

Crosslake Community School Board of Education  
July 15, 2024  
5:00 PM  
Crosslake Community School  
35808 Co Rd 66  
Crosslake, MN 56442

Board Director Emily Stull Richardson will be attending the meeting remotely:  
Stillwater Public Library  
224 3rd St N  
Stillwater, MN 55082

### **1. Call Meeting to Order**

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

### **2. Pledge of Allegiance**

Please stand for the Pledge of Allegiance

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

Josef Garcia, Jared Griffin, Mike Newmann, Emily Stull Richardson, Colin Williams, Belinda Yurick

Not present Mindy Glazier and Clare Thompson

We have established a quorum.

### **4. Additional Items**

Additional item under Information/Discussion Items:  
6.D.13. 2024-2025 Online Student and Family Handbook - Draft  
6.D.14 Increase in FTE for Art Teacher position  
6.D.15 Procurement Policy revision

### **5. Public Comment**

Any public comment:

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 a motion to approve the July 15, 2024 Agenda?

Motioned: William

Seconded: Griffin

Yeas: 6 (Josef Garcia, Jared Griffin, Mike Newmann, Emily Stull Richardson, Colin Williams, Belinda Yurick)

Nays: 0

Motion passes: 6-0

## **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.

6.A.1. Board of Education Minutes - June 17, 2024

6.A.2. Board Retreat Minutes - June 24, 2024

6.A.3. Food Service Reports

May I have a motion to approve the Consent Agenda?

Motioned: William

Seconded: Yurick

Yeas: 6 (Josef Garcia, Jared Griffin, Mike Newmann, Emily Stull Richardson,, Colin Williams, Belinda Yurick)

Nays: 0

Motion passes: 6-0

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

Jenna Leadbetter presented on Environmental Education that Becky Gilbertson has prepared.

### **6.C. Action Items**

6.C.1. Approve Policies

The following policies are ready for review:

- 102 Equal Education Opportunity
- 104 Crosslake Community School's (CCS) Mission Statement
- 204 Charter School Board Meeting Minutes
- 212 School Board Member Development and Training
- 413 Harassment and Violence
- 416 Drug, Alcohol, and Cannabis Testing
- 418 Drug Free Workplace Drug Free School
- 419 Tobacco Free Environment
- 513 Student Promotion and Retention
- 516 Meds and Telehealth
- 521 Student Disability Notification
- 524 Internet Acceptable Use and Safety Policy
- 532 Peace Officers and Crisis Teams
- 535SB Service Animals and Pet Visits

602 Organization of School Calendar and School Days  
603SB Curriculum Development Seat Based School  
607 Organization of Grade Levels  
608 Instructional Services - SPED  
609 Religion  
615 Testing Accommodations, Modification, and Exemptions for IEPs, Section 504 Plans, and LEP Students  
709 Student Transportation

May I have a motion to approve policies 102,104, 204, 212, 413, 416, 418, 419, 513, 516, 521, 524, 532, 535SB, 602, 603SB, 607, 608, 609, 615, 709

Motioned: William

Seconded: Yurick

Yeas: 6 (Josef Garcia, Jared Griffin, Mike Newmann, Emily Stull Richardson, Colin Williams, Belinda Yurick)

Nays: 0

Motion passes: 6-0

#### 6.C.2. Grassmasters - Termination of Contract

Grassmasters was not fulfilling their contract and had inadequate billing. In addition a lawn mower has been bought and the custodial staff has been doing the mowing.

May I have a motion to terminate the contract with Grassmaster.

Motioned: Yurick

Seconded: Williams

Yeas: 6 (Josef Garcia, Jared Griffin, Mike Newmann, Emily Stull Richardson, Colin Williams, Belinda Yurick)

Nays: 0

Motion passes: 6-0

### **6.D. Information/Discussion Items**

#### 6.D.1. Policy Review

110 Enrollment, Student Admission and Lottery Policy

503 Student Attendance

507 Corporal Punishment and Prone Restraint

601 School District Curriculum And Instruction Goals

515 Protection and Privacy of Student Records

806 Crisis Management Policy

May I have a motion to move policies 110, 503, 507, 601, 515, 806 to an action item?

