

Crosslake Community School Board of Education

May 9, 2022

5:00 PM

Crosslake Community School

Commons Area

35808 Co Rd 66

Crosslake, MN 56442

1. **Call Meeting to Order**

Meeting called to order at 5 p.m.

2. **Pledge of Allegiance**

3. **Roll Call and Establish a Quorum**

Jared Griffin, Jennifer Muller, Chris Rhinehart, Abigayle Swenson, Karen Teff, Ronda Veit.

Absent: Cinda Jensen

Late: Joseph Garcia joined at 5:47 p.m.

We have established a quorum.

4. **Additional Items**

Request money from our Esser Funds. Introduce this during the finance portion of the agenda.

LAKE Foundation proposal.

5. **Public Comment**

No public comment.

6. **Agenda**

May I have a motion to approve the May 9, 2022 Board of Education Agenda?

Veit motioned; Teff second

Yeas 6

Nays 0

Motion passes 6-0.

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. Special Board of Education Meeting - Interviews - March 31, 2022
2. Special Board of Education Meeting - Interview - April 1, 2022
3. Special Board of Education Meeting - Deliberations - April 1, 2022
4. Special Board of Education Meeting - Deliberations - April 4, 2022
5. Special Board of Education Meeting - Deliberations - April 5, 2022
6. Board of Education Minutes - April 11, 2021
7. Finance Meeting Minutes - April 14, 2022
8. FY23 Budget Minutes - April 25, 2022
9. EE Seat Based Committee Meeting Minutes - April 14, 2022
10. EE Online Committee Meeting Minutes - April 25, 2022
11. Academic Performance/Achievement and World's Best Workforce - April 28, 2022
12. Hourly Pay Grids Task Force - April 21, 2022

13. 2022-2023 MN Association of Charter Schools Invoice
14. Personnel Matters
15. Food Service Reports
16. Gifts and Donations

May I have a motion to approve the Consent Agenda?

Veit motioned; Swenson second.

Yeas 6

Nays 0

Motion passes 6-0.

B. Budget Matters

Joining us is Joe Aliperto from Dieci School Finance, our Business Manager

1. FY 21-22 Budget Revision
Discussion related to specific changes to end the school year including surplus fund balance, ESSER Grant dollars, maintaining fund balance, remaining budget adjustments. Will be approved at June 13, 2022 Board of Education Meeting.
2. FY 23 Budget
First look at proposed budget for school year 2023.
Discussion related to ESSER Funds, Title I, II, and IV funds; REAP Grant, projected expenditures

Swenson makes a motion to approve the Responsive Classroom Training that will occur this summer for staff using the ESSER Funds from the 2023 budget, ESSER II Funds; Teff seconded.

Yeas 6

Nays 0

Motion passes 6-0.

Additional discussion regarding Seat-Based EE Coordinator with Solarium. Perhaps two EE Coordinators with one being in charge of the Solarium. Seat-Based HRS Coordinator, workload is big. Should stipend be raised. Seat-Based Nurse, salary is in the budget, some options for the fall.

C. Action Items:

1. Review and Approve March 2022 Financial Information
May I have a motion to approve March 2022 Financial Information?
Rhinehart motioned; Muller second.
Yeas 6
Nays 0
Motion passes 6-0.
2. Approve Policies
May I have a motion to approve Policies 412 Expense Reimbursement, 417 Chemical Use and Abuse, 418 Drug-Free Workplace/Drug-Free District, 419 Tobacco-Free Environment; Possession and Use of Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction, 502 Search of Student Lockers, Desks, Personal Possessions, and Student's Person, 531 Pledge of Allegiance, 801 Equal Access to School Facilities, 802 Disposition of Obsolete Equipment and Material
Teff motioned; Muller seconded.
Yeas 6
Nays 0
Motion passes 6-0.
3. 2022-2023 School Year Seat-Based Calendar

May I have a motion to approve the 2022-2023 school year seat-based calendar that reflects the change of the Summit being on August 9, 10 rather than 10, 11.

Swenson motioned, Rhinehart seconded.

Yeas 6

Nays 0

Motion passes 6-0.

4. 2022-2023 School Year Online Calendar

May I have a motion to approve the 2022-2023 school year calendar that reflects removal of wording for a Staff Development day on March 27. No changes to the actual calendar.

