

Regular Meeting of the Board of Education Meeting
Monday, February 13, 2023 5 PM Central
35808 Co Rd 66
Crosslake, MN 56442

Agenda

1. Call Meeting to Order

Meeting called to order at 5:03 p.m.

2. Pledge of Allegiance

Please stand for the Pledge of Allegiance.

3. Seat New Board Director

Seat new Board Director, Mike Neumann.

4. Roll Call and Establish a Quorum

Jared Griffin, Josef Garcia, Mike Neumann, Chris Rhinehart, Abi Swenson, Karen Teff, Clare Thompson, Colin Williams

We have established a quorum.

5. Additional Items

The February 9, 2023 Finance Meeting Minutes have been added to the consent agenda as 7.A.4.

6. Public Comment

No public comment.

May I have a motion to approve the February 13, 2023 Board of Education Agenda with the addition of the February 9, 2023 Finance Meeting minutes added to the consent agenda as 7.A.4.

Motioned: Gracia

Seconded: Swenson

Ayes: 8

Nays: 0

Motion passes: 8-0

7. Agenda

7.A. Consent Agenda

All items listed below are considered to be routine by Crosslake Community School's 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 acted on separately immediately following the consideration of the consent agenda.

7.A.1. Annual Board of Education Meeting - January 9, 2023

7.A.2. Board of Education Minutes - January 9, 2023

7.A.3. Finance Meeting Minutes - January 21, 2023

7.A.4. EE Seat Based Committee Meeting Minutes - January 19, 2023

7.A.5. EE Online Committee Meeting Minutes - December 5, 2022

7.A.6. 2nd Half of Osprey Wild's Authorizer Fee SY 23

7.A.7. Personnel Matters

7.A.8. Food Service Reports

7.A.9. Gifts and Donations

May I have a motion to approve the Consent Agenda?

Motioned: Garcia

Seconded: Rhinehart

Ayes: 8

Nays: 0

Motion passes: 8-0

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

Presenter: Holly Amaya

Wrapping up loose ends. Following up on our indicators, professional development funds, instructional leadership in both programs, and academic goals.

7.C. **Action Items**

7.C.1. Review and Approve December 2022 Financial Information

May I have a motion to approve December 2022 financial information?

Motioned: Swenson

Seconded: Rhinehart

Ayes: 8

Nays: 0

Motion passes: 8-0

7.C.2. Review and Approve January 2023 Financial Information

May I have a motion to approve November 2022 financial information?

Motioned: Thompson

Seconded: Swenson

Ayes: 8

Nays: 0

Motion passes: 8-0

7.C.3. Approve Policies

415 Mandated Reporting of Maltreatment of Vulnerable Adults

416 Drug and Alcohol Testing

May I have a motion to approve policies

415 Mandated Reporting of Maltreatment of Vulnerable Adults
and 416 Drug and Alcohol Testing

Motioned: Garcia

Seconded: Teff

Ayes: 8

Nays: 0

Motion passes: 8-0

7.C.4. Approve Mileage Rate

Federal mileage rate reimbursement was incorrectly stated at the January board of education meeting.

May I have a motion to approve CCS' mileage rate at the federal rate of 65.5 cents per mile?

Motioned: Garcia

Seconded: Williams

Discussion: approve a policy the mileage rate will be concurrent what the federal rate is.

Ayes: 8

Nays: 0
Motion passes: 8-0

7.C.5. 2023-2024 Seat-Based School Calendar

Minnesota Summit dates have now been identified. The seat-based calendar reflects August 9 and 10 as Summit days but the confirmed dates are now August 8 and August 9.

May I have a motion to approve the 2023-2024 Seat-based School Calendar with the suggested edits of August 8 and 9 for MN Summit rather than August 9 and 10?

Motioned: Swenson

Seconded: Rhinehart

Discussion: There is a typo for October - should have 19 teacher days and 20 teacher days.

Ayes: 0

Nays: 8

Motion passes: 0-8

May I have a motion to approve the 2023-2024 Seat-based School Calendar with the suggested edits of August 8 and 9 for MN Summit rather than August 9 and 10 and for October to reflect 19 teacher days rather than 20?

Motioned: Thompson

Seconded: Swenson

Discussion - thank you to leadership team and staff and keeping the professional development days in there.

Ayes: 8

Nays: 0

Motion passes: 8-0

7.C.6. Board-Appointed Committees

May I have a motion to appoint Mike Neumann to the Academic Performance/World's Best Workforce Committee?

Motioned: Garcia

Seconded: Teff

Discussion: Thank you Mike.

Ayes: 8

Nays: 0

Motion passes: 8-0

7.D. **Information/Discussion Items**

7.D.1. Covid Update - Proactive vs Reactive

Recently had three cases in the last two weeks, followed all the protocols and we've kept that under control. Air purifiers are available to the staff now purchased with state money.

7.D.2. District Personnel

Seat-based school is fully staffed, could still use a few substitutes, both teachers and paraprofessionals. Online school - no updates.

