

**Regular Meeting  
Monday, December 15, 2025  
5:00 PM Central**

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

**1. CALL MEETING TO ORDER**

Meeting 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**

Mindy Glaizer and Belinda Yurik has been excused from this meeting.

**4. ADDITIONAL ITEMS**

Are there any additional items?

Job descriptions for Digital Systems Lead, District Food Manager, District HR\_Business Manager, District Special Education Coordinator, District Student Data and Enrollment Coordinator, District Superintendent, District Teaching and Learning Coordinator, District Technology Manager, District Technology Coordinator, Engagement Lead-In person, Engagement Lead-Online, Learning Coach Lead-Online, MnMTSS Lead, Associate Director-Online, Principle-In person, Principle-Online have been added to today's agenda to review and approve.

**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](mailto: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.

No public comment.

**6. AGENDA**

A motion was made by Jared Griffin to approve the December 15, 2025 agenda. It was seconded by Colin Williams. Motion passed 6/6.

**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.

A motion was made by Jared Griffin to approve the Consent Agenda. It was seconded by Steena Johnson. Motion passed 6/6.

**6.A.1. Board of Education Minutes - November 24, 2025**

**6.A.2. Finance Meeting Minutes - December 10, 2025**

**6.A.3. EE Online Committee Meeting Minutes - December 4, 2025**

**6.A.4. CCS Wellness Committee Minutes - November 25, 2025**

**6.A.5. Food Service Reports**

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

We just had an update from Abi Swenson at our 4:30 special meeting.

**6.C. ACTION ITEMS**

**6.C.1. Review and Approve November Financial Information**

Dr. Jenna Leadbetter reported that the school is currently focused on reaching an enrollment goal of 600 students, noting that while current student body counts are high, the Average Daily Membership (ADM) is the key metric for state-allotted revenue. Additionally, the district has redefined its budgetary layout to include both district-wide and individual school-level reports for improved financial transparency. The financial outlook for Fiscal Year 25 has shifted significantly from an initial projected deficit of \$98,000 to a currently forecasted surplus of \$258,771.

A motion was made to approve the November Financials by Melanie Donley and was seconded by Steena Johnson. The motion passed 6/6.

**6.C.2. Approve Policies**

A motion was made by Colin Williams to pass policies 404, FRM, 410, 415, 463, and 464. It was seconded by Jared Griffin. Motion carries 6/6.

**6.D. INFORMATION /DISCUSSION ITEMS**

Emily Stull Richardson asked if there was an option for gender X on the background consent form. MN passed an X on driver's licenses in 2018. In our hiring processes we will be thoughtful of this and make sure that we are adhering to MN law.

**6.D.1. District Personnel**

Melanie Donley made a motion to move to action to approve job descriptions: Digital Systems Lead, District Food Service Manager, District HR-Business Manager, District Special Education Manager, District Student Data and Enrollment Coordinator, District Superintendent, District Teaching and Learning Coordinator, District Technology Manager, District Technology Coordinator, Engagement Lead - In person, Engagement Lead — Online, Learning Coach Lead — Online, MnMTSS Lead, Online Associate Director, Principal - In person, Principal - Online. It was seconded by Steena Johnson. Motion passes 6/6

Motion to approve the job descriptions listed above was made by Jared Griffin. It was

seconded by Melanie Donley. Motion passed 6/6.

#### **6.D.2. Policy Review**

A motion to move policy 467 Paid Family and Medical Leave to an action item was made by Colin Williams and seconded by Jared Griffin. Motion passed 6/6.

A motion to approve policy 467 Paid Family and Medical Leave was made by Melanie Donley. It was seconded by Jared Griffin. Motion passed 6/6.

#### **6.D.3. Board Ad Hoc Safety and Security Committee**

After a facility walkthrough to identify infrastructure and safety needs, Annette Klang, Dr. Jenna Leadbetter and Bud Roberts met with the Lake Foundation to prioritize security upgrades and secure collaborative support for future improvements. While immediate action items like new emergency kits have already been addressed, a prioritized report is being developed to guide the next phase of infrastructure projects in coordination with the board's safety ad hoc committee.

#### **6.D.4. Board Ad Hoc Compensation Committee**

After a facility walkthrough to identify infrastructure and safety needs, Annette Klang, Dr. Jenna Leadbetter and Bud Roberts met with the Lake Foundation to prioritize security upgrades and secure collaborative support for future improvements. While immediate action items like new emergency kits have already been addressed, a prioritized report is being developed to guide the next phase of infrastructure projects in coordination with the board's safety ad hoc committee.

#### **6.D.5. Professional Development - Board of Education Trainings**

MN School Board Association training such as MAX Minnesota Association of Charter Schools and Charter Source have been shared at previous board meetings. An invitation to join Dr. Jenna Leadbetter at the capital for the Minnesota Association of Charter Schools was extended to the board members.

#### **6.D.6. Strategic Planning Matters**

To promote academic excellence and student retention, Crosslake Community School is prioritizing the implementation of year-round childcare to prevent student loss to neighboring districts and expanding extracurriculars like fishing, archery, and STEM clubs. Key infrastructure and academic goals include revitalizing the school forest for environmental education, reintegrating a "Learning Lab" for older students, achieving HRS Level 3 certification for the in person school, implementation and integration of the MnMTSS framework. Additionally, the district is focusing on providing high schoolers with "inertia" for their futures through AP courses and career certifications, while strengthening community partnerships with organizations like the Lake Foundation and the National Loon Center.

#### **6.D.7. Executive Director Evaluations**

A meeting time needs to be set up in January.

#### **6.D.8. Bylaws**

## **6.E. REPORTS**

### **6.E.1. CCS Superintendent Report**

Building on the significant growth and changes, Dr. Jenna Leadbetter builds on Board Chair Joe Garcia's word of "Inertia" to represent the school's commitment to thoughtfully maintaining its current upward trajectory in enrollment and staff retention. This momentum is supported by key milestones, including a two-year extension from the Department of Education and a strategic shift toward standardized terminology—such as adopting "Superintendent" and "In-Person" language—to better align with state and federal reporting. By moving past the need for constant structural explanations, the organization is now focused on leveraging this established energy to drive long-term excellence.

### **6.E.2. Finance Committee**

No additional comments

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

No additional comments

### **6.E.4. EE Seat-Based Committee**

Waiting for plants to get bigger in the solarium. No major changes or updates.

### **6.E.5. EE Online Committee**

No major changes or updates. Teachers are working on completing some EE training by the end of January. Continuing to build our virtual EE field trips.

### **6.E.6. Executive Directors' Evaluations**

A meeting is to be scheduled sometime in January.

## **7. AUTHORIZER UPDATE**

Osprey Wilds was scheduled to come to the in-person setting but had to reschedule to January 13th due to weather. They will schedule their online meetings soon and then both teams will meet with Osprey Wilds together.

## **8. JANUARY MEETING PREPARATION**

### **8.A. Suggestion for Discussion Topics for Next Meeting**

Strategic Planning for our targeted areas, updated by laws and board agenda items that reflect the new terminology and semantics. Provided a space for each principal to share if they'd like to update the board on anything. Clarify which board trainings we will take in 2026.

## **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

Motion was made by Jared Griffin to adjourn the regular board meeting at 6:03 pm. It was seconded by Colin Williams. Motion passed 6/6.