

**Regular Meeting
Monday, November 24, 2025
5:00 PM Central**

**Crosslake Community School
35808 Co Rd 66
Crosslake, MN 56442**

Melanie Donley:	Present
Josef Garcia:	Present
Mindy Glazier:	Present
Jared Griffin:	Present
Steena Johnson:	Present
Emily Stull Richardson:	Present
Colin Williams:	Present
Belinda Yurick:	Absent

Present: 7, Absent: 1.

1. CALL MEETING TO ORDER

Meeting was called to order at 5:05p.m.

2. PLEDGE OF ALLEGIANCE

Please stand for the Pledge of Allegiance

3. ROLL CALL and ESTABLISH a QUORUM

A full Roll Call will need to be taken as we have a remote board director.

Melanie Donley, Josef Garcia, Mindy Glazier, Jared Griffin, Steena Johnson, Emily Stull Richardson, Clare Thompson, Colin Williams

Belinda Yurick was excused.

We have established a quorum.

Emily Stull Richardson will be attending the meeting remotely:

Sumner Library

611 Van White Memorial Blvd.

Minneapolis, MN 55411

4. ADDITIONAL ITEMS

Are there any additional items? No additional items

5. PUBLIC COMMENT

If you have an item for the Regular Board of Education public comment period, please email Board of Education Chair Josef Garcia (josefgarcia@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.

May I have motion to approve the November 24 Agenda?. This motion, made by Colin Williams and seconded by Mindy Glazier, Passed.

Belinda Yurick: Absent, Melanie Donley: Yea, Josef Garcia: Yea, Mindy Glazier: Yea, Jared Griffin: Yea, Steena Johnson: Yea, Emily Stull Richardson: Yea, Colin Williams: Yea

Yea: 7, Nay: 0, Absent: 1

No public comment

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.

May I have a motion to approve the Consent Agenda?. This motion, made by Jared Griffin and seconded by Mindy Glazier, Passed.

Belinda Yurick: Absent, Melanie Donley: Yea, Josef Garcia: Yea, Mindy Glazier: Yea, Jared Griffin: Yea, Steena Johnson: Yea, Emily Stull Richardson: Yea, Colin Williams: Yea

Yea: 7, Nay: 0, Absent: 1

May I have a motion to approve the Consent Agenda?. This motion, made by Jared Griffin and seconded by Mindy Glazier, Passed.

Belinda Yurick: Absent, Melanie Donley: Yea, Josef Garcia: Yea, Mindy Glazier: Yea, Jared Griffin: Yea, Steena Johnson: Yea, Emily Stull Richardson: Yea, Colin Williams: Yea

Yea: 7, Nay: 0, Absent: 1

Jared Griffin made a motion to approve the consent agenda. That motion was 2nd my Mindy Glaizer, motion carries. 7/7

6.A.1. Board of Education Minutes - October 27, 2025

6.A.2. Finance Meeting Minutes - November 19, 2025

Mindy Glaizer made some comments about the financial meeting. The meeting was pretty straightforward. All we did was go through the financials. There were no other topics to discuss this month. No major changes. I didn't see anything obvious, and found it straightforward. We did dive a little bit into how we are internally looking at broad finances, and then each individual school's finances, giving more operational managerial lens to our director/principal roles for their respective schools and their budgets, where they're breaking that out, which I think is going to be really beneficial in the long term.

6.A.3. District EE Committee Minutes - October 14, 2025

6.A.4. EE Seat Based Committee Meeting Minutes - October 24, 2025

6.A.5. EE Online Committee Meeting Minutes - November 6, 2025

6.A.6. Personnel Matters

6.A.7. Food Service Reports - October CLiCS

6.A.8. Gifts and Donations

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

6.C. ACTION ITEMS

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

May I have a motion to approve the October 2025 financials?. This motion, made by Mindy Glazier and seconded by Melanie Donley, Passed.

Belinda Yurick: Absent, Melanie Donley: Yea, Josef Garcia: Yea, Mindy Glazier: Yea, Jared Griffin: Yea, Steena Johnson: Yea, Emily Stull Richardson: Yea, Colin Williams: Yea
Yea: 7, Nay: 0, Absent: 1

Mindy Glazier made a motion to approve the October financials. It was seconded by Melanie Donley. Motion carries. 7/7

6.C.2. Approve Policies

May I have a motion to approve policies 306, 417, 507.5, 513, 519, 601, 606, 612.1, 613, 621, 709, and 712?. This motion, made by Colin Williams and seconded by Steena Johnson, Passed.

