

Regular Meeting of the Board of Education Meeting
Monday, June 12, 2023 5 PM Central
35808 Co Rd 66
Crosslake, MN 56442

Minutes

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

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

Director Clare Thompson is not attending this meeting.

Director Mike Neumann is not attending this meeting.

We have established a quorum.

Guests: Ronda Veit and Joe Aliperto

May I have a motion to approve the June 12, 2023 Board of Education Agenda?

Motioned: Garcia

Seconded: Rhinehart

All in favor say Aye: 6

Nays: 0

Motion passes: 6-0

4. Additional Items

No additional items.

5. Public Comment

No public comment.

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. Board of Education Minutes - May 8, 2023
2. Finance Meeting Minutes - June 8, 2023
3. EE Seat Based Committee Meeting Minutes - May 18, 2023
4. Academic Performance/Achievement and World's Best Workforce - May 25, 2023
5. Personnel Matters
6. Gifts and Donations
7. IRS Form 990 - Return of Organization Exempt From Income Tax
8. Remain with Pan-O-Gold Baking, Inc. for 2023-2024 Bakery Products.

May I have a motion to approve the Consent Agenda?

Motioned: Garcia

Seconded: Swenson

All in favor say Aye: 6-0

Nays: 0

Motion passes: 6-0

B. LAKE Foundation

Mike O'Conneel is not able to join us tonight. On his behalf, CCS is happy to announce that the LAKE Foundation gave a \$6,000 scholarship to Richard Spencer and will be doing scholarships going forward.

C. Budgets

1. FY 23 Revised Budget

Veit and Aliperto discussed they are hoping to have each budget approved. Adm is at 460, 7% contract after successful first semester, increase from 7% to 10% due to more net income than previously projected before, keep in line with what we did last year. Won't know next year's health care costs so keeping that in mind..

May I have a motion to move the FY23 Revised Budget which now includes a greatly increased net funds total to an action item?

Motioned: Garcia

Seconded: Rhinehart

All in favor say Aye: 6

Nays: 0

Motion passes 6-0:

May I have a motion to approve the FY23 Revised Budget which now includes a greatly increased net funds total?

Motioned: Swenson

Seconded: Williams

All in favor say Aye: 6

Nays: 0

Motion passes: 6-0

2. FY 24 Budget

Consider increasing the additional compensation amount from 7% (originally approved last month) to up to 10%.

May I have a motion to move the FY24 Budget with the additional compensation amount up to 10% to an action item?

Motioned: Swenson

Seconded: Rhinehart

All in favor say Aye: 6

Nays: 0

Motion passes: 6-0

May I have a motion to approve the FY24 Budget with the additional compensation amount up to 10%?

Motioned: Swenson

Seconded: Williams

All in favor say Aye: 6

Nays: 0

Motion passes: 6-0

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

Holly Amaya

Couple of updates; current year data is now available. Highlights represent updates. Teff was instrumental in spearheading online school success. Pleased with all of the data and great information.

E. **Action Items**

1. Review and Approve May Financial Information

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

Motioned: Swenson

Seconded: Rhinehart

Discussion: Finalizing 23 and most of the discussion was on the added fund balance.

All in favor say Aye: 6

Nays: 0

Motion passes: 6-0

2. Dieci School Finance, LLC.

Board is being asked to approve the Client Service agreement from July 1, 2023 through June 30, 2026.

Motioned: Swenson

Seconded: Williams

Discussion: There is a no penalty clause if we wish to get out earlier, agreement may be termed without any cause.

All in favor say Aye: 6

Nays: 0

Motion passes: 6-0

F. **Information/Discussion Items**

1. District Personnel

Any updates from Annette:

Almost every position we asked you for is filled; we are very full in the building; requiring a lot of flexibility; looking for 2 or 3 more paraprofessionals - depends on how many SPED students we will get. Being flexible in moving into big and small spaces. Seat-based school is in a great spot.

Any updates from Holly:

Still looking for previously approved positions; might combine to make full-time position.

Griffin commented strong retention in staff with our Directors and finding people to work for Crosslake Community School.