7.D.3. Policy Review

First review of the following policies:

203 Operation of the School Board - Governing Rules

203.1 School Board Procedures; Rules of Order

203.5 School Board Meeting Agenda

203.6 Consent Agendas 208 Development, Adoption, and Implementation of Policies

610 Field Trips

May I have a motion to move Policies 203, 203.1, 203.5, 203.6 and 610 to an action item?

Motioned: Garcia all of the policies in 7.D.3 to action items.

Seconded: Thompson

Discussion: Regarding field trips, we do have money in the budget for field trips. PTO does give money if it goes above and beyond. So it's kind of a multifaceted policy.

Ayes: 8

Nays: 0

Motion passes: 8-0

May I have a motion to approve Policies 203, 203.1, 203.5, 203.6 and 610 to an action item?

Motioned: Garcia

Seconded: Rhinehart

Ayes: 8

Nays: 0

Motion passes: 8-0

7.D.4. Professional Development - Board of Education Trainings

Course 200 Training (financials) with Joe from Dieci is confirmed for March 2 from 5 p.m to 7 p.m. This will be a virtual meeting and recorded for those who cannot attend.

Recap of Osprey Wilds' Day of trainings on February 7:

Well thought out, slide deck available to board directors, the recorded session, and Board resources.

Improves our quality on how the board can help the school. Offered were Charter School Contracts, Financial School Management, Open Meeting Law, Employment Policies and Procedures, and Board Roles and Responsibilities.

7.D.5. Surveys

HRS Level 2 (staff only) survey is done, interpreting of data will take place on March 27 . This will be an Information/Discussion item at the April Board of Education meeting.

Review of questions for the Overall Satisfaction Surveys of CCS

- Online Parent/Guardian; Student; Staff
- Seat-Based Parent/Guardian; Student; Staff

Question is would students know what the mission is - given the structure of our school. Maybe two parts:

Environmental Education literacy

Engaged in the community

If there are changes needing to be made, the changes will happen at the March Board of Education meeting under Information/discussion and can then become an Action item.

7.D.6. Long-Range Planning

1. Outside consultant to review technology needs as our schools continue to grow; audit of our technology needs.

2. Outside consultant to review the long-range planning of CCS.

Strategic Planning Proposals:

CCS received Strategic Planning proposals from seven organizations.

The review team sought to interview two of the organizations for further consideration: unTapped and TeamWorks, and will share impressions from those interviews so the board can establish next steps.

Listing of organizations that submitted proposals:

- Teamworks
- UnTAPPED
- Innovative Nonprofit
- MSBA
- INspiring SIGHT
- CoSpire
- Education Plus

Garcia makes a motion to move this to an action item.

Seconded: Swenson

Discussion: Question regarding number of meetings contracted company would have with CCS. Amaya stated cutting down to 10 meetings is fine. Have a contingency plan if there are extra add ons.

Ayes: 8

Nays: 0

Motion passes: 8-0

Garcia makes a motion to move forward with Teamworks as our strategic plan contractor vendor and propose giving the Directors and the Board Chair the budget and power to move forward without Board approval up to \$27,400 which is the highest estimate, and if the Directors and the Board Chair decide if the estimate comes in at the modified amount that Amaya talked to us about, no further Board action needs to be done.

Seconded: Swenson

Discussion: Finance Committee could come up with a budgeted amount that could be in alignment with our budget.

Ayes: 8

Nays: 0

Motion passes: 8-0

Concentrate on Strategic Planning for now and then focus on technology needs.

7.D.7. Director Evaluations

- 1) A mid-year check in (February) - opportunity to review goals and see how things are going in the current school year
- 2) April/May - Directors' yearly evaluations conducted; Directors' surveys would need to be conducted the first part of April or so
- 3) June/July - Personal Development goals for next school year established

We will look at a process in April of scheduling a closed Board of Education meeting to do the Directors' yearly evaluations. We will establish as a board collective feedback for Amay and Klang and also be able to get surveys out to get more feedback from staff. Then process in June or July with the Directors to put together their development goals for the next school year. Thank you Amaya and Klang for your hard work over the last year.

7.D.8. Employee Retention Credit - Agreement with MaGill Accounting and Tax, LLC.

Presenter: Abi Swenson

Still the waiting game. Dieci will keep us updated when they hear something.

7.D.9. 2022-2023 Safe Return to In-Person Learning Plan and ESSER III Application

May I have a motion to move the updated 2022-2023 Safe Return to In-Person Learning Plan and ESSER III Application to an action item?

Motioned: Rhinehart

Seconded: Thompson
Ayes: 8
Nays: 0
Motion passes: 8-0

May I have a motion to approve the updated 2022-2023 Safe Return to In-Person Learning Plan and ESSER III Application?

Motioned: Garcia
Seconded: Williams
Ayes: 8
Nays: 0
Motion passes: 8-0

7.D.10. 2023-2024 Online School Calendar (first look)

First look at the Online School's 2023-2024 calendar.