Belinda Yurick: Absent, Melanie Donley: Yea, Josef Garcia: Yea, Mindy Glazier: Yea, Jared Griffin: Yea, Steena Johnson: Yea, Emily Stull Richardson: Yea, Colin Williams: Yea
Yea: 7, Nay: 0, Absent: 1

Colin Williams made a motion to approve policies 306,417,507.5, 513,519,601,612.1, 613,621,709,712. The motion was seconded by Steena Johnson. Motion carries. 7/7

6.D. INFORMATION /DISCUSSION ITEMS

6.D.1. District Personnel

May I have a motion to move to action the Student Services Manager job description. This motion, made by Mindy Glazier and seconded by Melanie Donley, Passed.

Belinda Yurick: Absent, Melanie Donley: Yea, Josef Garcia: Yea, Mindy Glazier: Yea, Jared Griffin: Yea, Steena Johnson: Yea, Emily Stull Richardson: Yea, Colin Williams: Yea
Yea: 7, Nay: 0, Absent: 1

May I have a motion to approve the Student Services Manager job description. This motion, made by Colin Williams and seconded by Steena Johnson, Passed.

Belinda Yurick: Absent, Melanie Donley: Yea, Josef Garcia: Yea, Mindy Glazier: Yea, Jared Griffin: Yea, Steena Johnson: Yea, Emily Stull Richardson: Yea, Colin Williams: Yea
Yea: 7, Nay: 0, Absent: 1

A motion was made by Mindy Glazier to move to action the Student Services Manager job description. It was seconded by Melanie Donley. Motion carries.

A motion to approve the Student Services Manager job description was made by Collin Williams and seconded by Steena Johnson. Motion carries. 7/7

6.D.2. Policy Review - New Policies

A motion to move policies 560,650,651, and 652 to action item was made by Jared Griffin. It was seconded by Mindy Glaizer. Motion carries. 7/7

A motion to approve policies 560,650,651, and 652 was made by Jared Griffin. It was seconded by Colin Williams. Motion carries. 7/7

6.D.3. CACR Summary and Achievement and Integration Progress Report

May I have a motion to move to action the CACR Summary and Achievement and Integration Progress Report. This motion, made by Jared Griffin and seconded by Mindy Glazier, Passed.

Belinda Yurick: Absent, Melanie Donley: Yea, Josef Garcia: Yea, Mindy Glazier: Yea, Jared Griffin: Yea, Steena Johnson: Yea, Emily Stull Richardson: Yea, Colin Williams: Yea
Yea: 7, Nay: 0, Absent: 1

May I have a motion to approve the CACR Summary and Achievement and Integration Progress Report. This motion, made by Melanie Donley and seconded by Steena Johnson, Passed.

Belinda Yurick: Absent, Melanie Donley: Yea, Josef Garcia: Yea, Mindy Glazier: Yea, Jared Griffin: Yea, Steena Johnson: Yea, Emily Stull Richardson: Yea, Colin Williams: Yea
Yea: 7, Nay: 0, Absent: 1

CCS has successfully finalized its annual report, which details student achievement and satisfaction data for the Minnesota Department of Education (MDE). Led by Abi Swenson, the team customized the report for the MDE's specific layout and data requirements, and is now seeking final approval for submission.

A motion to move the CACR Summary and Achievement and Integration Progress report to an action item was made by Jared Griffin. It was seconded by Mindy Glaizer. Motion carries 7/7

A motion to approve the CACR Summary and Achievement and Integration Progress report was made by Melanie Donley. It was seconded by Steena Johnson. Motion carries 7/7.

6.D.4. Board Retreat Summary

We had a highly successful retreat, we had perfect attendance and deep commitment, which allowed us to collectively review last year's wins, gain a renewed sense of purpose, and establish a clear focus on maintaining and achieving academic excellence as the primary goal moving forward. This in-person session yielded measurable action items and provided the leadership with a strategic map for the school's future direction.

6.D.5. Annual Audit Report, Justin Nilson, CPA, Senior Manager Abdo

Justin Nelson, a partner with ABDO, presented the school's audit results for the past fiscal year, confirming they issued a clean, unmodified opinion, which is the best outcome. The audit found no instances of non-compliance with Minnesota state statutes but noted one internal control finding related to a material audit adjustment concerning the timing of lease expense accrual. Overall financial results were positive, with the General Fund balance increasing (up over \$250,000) due to revenues exceeding the budget, and student enrollment (ADM) continuing its upward trend for the fourth consecutive year. The school's General

Fund balance as a percentage of expenditures is currently above the statewide charter school average, demonstrating strong fiscal health.

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

The board is welcome to take advantage of professional development, including the Charter School Day at the Capitol for meeting with legislators, and the Minnesota School Board Leadership Conference (MSBA) for comprehensive leadership training. The school has budgeted to cover associated costs like mileage and group bookings for these events and additional workshops/trainings offered through MSBA and MACS.

