

**Crosslake Community School  
Regular Board of Education Meeting - Minutes  
October 10, 2022 5 PM  
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, Jennifer Muller, Chris Rhinehart, Abi Swenson, Karen Teff, Ronda Veit  
We have established a quorum.

4. **Additional Items**

No additional items at this time.

5. **Public Comment**

No public comments.

6. **Agenda**

May I have a motion to approve the October 10, 2022 Board of Education Agenda?

Motioned: Garcia

Second: Rhinehart

Roll Call: Griffin; Garcia; Muller; Rhinehart; Swenson; Teff; Veit

Motion passes 7-0

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. Board of Education Minutes - 9/12/2022
2. Finance Committee Meeting Minutes - 9/15/2022
3. EE Seat-Based Committee Meeting Minutes - 9/15/22
4. EE Seat-Based Committee Meeting Minutes - 10/18/22
5. Academic Performance/Achievement and World's Best Workforce - 9/29/22
6. First Half of Osprey Wilds' Authorizer Fee SY 23
7. Lease Aid Application
8. Personnel Matters
9. Food Service Reports
10. Gifts and Donations

May I have a motion to approve the Consent Agenda?

Motioned: Teff

Second: Swenson  
Roll Call: Griffin; Garcia; Muller; Rhinehart; Swenson; Teff; Veit  
Motion passes 7-0

**B. Academic, Environmental Education, and Performance Improvement Plan Updates**

**Presenter:** Melanie Donley

EE Seat-Based Committee - Overview

ELP submitted to OW on October 31, 2022; waiting to hear for approval from OW; if changes, CCS would modify it; can add additional tasks at any time, work on throughout the school year.

Seat-based open house guests planted seeds in the Solarium, small plants growing. Many students now using the solarium versus other years. Rug and desk in there, utilizing the space more than ever.

Online 9-12 students are participating in Mess-e during first trimester doing project that recycles clothing. Building a comprehensive picture of what recycling clothing has.

Online elementary students learning about frogs, winter patterns, and decomposers.

**C. Action Items:**

1. Review and Approve August 2022 Financial Information  
May I have a motion to approve August 2022 financial information?  
Motioned: Veit  
Second: Garcia  
Discussion: good job to the Financial Committee; financials look good.  
Roll Call: Griffin; Garcia; Muller; Rhinehart; Swenson; Teff; Veit  
Motion passes 7-0

2. Approve Policies  
420 Sexually Transmitted Infections  
525 Violence Prevention  
609 Religion  
709 Student Transportation Safety Policy  
102 Equal Education Opportunity  
450 Whistleblower  
Lottery Procedures

May I have a motion to approve policies 420, 525, 609 709, 102, 450, and Lottery Procedures?

Motioned: Veit

Second: Swenson

Roll Call: Griffin; Garcia; Muller; Rhinehart; Swenson; Teff; Veit

Motion passes 7-0

**D. Information/Discussion Items:**

1. Covid Update - Proactive vs Reactive  
**Presenter:** Annette Klang  
Couple of cases; applied for up to \$30,000 for covid supplies, deadline has been extended.
2. District Personnel  
**Presenter:** Holly Amaya  
Online Tech Coordinator job description

Written for a full-time position; Finance Committee recommending it be a part-time position to start. Would take some duties away if part-time.

May I have a motion to move Online Tech Coordinator job description to an action item?

Motioned: Griffin

Second: Rhinehart

Roll Call: Griffin; Garcia; Muller; Rhinehart; Swenson; Teff; Veit

Motion passes 7-0

May I have a motion to approve the Online Tech Coordinator job description?

Motioned: Griffin

Second: Swenson

Discussion: can job description change to .5 and up to 1.0 Directors to give clear direction to candidate. Will be advertised as a .5 FTE job description.

Roll Call: Griffin; Garcia; Muller; Rhinehart; Swenson; Teff; Veit

Motion passes 7-0

Garcia motions to allow Amaya to hire a Tech assistant for online.

Second: Rhinehart

Roll Call: Griffin; Garcia; Muller; Rhinehart; Swenson; Teff; Veit

Motion passes 7-0

Future agenda item is technology for the school - what is our bigger picture for the tech world; achieve thorough review; audit of our tech needs; make better informed decisions from an all-around standpoint.

### 3. Policy Review

415 Mandated Reporting of Maltreatment of Vulnerable Adults

418 Drug-Free Workplace/Drug-Free School

722 Public Data Request

750 Access to Public Data

Any interest in motioning to move Policies 415, 418, 722, 750 to an action item?

Motioned: Rhinehart

Second: Muller

Roll Call: Griffin; Garcia; Muller; Rhinehart; Swenson; Teff; Veit

Motion passes 7-0

May I have a motion to approve Policies 415, 418, 722, 750?

Motioned: Rhinehart

Second: Muller

Discussion:

Roll Call: Griffin; Garcia; Muller; Rhinehart; Swenson; Teff; Veit

Motion passes

### 4. Health Insurance Matters

**Presenter:** Holly Amaya

Discussion regarding FSA dependent care account, dental insurance; health plan is staying the same through Medica. Finance Committee will run numbers and bring to the November Board of Education meeting.

### 5. Proposal for New Marketing Contract

**Presenter:** Holly Amaya

Marketing Committee has narrowed down Grace Built Co. to update website; flexible in their contract; figure out exactly what we need; work with us on a project level; no more than \$13,179.

Any interest in motioning to move Grace Built Co.'s contract to an action item?

Motioned: Garcia

Second: Teff

Roll Call: Griffin; Garcia; Muller; Rhinehart; Swenson; Teff; Veit

Motion passes 7-0

May I have a motion to approve Grace Built Co.'s contract?