2. Policy Review

410 Family and Medical Leave

413 Harassment and Violence

413FRM Harassment and Violence Reporting Form

414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse

414FRM Confidential Student Maltreatment Reporting Form

603 Curriculum Development

606 Textbooks and Instructional Materials

806 Crisis Management

807 Health and Safety

Discussion:

807, edit in section 3, B., first sentence.

603 curriculum development - how much of this language is actually required for both schools and some of the policy we are not doing, how do we separate the schools? Further thought from the Directors and bring back next month.

606 look at if we need two separate policies by school. Further thought from the Directors and bring back next month.

806 edit in section 3, h. How can we decipher when policies are specific to both schools? May have to two separate policies in those specific cases if the policy is starkly and drastically different, look at if we need two separate policies per school. Further thought from the Directors and bring back next month.

May I have a motion to move policies 410, 413, 413FRM, 414, 414FRM, and 807 to an action item?

Motioned: Rhinehart

Seconded: Williams

All in favor say Aye: 6-0

Nays: 0

Motion passes: 6-0

May I have a motion to approve policies 410, 413, 413FRM, 414, 414FRM, and 807?

Motioned: Swenson

Seconded: Rhinehart

All in favor say Aye: 6

Nays: 0

Motion passes: 6-0

3. Strategic Planning Matters

Two weeks ago had two sessions; Board of Education on 5/31; staff on 6/1. 5/31 meeting covered government and management. Let the Directors steer the boat. Had great feedback from the staff and got a lot done Wednesday - roles of different groups

Next meeting is this fall October/November with the team; from there it goes out to the Focus Groups in the spring. Keep In mind, we have to renew the process every year and plan it out.

4. Satisfaction Surveys

Board Directors, after reviewing the surveys, are there any comments?

How many students were given the survey; only goes 3rd grade and beyond for seat-based; online population given to online k-12.

Garcia question - student survey asks "do students in my classroom they show respect to each other;" as someone not in the school, seeing that was interesting.

Klang - results show what we are working on this; evident they don't feel respected or aren't respecting each other. Responsive classroom is the method we are working towards.

5. Director Evaluations

Have been finalized by the board; minutes will be at the next board meeting. Griffin reaching out to Klang and Amaya to conduct evaluations. Griffin, Garcia, and Rhinehart will make happen ASAP.

6. Employee Retention Credit - Agreement with MaGill Accounting

Contract has been given to Bittner to put in the board packet. IRS is doing their review; then funds will be approved.

7. Executive Director Exploratory Committee

Are we trying to develop a committee or are we at a point we want to hear more from TeamWorks; possible for committee to move forward and do some exploration on the topic in parallel with the TeamWorks program. If we need ExecutiveDirector, we should be ready to hit the ground running then. Won't hear back from TeamWorks during March or April. Consensus of the school and directors - push for an Executive Director; meetings helped sort your roles, saw the tasks they never get to. TeamWorks not waiting for the end of next year to get this big report; will get reports during the year. Griffin - some of the discussion has probably already happened in the past due to current leadership structure - find those people to share past information and bring forward;.

First thing is to go to finance committee and discuss budget. What about the job description side of it? Potentially have the old Executive Director job description. Garcia - is this the direction we want the school to go - lean in one direction; but what is that person going to do; flush that out; then come up with a person doing that what does the market show the potential budget impact would be; this is the potential market range we would be looking at; thinks we are at the second step right now; and the committee should be at that second step; directors believe it would be helpful; committee thinks it is possible; What if TeamWorks says we need an Executive Director? Can we entrust the committee people to come up with steps in the process and share that with the board at the next board meeting. Look at this as the board to decide the direction. Put together a process and then share it with the board next.

Teff would rather see the Director keep their roles. Every person she talked to said they would be against it; staff from kitchen to paras to parents to everyone she talked to don't want an Executive Director.

Garcia - what is their reasoning and perspective?

Griffin - perhaps a survey to staff and families that we are looking at leadership structure, we get input from a lot of different stakeholders the board wants to approach.

8. Facilities Planning Committee

Any update?

