; Cole is awesome for tracking; looking for enrollment to pick up end of August/September. Optimistic and looking good for enrollment.

Fill part-time science teacher Newsletter to parents/guardians and students today; hoping to have some online representation at the open house on September 30th, three different virtual open houses; getting ready for the year.

New staff in community outreach area - officially starts next week; started in June and had some curriculum writing; already have 1st few weeks of seminar course ready. Ready to hit the ground running.

6.J.2. Finance Committee

Star/Renaissance switch over

Where can we move funds; ERC was a big part of the last finance meeting; meeting was efficient and got done in a very timely manner.

6.J.3. Academic Performance/Achievement, World's Best Workforce and Curriculum Committee (new name)

Didn't meet over the summer; new policy about curriculum. Part of that involves having a board approved committee for curriculum.

6.J.4. EE Seat-Based Committee

No updates.

6.J.5. EE Online Committee

No updates.

6.J.6. Directors' Evaluations

Griffin to have discussion with OW regarding PIP in terms of the Directors' report becoming part of the reporting expectation they have.

7. **Authorizer Update**

Important details from Osprey Wilds regarding Open Meeting Law requirements that need to be followed for election candidate - must be at, a coffee shop or library as an example - not at your home.

8. **September 18, 2023 Meeting Preparation**

8.A. Suggestion for Discussion Topics for Next Meeting

Recruitment of board members issue. How do we engagement people that we need to have on the board - online parents/guardians with barriers that exist. Get to a point where we are not turning anyone away in terms of potential candidates for these positions. Discuss and do a deeper dive of recruitment of board members.

Marketing effort stats with Hubbard Radio.

First draft of Annual WBWF to review.

Collin permission to not be at the next meeting as it is the weekend after he gets married.

Rhinehart will be gone.

8.B. Policy Review

9. **Board Meeting Evaluation**

Great job Jared; under two hours.

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

May I have a motion to adjourn the Regular Meeting of the Board of Education at 7:09?

Motioned: Garcia

Seconded: Rhineart

Discussion:

Ayes: 5

Nays: 0

Motion passes: 5-0

Schedule of upcoming Board of Education Meetings in 2023:

October 16, 2023

November 20, 2023

December 18, 2023