One edit - May 2024, cut off 5/30 as a teacher professional development day, teacher total days will be 174 rather than 175; consistency in our teacher agreements.

May I have a motion to move the 2023-2024 Online School Calendar to an action item?

Motioned: Garcia
Seconded: Thompson
Discussion: Thompson shares calendar will work really well
Ayes: 8
Nays: 0
Motion passes: 8-0

May I have a motion to approve the 2023-2024 Online School Calendar with the edit to the May 2024 calendar in order to keep it consistent with the seat-based calendar?

Motioned: Garcia
Seconded: Thompson
Ayes: 8
Nays: 0
Motion passes: 8-0

7.D.11. CCS Online Staff Assignment Policy/Practice

Need to formalize our practices regarding the specifics of online staffing into writing. This policy will be given a number in our CCS Policies' numbering system.

Policy now written to deal with overages that have been happening with online teaching staff; writing a formal policy for and into the future and to be more transparent for the whole school.

Is there an overage in the seat-based school? This happens as much as online; seat-based has a hard cap due to lockers, etc.

What did we spend on overages last year; does amount that comes in with one student easily pay for the overages?

May I have a motion to move this to an action item?

Motioned: Garcia
Seconded: Teff
Ayes: 8
Nays: 0
Motion passes: 8-0

May I have a motion to approve the "CCS Online Staff Assignment Policy/Practice" with an assigned policy number?

Motioned: Teff

Seconded: Thompson

Ayes: 8

Nays: 0

Motion passes: 8-0

7.E. **Reports**

7.E.1. CCS' Directors

Online:

We are at capacity now, also, for middle school. So we were full for high school last year, last month and now we're full for middle school, too. Have a number of teachers who have overages right now. We're doing a separate marketing project with them to focus on the elementary enrollment. We were wanting to look at families who are home schooling. Are there younger children that could potentially use our curriculum as they are home schooling? If they're registered as homeschoolers, they would need to actually pay tuition. They wouldn't be enrolled in our school as full time but they could utilize our curriculum. Looking at possibly targeting that audience to increase our -enrollment that way.

Seat Based:

Seat based is doing the opposite. We are doing marketing to boost up our middle school enrollment. We've had four kids leave and we had four kids come back, not the same, but different kids. We have a waiting list for second grade right now, so that's a great thing; we want to accommodate those families. but we can't. Melanie Donley has been working to secure the eagle's nest. We're going to be putting that up in a location at school and that's going to be a really cool addition to our school. Photographer has been taking pictures around school; she will come back in the spring when everything's green and the sun is shining.

7.E.2. Finance Committees

Talks continue around 200 courses; lease aid, waiting for approval; looked at the budget; LAKES foundation want to help with the upkeep of the facilities management to help with the school and more.

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

Didn't meet last month; waiting for star testing to be finished

7.E.4. EE Seat-Based Committee

Deciding where to put the eagle's nest; what to do with it; maybe a tourist attraction - one of only three or four schools in the state; classes have been using solarium more and more - classroom activities, planting; students are running the solarium with leadership of them, checking the ph of fish; watering plants; middle school presented their project of reducing waste.

7.E.5. EE Online Committee

Working on a really cool compilation of project wet environmental lessons. They will be in a folder for online teachers to access. All of our teachers are working hard on that and making a recording of how that would apply in an online setting.

7.E.6. Directors' Evaluations

We already covered this topic.

8. **Authorizer Update**

Erin Anderson shared she appreciates hearing CCS enjoyed the trainings that were presented; I always enjoy coming to your board meetings right after our trainings because I think it's a really good check for us. Honestly it's nice to hear the people value it. Appreciate listing in on the robust discussions tonight.

9. **March 13, 2023 Meeting Preparation**

9.A. Suggestion for Discussion Topics for Next Meeting

- Addition of a Strategic Planning committee - board directors that can serve on that board - ad hoc committee.
- Great check-ins with both of our Directors - one item that came up and does require board support is to look at the leadership structure of the school. Look at an Executive Director of the school? Have an Executive Director that oversees both programs that brings the schools together at the top? Finance committee can do some work; include both online and seat-based directors' job descriptions in the next board packet; fruitful discussion as a school. Do our due diligence on that front for the school, to really look into that thoroughly.

9.B. Policy Review

10. **Board Meeting Evaluation**

Great job Jared, you run a tight ship, appreciate how you run things; in awe of these Board packets; thanks Jen Miller for all of the i.t. and sound that you provide. Efficient meeting despite going over two hours; P.T.O. provided dinner - thanks to Heidi O'Brien, P.T.O. and, Crafts and Cones.

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

May I have a motion to adjourn the Annual Meeting of the Board of Education at 7:04 p.m.

Motioned: Swenson

Seconded: Rhinehart

Ayes: 8

Nays: 0

Next regular Board of Education meeting: March 13, 2023 at 5:00 p.m.