Teff motioned; Muller seconded.

Yeas 6

Nays 0

Motion passes 6-0.

D. **Information/Discussion Items:**

1. Covid Update - Proactive vs Reactive

Parent was positive; student negative. Consulting with Ms. DeLong. Still in the clear.

2. Job Descriptions

Online

Spanish Teacher (FTE to be determined)

Garcia motions to accept Spanish, ESL, and CTE Online job descriptions as presented; Teff seconded.

Motion passes 7-0.

Garcia motioned to accept the Work Based Learning Online teacher description as presented; Teff seconded.

Motion passes 0-7.

Griffin motioned to move the .5 Work Based Learning Coordinator to an action item; Muller seconded.

Motion passes 7-0.

Griffin motioned to move the Spanish Teacher, .2 ESL Teacher, .2 CTE Electives Career to an action item; Veit seconded.

Motion passes 7-0.

Griffin approved Spanish Teacher, .2 ESL English Learner Teacher, .2 CTE Electives Career; Garcia seconded.

Motion passes 7-0.

State Reporting Coordinator

Griffin motion to move the State Reporting Coordinator job description to an action item; Garcia seconded.

Yeas 7

Nays 0

Motion passes 7-0.

Griffin motions to approve the State Reporting coordinator position; Veit seconded

Discussion included posting of the job description. Determination was once an an action and approved, ready to be posted.

Seat-Base

1.0 Middle School Math Teacher

Griffin motions to move the 1.0 Middle School Math Teacher to an action item; Swenson seconded.

Yeas 7

Nays 0

Motion passes 7-0.

1.0 Special Education Teacher

Griffin moves to action to approve the 1.0 Special Education Teacher; Muller seconded.

Yeas 7

Nays 0

Motion passes 7-0.

Griffin moves to approve the 1.0 Special Education Teacher position; Teff seconded.

Yeas 7

Nays 0

Motion passes 7-0.

.25 Social Studies Teacher Grades 7-8

Griffin makes a motion to move the Seat-Based Social Studies to an action item; Griffin seconded.

Discussion: approval of just grades 7-8; opening due to licensure.

Yeas 7

Nays 0

Motion passes 7-0.

Garcia motions to approve the Social Studies as presented; Griffin seconded.

Yeas 7

Nays 0

Motion passes 7-0.

Administrative Assistant

Griffin makes a motion to move the Administrative Job Description to an action item; Teff seconded.

Discussion: will be an ongoing evaluation to figure out what is the best way to go forward; flexible and fluid positions that play off each other with strengths of the employees.

Yeas 6

Nays 0

Motion passes 6-0.

Garcia makes a motion to accept the Administrative Assistant job description as approved the Administrative Assistant job description as presented with the changes; Veit seconded.

Yeas 7

Nays 0

Motion passes 7-0

Executive Assistant

Griffin makes a motion to move the Executive Assistant job description to an action item; Teff seconded.

Yeas 7

Nays 0

Motion passes 7-0.

Griffin makes a motion to approve the Executive Assistant position as described; Teff seconded.

Discussion: Compensation of hourly versus salary. The size and scope of the position is large; recommendation is for this position to be salaried starting at \$40,000. Should say starting at \$40,000; eliminate hours on job description as there will be contract days and summer days. Work schedule will be set up through the agreement.

Yeas 0

Nays 7

Motion does not pass 7-0.

Griffin makes a motion to approve Executive Assistant position to include salary pay of \$40,000 and also have the bottom portion of the job description in terms of that based on salaried, I would like to move that to an action item; Muller seconded.

Yeas 7

Nays 0

Motion passes 7-0.

Griffin makes a motion to approve the Executive Assistant job description and also move to post this position for this position; Garcia seconded.

Yeas 7

Nays 0

Motion passes 7-0.

Discussion included strong guidance given to approve posting of job description. Is this promotional or do we need to proceed with the hiring procedure? Is it promotional versus open hiring?

Garcia motioned that we as a Board approve this as a promotable position that can be promoted from within at the discretion of the Director; Teff - have to say as opposed to posing?; Garcia - it being quote unquote a new position and having to be posted in accordance, this is just a lateral shift and a wage correction and responsibility correction than it is anything; Teff seconded.