Motioned: Williams

Seconded: Yurick

Yeas: 6 (Josef Garcia, Jared Griffin, Mike Newmann, Emily Stull Richardson, Colin Williams, Belinda Yurick)

Nays: 0

Motion passes: 6-0

May I have a motion to approve policies 110, 503, 507, 601, 515, 806?

Motioned: Williams

Seconded: Griffin

Yeas: 6 (Josef Garcia, Jared Griffin, Mike Newmann, Emily Stull Richardson, Colin Williams, Belinda Yurick)  
Nays: 0  
Motion passes: 6-0

#### 6.D.2. Professional Development - Board of Education Trainings

There are some board training opportunities:

Board Training Opportunities:

Charter School Board Workshop-

Tuesday, August 6, 2024

9 am - 3:30 pm

Minneapolis Marriott Northwest, Brooklyn Park

Charter Source

Innovative Board Training Programs: On-Site, Peer Learning or Webinars

<https://www.chartersource.org/member-benefits/board-training-webinars>

Board Member Orientation

Wednesday, September 19th, 2024

9:00-10:00 am

or

Wednesday, October 17th, 2024

4:00-5:00 pm

Belinda Yurick was signed up for the August 6 meeting but it was determined that this is the exact same training she had at the Bemidji training. One of the other board members may take this spot for training.

#### 6.D.3. Strategic Planning Matters-

6.D.3.a. Strategic Roadmap- Discussion regarding usage for marketing purposes.

Jenna talked about using the Strategic Roadmap for marketing purposes.

May I have a motion to move the use of the Strategic Roadmap for marketing purposes to an action item?

Motioned: Williams

Seconded: Griffin

Yeas: 6 (Josef Garcia, Jared Griffin, Mike Newmann, Emily Stull Richardson, Colin Williams, Belinda Yurick)

Nays: 0

Motion passes: 6-0

May I have a motion to approve using the Strategic Roadmap for marketing purposes ?

Motioned: Williams

Seconded: Griffin

Yeas: 6 (Josef Garcia, Jared Griffin, Mike Newmann, Emily Stull Richardson, Colin Williams, Belinda Yurick)

Nays: 0

Motion passes: 6-0

#### 6.D.4. Director Evaluations

Jared and Belinda will set up a meeting with Jenna to discuss goals for the upcoming school year.

#### 6.D.5. Implementation Committee for Executive Director

At the board retreat there was discussion that the board as a whole thought it would be good to explore the concept further and the board is requesting a job description for the Executive Director position to be drawn up and a survey sent to teachers and community. Once they get back that information they will explore further.

#### 6.D.6. Board Elections Details

Extending the current terms ending Dec 31 to June 30.

May I have a motion to move extending the current terms ending Dec 31 to June 30 to an action item?

Motioned: Williams

Seconded: Yurick

Yeas:6 (Josef Garcia, Jared Griffin, Mike Newmann, Emily Stull Richardson, Colin Williams, Belinda Yurick)

Nays:0

Motion passes: 6-0

May I have a motion to approve extending the current terms ending Dec 31 to June 30?

Motioned: Williams

Seconded: Griffin

Yeas: 6 (Josef Garcia, Jared Griffin, Mike Newmann, Emily Stull Richardson, Colin Williams, Belinda Yurick)

Nays: 0

Motion passes: 6-0

#### 6.D.7. Bylaws

Changes in the bylaws

May I have a motion to move the bylaw changes presented to an action item?

Motioned: Griffin

Seconded: Yurick

Yeas: 6 (Josef Garcia, Jared Griffin, Mike Newmann, Emily Stull Richardson, Colin Williams, Belinda Yurick)

Nays: 0

Motion passes: 6-0

May I have a motion to approve the changes to the bylaws that were presented?