Had a great meeting with the LAKE Foundation; a lot of discussion and collaboration; LAKE Foundation doing a deeper dive and moving forward. Not going to find greater advocates and supporters as them. Potential things you would like to see happen - summer: minor - storage is needed now; tear down the little stage; put in a sink for the art teacher; John Sesin has been coming in and out and has been checking; wants to get started.

9. Board Meeting Schedule 23-24

Proposed dates for Board of Education meetings based on third Monday of a month.

May I have a motion to move the Board Meeting Schedule for 23-24 to an action item?

Motioned: Swenson

Seconded: Rhinehart

Discussion: Help with finance committee.

All in favor say Aye: 6

Nays: 0

Motion passes: 6-0

May I have a motion to approve the Board Meeting Schedule for 23-24?

Motioned: Rhinehart

Seconded: Swenson

All in favor say Aye: 6

Nays: 0
Motion passes: 6-0

10. Draft Committee/Task Sign Up Form

Directors are working on a new system to compensate staff for additional committee and task work - draft of system is attached. This info has been shared with staff and we are seeking their feedback. Plan is to finalize this over the summer to include in the staff handbook.

Finance committee has looked at budget impacts; idea first came up in the finance committee; committee is looking to throw and put any extra funds towards compensation. Put \$100,000 in the budget to pay people for extra service. You apply and be chosen through that process. Working during the summer. Clubs? - take part of the registration fee and then dispersed.

11. Q-Comp Annual Report SY 23

Information is provided for directors and the public.

Q-Comp is going great, keeps teachers accountable for what is going on in the classrooms.

G. **Reports**

1. CCS' Directors

Summer school has been going incredibly well did a lot of early planning; Swenson has been spearheading it and is doing a marvelous job; running smoothly; Williams has moved upstairs; filled classroom with furniture for \$77. Still looking for a few things. Comments regarding respect from Aliperto's comments - with ESSER money, program lined up the first day of school; on September 28 partnering with the Log Church with Tasha Shue talks about hope and your biggest challenges in life; goal is one a month. Open to any other suggestions.

Amaya - updates about strategic planning session; emailed vendors on compensation; one person I did reach out to is Joe and he would work with us at no additional costs; graduation ceremony went smoothly; many thanks to all of the staff and board members who attended; Mike Newton having issues with our sounds stayed extra long to sort it out; 74 total graduates; 40 here in person; story in Pine and Lakes Echo Journal. Mike O'Connell presented the Christine Sesion scholarship; graduates have been featured on Facebook; summer school underway; online staff working on curriculum and covered by Title 4.

Garcia - great to see graduates; professionally done; a lot of these students are actually meeting their faculty and Director in person and what a great opportunity for everyone that is.

One graduate was in the hospital; teachers took diploma and balloons to him.

2. Finance Committee

Still figure out outside compensation for outside programs; para compensation no school so pay hourly staff that day; compensating everyone that works hard here.

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

No update

4. EE Seat-Based Committee

Wrapped up with earth week; coasters out of old t-shirts; Donley headed up planter boxes outside with middle schoolers help; are now planted; recycling monsters from bags donated or something less scary but unicorns and mermaids.

5. EE Online Committee
Nothing new to update.
All but two graduates earned the graduation cords.

6. Directors' Evaluations
Already shared.

7. **Authorizer Update**
Nothing to provide at this time.

8. **Next Month's Meeting Preparation**
A. Suggestion for Discussion Topics for Next Meeting
B. Policy Review

9. **Board Meeting Evaluation**
Feedback - look into the sound system; room for improvement.

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

May I have a motion to adjourn the Regular Meeting of the Board of Education at 6:28 p.m.?

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

The Board will return for two meetings in July.

Mid-Year Planning Meeting July 17, 2023 from 2 p.m. to 4:30 p.m.

First review of:

23-24 Staff Handbook

Seat-Based 23-24 Student and Family Handbook

Online 23-24 Student and Family Handbook

23-24 Crisis Manual

Regular Board of Education Meeting July 17, 2023 from 5 p.m. to 8 p.m.