Discussion: work on the hiring procedure guidelines so all employees treated fairly; amend Hiring Procedure due to the office manager title; add a Letter G: for posting a position a person is performing a portion of the duties, this policy does not apply or similar wording.

Yeas 7

Nays 0

Motion passes 7-0.

3. District Personnel

No update.

4. Policy Review

Teff makes a motion to move 414, 414FRM, 525, and 526 to an action item; Rhinehart seconded.

Yeas 7

Nays 0

Motion passes 7-0.

Teff makes a motion to approve 414, 414FRM, 525, and 526; Garcia seconded.

Yeas 7

Nays 0

Motion passes 7-0.

5. Explore Health Insurance for Non-Licensed Staff for Human Resources/Business Manager, Food Service Coordinator, and Technology Coordinator

Garcia makes a motion to postpone implementation of the previously approved benefit offer; Griffin seconded.

Yeas 7

Nays 0

Motion passes 7-0.

Discussion: committee would be Griffin, Garcia, Rhinehart.

Yeas 7

Nays 0

Motion passes 7-0.

Griffin motioned to approve the Evaluation Committee as discussed; Rhinehart seconded.

Yeas 7

Nays 0

Motion passes 7-0.

6. Hourly Pay Grids Task Force

Lots of work done. Comparing and learning what other districts do; new knowledge has shed light on what has to be done. Align pay rates, equal amounts of increases for hourly, treating everyone fairly.

7. Osprey Wilds Renewal Evaluation and Academic Data Profile

Attachment Exhibit G is our Academic Goals for Contract Period July 1, 2022 through June 30, 2025

Attachment Exhibit S is our Performance Improvement Plan - Probationary Contract

Contract will be available at the June 13, 2022 meeting. Swenson stated her name is spelled wrong on Page 4.

8. Professional Development - Board of Education Trainings
Griffin will keep Board posted on upcoming Osprey Wilds' trainings; Veit will email Board opportunities at MACS.
9. 2022-2023 Board of Education Calendar
Griffin motioned to move to action the calendar as proposed; Garcia seconded.
Yeas 7
Nays 0
Motion passes 7-0.
Griffin moved to approve the 2022-2023 Board of Education Calendar; Muller seconded.
Yeas 7
Nays 0
Motion passes 7-0.
10. Build Capacity of School through Leadership and Co-Directors
Table until June 13, 2022 meeting. Think about if you want to serve on this committee. Teff indicated she does want to be on the committee.

E. **Reports:**

1. CCS' Directors
Amaya invited the Board to attend graduation; largest graduating class ever. 21 graduates are coming to CCS to accept their diplomas.
2. EE Seat-Based Committee
Earth Week activities were a hit; lunch outside when it's sunny outside; art walk through school forest; primary seat-based and online grades did "turn off lights behind you" - hallway lights were off.
3. EE Online Committee
Salt watch, more results; Teff shared two projects a year one for each semester. Next year is pollination. Clare Thompson is stepping down as Chair.
4. Finance Committee
Budget - list of items asking for blessings on.
5. Academic Performance/Achievement and World's Best Workforce
Looking at goals and improvements.
6. Hourly Pay Grids Task Force
Administrative Assistant Wage Grid - Revised to Reflect Actual is attached to the board packet

7. **Authorizer Update**

Feedback from the board meeting Emily Edstrom Moore, from Osprey Wilds, observed in March, along with an overview of OW's approach to governance performance evaluation.
CCS received good feedback - looking for more discussion on financials; we are making improvements and achieving outcomes. Osprey Wilds is coming for a site visit on May 18.

8. **June 13, 2022 Meeting Preparation:**

- A. Suggestion for Discussion Topics for Next Meeting
Board Leadership Committee
Approve FY22 Budget
Approve FY23 Budget
HRS Presentation
Survey results from Staff, Student and Families Surveys for Online and Seat Based Schools
Approve Osprey wilds Contract
Update Hiring Procedure
Draft from the LAKE Foundation for the summer work
Health Insurance - Deb to present
- B. Policy Review

9. **Board Meeting Evaluation**

Good productive meeting; make it clear when you are making a motion.

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

Griffin motioned to adjourn the regular board of education meeting at 7:23 p.m.; seconded by Teff

Yeas 7

Nays 0

Motion passes 7-0.

Next regular Board of Education meeting: June 13, 2022 at 5 p.m.