Motioned: Williams

Seconded: Yurick

Yeas: 6 (Josef Garcia, Jared Griffin, Mike Newmann, Emily Stull Richardson, Colin Williams, Belinda Yurick)

Nays: 0

Motion passes: 6-0

#### 6.D.8. Education Trends

Annette talked about the seat based schedule, with the new math curriculum we will be dividing students up by grade for math. We are also going to work on recess and physical education together.

6.D.9. Crisis Management Handbook - draft

May I have a motion to move the Crisis Management Handbook to an action item?

Motioned: Williams

Seconded: Griffin

Yeas: 6 (Josef Garcia, Jared Griffin, Mike Newmann, Emily Stull Richardson, Colin Williams, Belinda Yurick)

Nays: 0

Motion passes: 6-0

May I have a motion to approve the Crisis Management Handbook?

Motioned: Yurick

Seconded: Griffin

Yeas: 6 (Josef Garcia, Jared Griffin, Mike Newmann, Emily Stull Richardson, Colin Williams, Belinda Yurick)

Nays: 0

Motion passes: 6-0

6.D.10. DOL (Department of Labor) Rules

Discussion on DOL changes.

6.D.11. Seat Based Staffing -

Annette is asking that the board approves a 20% discount off the PreK fee for qualifying staff. This has a minimal impact on the budget and can be another way to provide a monetary break or perk for staff. The idea was approved by the finance chair and Annette is asking the board to discuss and move to vote if in favor of this idea.

Discussion took place and Josef Garcia recommended a 25% discount instead of a 20%

May I have a motion to move providing a 25% discount off the PreK fee for qualifying staff to an action item?

Motioned: Williams

Seconded: Yurick

Yeas: 6 (Josef Garcia, Jared Griffin, Mike Newmann, Emily Stull Richardson, Colin Williams, Belinda Yurick)

Nays: 0

Motion passes: 6-0

May I have a motion to approve a 25% discount off the PreK fee for qualifying staff ?

Motioned: Yurick

Seconded: Williams

Yeas: 6 (Josef Garcia, Jared Griffin, Mike Newmann, Emily Stull Richardson, Colin Williams, Belinda Yurick)

Nays: 0

Motion passes: 6-0

6.D.12. IOWA Authorization and Resolution

Authorize Jenna Leadbetter as a second person to access MDE secure websites for the state or local educational agency that you represent.

May I have a motion to move authorizing Jenna Leadbetter as a second person to access MDE secure websites for the state or local educational agency to an action item?

Motioned: Yurick  
Seconded: Griffin  
Yeas: 6 (Josef Garcia, Jared Griffin, Mike Newmann, Emily Stull Richardson, Colin Williams, Belinda Yurick)  
Nays: 0  
Motion passes: 6-0

May I have a motion to approve Jenna Leadbetter as a second person to access MDE secure websites for the state or local educational agency?

Motioned: Griffin  
Seconded: Yurick  
Yeas: 6 (Josef Garcia, Jared Griffin, Mike Newmann, Emily Stull Richardson, Colin Williams, Belinda Yurick)  
Nays: 0  
Motion passes: 6-0

#### 6.D.13. 2024-2025 Online Student and Family Handbook - draft

May I have a motion to move the 2024-2025 Online Student and Family Handbook to an action item?

Motioned: Yurick  
Seconded: Williams  
Yeas: 6 (Josef Garcia, Jared Griffin, Mike Newmann, Emily Stull Richardson, Colin Williams, Belinda Yurick)  
Nays: 0  
Motion passes: 6-0

May I have a motion to approve the 2024-2025 Online Student and Family Handbook?

Motioned: Garcia  
Seconded: Griffin  
Yeas: 6 (Josef Garcia, Jared Griffin, Mike Newmann, Emily Stull Richardson, Colin Williams, Belinda Yurick)  
Nays: 0  
Motion passes: 6-0

#### 6.D.14 Increase FTE for Art Teacher Position

Due to scheduling and instructional days, the Art teacher FTE needs to be increased from .35 to .42. This is a .07 increase for \$2752. Last year we needed to pay an overage of approx \$3000 to accommodate the correct number of instructional days with the 5 PD days.