Motioned: Teff

Second: Rhinehart

Discussion:

Roll Call: Griffin; Garcia; Muller; Rhinehart; Swenson; Teff; Veit

Motion passes 7-0

6. Professional Development - Board of Education Trainings  
Minnesota Association of Charter Schools' Training Opportunities:  
October 5, Board Training Course 300, Wilder Foundation  
October 14-October 24, Board Training Class 200 - online  
October 27, Board Training Course 100, Wilder Foundation
7. Fall Election Opportunities and Timeframe  
Three open Board of Education positions have received at least one Letter of Interest.  
No second call for nominations is needed.  
Friday, October 14, 2022, CCS will notify eligible voters of election dates: November 14-  
November 18 (Monday - Friday)
8. FY 23 Budget Additions  
**Presenter: Ronda Veit**  
Review of all additional items that would have an impact on the current budget.
  1. Increase para starting wages to \$15 and give existing employees 5.45% increase:
  2. Three floating holidays for paras (non-session days)
  3. Increase PTO Payouts to \$15/non, \$17.50, exempt = \$12, 941.50 (\$36,862.50 currently budgeted)
  4. Part-time online tech support position, proposed full-time salary range \$35,000 to \$45,000 (\$36,000 currently budgeted for nurse)
  5. Increase HRS stipend by \$500
  6. Increase EE Coordinator stipend by \$500 (3 employees, \$1,500 total)
  7. Add Curriculum Review Committee stipends of \$1,000 (3 employees, \$3,000 total)
  8. Catalyst coaching and certification increase of \$4,000 for this year
  9. Increase substitute teacher pay from \$125 to \$140/day to match neighboring districts.
  10. Disregard.
  11. Employee Retention Credit - Joe Aliperto thinks the retention credit will be finalized this week. Discussion continues at the Finance Committee level.

Approving the cost of all of these would be \$23,000.

Motion to move the budget additions specifically 1-9 to an action item: Rhinehart

Seconded: Griffin

Roll Call: Griffin; Garcia; Muller; Rhinehart; Swenson; Teff; Veit

Motion passes 7-0

Motion to move to approve the new action items 1-9: Garcia

Seconded: Veit

Roll Call: Griffin; Garcia; Muller; Rhinehart; Swenson; Teff; Veit

Motion passes 7-0

9. 2021-2022 World's Best Workforce & Annual Report

**Presenter: Holly Amaya**

Lots of information to digest; appreciate all of the work; amount of community engagement our school is involved in has gone up; page 7, attendance and academic growth was discussed.

May I have a motion to move the 2021-2022 World's Best Workforce & Annual Report to an action item?

Motioned: Teff

Second: Rhinehart

Discussion:

Roll Call: Griffin; Garcia; Muller; Rhinehart; Swenson; Teff; Veit

Motion passes 7-0

May I have a motion to approve the 2021-2022 World's Best Workforce & Annual Report?

Motioned: Garcia

Second: Swenson

Discussion:

Roll Call: Griffin; Garcia; Muller; Rhinehart; Swenson; Teff; Veit

Motion passes 7-0

10. Staff Handbook Addendum

This Addendum Policy is intended to either supplement or supersede the policy as listed in CCS' Staff Handbook. If a policy in the Handbook conflicts with a policy in this Addendum, CCS' staff should follow the Addendum Policy.

Any interest in motioning to move the Staff Handbook Addendum to an action item?

Motioned: Rhinehart

Second: Muller

Roll Call: Griffin; Garcia; Muller; Rhinehart; Swenson; Teff; Veit

Motion passes 7-0

May I have a motion to approve the Staff Handbook Addendum?

Motioned: Swenson

Second: Teff

Roll Call: Griffin; Garcia; Muller; Rhinehart; Swenson; Teff; Veit

Motion passes 7-0

E. **Reports:**

1. CCS' Directors

Seat-Based: met with LAKE Foundation; working on assessment of what our needs are; do we need to look at moving forward with a remodel, add on questions. E-learning day is not a snow day. Packets are home and ready if we call an e-learning day.

Online: partnership with teletherapy. 12 students; 14 is full. May need to hire an additional staff member to support us.

2. EE Seat-Based Committee

Went through what we want to do in the solarium; cleaned up; solarium has been used now more than ever; community knows more about the solarium too.

3. EE Online Committee  
No meeting again
4. Finance Committee  
Thanks for supporting all of these changes tonight; budget revisions coming up; \$600,000 total in ESSER money over the next few years; figure out how to allocate these dollars. Should we look at ongoing purchases through the years, spending deadline trickles over the next three years with September 2023 being the first deadline. make sure we don't miss it.
5. Academic Performance/Achievement and World's Best Workforce  
Tidying up all goals established; have accomplished a lot; well defined with the OW contract; teachers are using Star testing to establish that performance monitoring part of it; continue to look at what else do we need to do as a committee beyond establish goals
7. **Authorizer Update**  
Osprey Wilds will visit CCS' campus on 10/25.
8. **November 10, 2022 Meeting Preparation:**
  - A. Suggestion for Discussion Topics for Next Meeting  
Technology-strong understanding as our school grows; where are our tech needs; do a good review and evaluation to continue to approach that in a real thoughtful way.  
Insurance matters - additional information  
Elections
  - B. Policy Review  
504 506
9. **Board Meeting Evaluation:**  
Like meeting in Fish Bowl better than out Commons. Consensus of the board. Fantastic job to all board members and everyone involved.
10. **Adjourn the Regular Board of Education Meeting**  
May I have a motion to adjourn the regular board of education meeting at 6:48 p.m.  
Motioned: Swenson  
Second: Rhinehart  
Roll Call: Griffin; Garcia; Muller; Rhinehart; Swenson; Teff; Veit  
Motion passes 7-0.

Next Board of Education meeting is Monday, November 14, 2022 at 5 p.m.