6.D.7. Board Ad Hoc Compensation Committee

I move that the Board of Directors approve the administrative compensation restructuring as presented by the Board Ad Hoc Compensation Committee, authorizing a total budget increase of \$156,946 for the current fiscal year, with retroactive implementation effective July 1, 2025. This motion, made by Jared Griffin and seconded by Mindy Glazier, Passed. Belinda Yurick: Absent, Melanie Donley: Yea, Josef Garcia: Yea, Mindy Glazier: Yea, Jared Griffin: Yea, Steena Johnson: Yea, Emily Stull Richardson: Yea, Colin Williams: Yea
Yea: 7, Nay: 0, Absent: 1

The Ad Hoc Compensation Committee, which met intensely since early October, presented an extensive overhaul of the district's compensation plan to ensure long-term stability and a strong framework for the school. A major component of this work was defining clear role distinctions across leadership—categorizing positions as Leads, Coordinators, Managers, and Directors/Superintendent—based on factors like district-wide impact, direct reports, and fiscal/compliance oversight. The new Administrative Compensation Restructuring includes salary bands (minimum, midpoint, maximum) for each position, with a recommendation to review all job descriptions and conduct market analyses every three years. Existing employees whose pay exceeds the new structure will be "red-circled," maintaining their current salary plus cost-of-living increases, ensuring no one's pay decreases. The Ad Hoc Compensation committee needs a budget increase of \$156,946.00 to accommodate the new pay scales for the Administrative Compensation Restructuring.

A motion was made to move the administrative compensation restructuring as presented by the Board Ad Hoc Compensation Committee, authorizing a total budget increase of \$156,946 for the current fiscal year, with retroactive implementation effective July 1, 2025 to an action item made by Jared Griffin. It was seconded by Mindy Glaizer. Motion carries. 7/7

A motion was made to approve the administrative compensation restructuring as presented by the Board Ad Hoc Compensation Committee, authorizing a total budget increase of \$156,946 for the current fiscal year, with retroactive implementation effective July 1, 2025 by Jared Griffin. It was seconded by Mindy Glaizer. Motion Carries. 7/7.

6.D.8. Board Ad Hoc Safety and Security Committee

A team including Jenna, Bud, and Joe Cutkay conducted a thorough safety walk today, identifying several areas needing thought and improvement related to both infrastructure

and internal process/culture. The detailed findings will be drilled down and addressed collaboratively with the lakes foundation and internal teams to implement necessary fixes.

6.D.9. Strategic Planning Matters

The board proceeded with adopting the new Infinite Campus student information system to replace the current system, which was negatively impacting educators, regardless of funding confirmation. Although CCS is awaiting news on whether the expense will be covered by the non-exclusionary discipline grant, Jenna gave the initial approval to begin the rollout, and operational staff are already starting training and data transfer.

6.D.10. Bylaws

6.E. REPORTS

6.E.1. CCS Executive Director

The school continues its growth trajectory with enrollment at 562 students and maintaining robust financial health, allowing for investments back into students and staff. This progress is part of a strong implementation of the strategic roadmap, with active advancements in all directions despite the growing pains associated with recent positive changes.

6.E.2. Finance Committee

No additional updates.

6.E.3. Academic Performance/Achievement and World's Best Workforce

Discussed previously with CAKR, no additional updates

6.E.4. EE Seat-Based Committee

Not much new. Hopefully some of our plants start producing here soon.

6.E.5. EE Online Committee

Some field trips are being added to our database. Not much new to report either.

6.E.6. Executive Directors' Evaluations

EDA evaluation committee is constantly working with Jenna and just tweaking things, but we'd say that we anticipate a check-in from that committee.

7. AUTHORIZER UPDATE

7.A. CCS 25-26 Environmental Literacy Plan Approval

Osprey Wilds approved the ELP and appreciated the quarterly district e-committee's role in centralizing data for improved cross-collaboration, communication, and connection between school programs, as well as enhancing general awareness for the community, families, and students.

8. DECEMBER MEETING PREPARATION

8.A. Suggestion for Discussion Topics for Next Meeting

Following tonight's compensation committee approval, updated job descriptions and employee agreements will be available. It was suggested that at either the December or early January meeting, provide a high-level overview of the strategic planning update and potentially introduce strategic topics discussed during the board retreat for future development.

9. **BOARD MEETING EVALUATION**

10. **ADJOURN the REGULAR BOARD of EDUCATION MEETING**

Melanie Donley, Josef Garcia, Mindy Glazier, Jared Griffin, Steena Johnson, Emily Stull
Richardson, Colin Williams, Belinda Yurick

The motion to adjourn the meeting was made by Mindy Glaizer. It was seconded by Colin Williams. The motion passed 7/7.

Meeting adjourned at 6:24 pm.