May I have a motion to move increasing the Art Teacher position from .35 to .42 FTE to an action item?

Motioned: Griffin  
Seconded: Yurick  
Yeas: 6 (Josef Garcia, Jared Griffin, Mike Newmann, Emily Stull Richardson, Colin Williams, Belinda Yurick)  
Nays: 0  
Motion passes: 6-0

May I have a motion to approve the Art Teacher position from .35 to .42 FTE?

Motioned: Griffin  
Seconded: Newman

Yeas: 6 (Josef Garcia, Jared Griffin, Mike Newmann, Emily Stull Richardson, Colin Williams, Belinda Yurick)  
Nays: 0  
Motion passes: 6-0

#### 6.D.15 Procurement Policy Revision

We are asking the board to approve upcoming revisions to our current procurement policy to ensure compliance with Minnesota Statute 124E.26 subd. 4.

1. Current Policy is in place, changes need to be made by August 1, 2024.
2. Revisions and guidelines came from MACS today (7/15/24) and we will follow their recommendations.

May I have a motion to move the upcoming revisions to our current procurement policy to ensure compliance with Minnesota Statute 124E.26 subd. 4. to an action item?

Motioned: Neumann

Seconded: Williams

Yeas: 6 (Josef Garcia, Jared Griffin, Mike Newmann, Emily Stull Richardson, Colin Williams, Belinda Yurick)  
Nays: 0

Motion passes: 6-0

May I have a motion to approve the upcoming revisions to our current procurement policy to ensure compliance with Minnesota Statute 124E.26 subd. 4.?

Motioned: Williams

Seconded: Griffin

Yeas: 6 (Josef Garcia, Jared Griffin, Mike Newmann, Emily Stull Richardson, Colin Williams, Belinda Yurick)  
Nays: 0

Motion passes: 6-0

### **6.E. Reports**

#### 6.E.1. CCS' Directors

##### 6.E.1.a. Ensuring involvement of seat-based and online directors

Annette commented that this year summer school has finished the best year ever. 8-4 was a long day, math and reading instruction was very solid. Trying to solidify the schedule that could include PE and STEM everyday as well as working in Music and Art throughout the week. Enrollment is staying steady. Some new clubs are being organized that will be during and after school.

Jenna reviewed the Strategic Roadmap. Looking to collaborate between online and seat based. Read Act Focus will be the primary focus during professional development. Had a very strong summer school program with overall pass rate of 69.2% compared to 43.5% last year.

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

No July Meeting

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

No July Meeting

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

No July Meeting



6.E.5. EE Online Committee  
No July Meeting

6.E.6. Directors' Evaluations

## **7. Authorizer Update**

## **8. August Meeting Preparation**

8.A. Suggestion for Discussion Topics for Next Meeting

Staff Handbook

Bylaw - Changes

Job Description for Executive Director

Para Professionals and Teacher new hires

## **9. Board Meeting Evaluation**

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

May I have a motion to adjourn the Regular Meeting of the Board of Education at 7:00 pm?

Motioned: Williams

Seconded: Yurick

Yeas: 6 (Josef Garcia, Jared Griffin, Mike Newmann, Emily Stull Richardson, Colin Williams, Belinda Yurick)

Nays: 0

Motion Passes: 6-0

Schedule of upcoming Board of Education Meetings for 2024-2025:

August 19, 2024

September 16, 2024

October 21, 2024

November 18, 2024

December 16, 2024

January 13, 2025 (Second Monday due to Martin Luther King, Jr.'s Birthday as an observed holiday)

February 10, 2025 (Second Monday due to President's Day - no school)

March 17, 2025

April 14, 2025 (Second Monday due to Easter Monday - no school)

May 19, 2025

June 16, 2025