

Regular Meeting of the Board of Education Meeting  
Monday, January 9, 2023 5:30 PM Central  
35808 Co Rd 66  
Crosslake, MN 56442

Board Director Jared Griffin is joining the meeting remotely as follows:  
23521 Nokomis Avenue, Nisswa MN 56468

### **Minutes**

1. **Call Meeting to Order**

Meeting called to order at 5:48 p.m.

2. **Pledge of Allegiance**

Please stand for the Pledge of Allegiance.

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

Roll call: Jared Griffin, Josef Garcia, Chris Rhinehart, Abi Swenson, Karen Teff, Clare Thompson, Colin Williams  
We have established a quorum.

4. **Additional Items**

No additional items.

5. **Public Comment**

No public comment.

6. **Agenda**

May I have a motion to approve the January 9, 2023 Board of Education Agenda?

Motioned: Garcia

Seconded: Rhinehart

Roll Call: Jared Griffin, Josef Garcia, Chris Rhinehart, Abi Swenson, Karen Teff, Clare Thompson, Colin Williams

Motion passes: 7-0

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. Board of Education Minutes - December 12, 2022
2. Finance Meeting Minutes - December 15, 2022
3. EE Seat Based Committee Meeting Minutes - December 20, 2022
4. EE Online Committee Meeting Minutes - December 5, 2022
5. Personnel Matters
6. Food Service Reports
7. Gifts and Donations

May I have a motion to approve the Consent Agenda?

Motioned: Thompson

Seconded: Williams

Roll Call: Jared Griffin, Josef Garcia, Chris Rhinehart, Abi Swenson, Karen Teff, Clare Thompson, Colin Williams

Motion passes: 7-0

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

Becky Gilbertson, EE Coordinator of the Online School is joining us tonight. She will provide an update on the online committee.

Adjustments to our learning plan and they have been approved by Osprey Wilds.

Online update semester 1

Clothing recycling; semester 2 water pollution; salt watch in semester 2

Online K-5 program adopted a class pet Bender, a sea turtle who lives in the Turtle hospital in Florida.

Seat-based update

One Book One School books and activities for grades k-4 different books about recycling and Mr. Cutkay will make posters for recycling during lunch

Classroom signup for the solarium.

**C. Action Items**

**1. Review and Approve November 2022 Financial Information**

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

Motioned: Garcia

Seconded: Swenson

Discussion: Highlights from Swenson - waiting period with IRS review for IRS retention credit can take from 4-6 months, \$250,000 or more we could get audited; we have all of the supporting documents if needed.

Roll Call: Jared Griffin, Josef Garcia, Chris Rhinehart, Abi Swenson, Karen Teff, Clare Thompson, Colin Williams

Motion passes: 7-0

**2. Approve Policies**

Policy 404 Background Check and

Policy 550 E-Learning Days

May I have a motion to approve policies 404 Background Check and 550 E-Learning Days?

Motioned: Swenson

Seconded: Thompson

Roll Call: Jared Griffin, Josef Garcia, Chris Rhinehart, Abi Swenson, Karen Teff, Clare Thompson, Colin Williams

Motion passes: 7-0

**3. Approve Application Deadline for 2023-2024 School Year**

May I have a motion to approve the Application Deadline for 2023-2024 school year as March 24, 2023?

Motioned: Teff

Seconded: Swenson

Discussion: for seat-based school is there a way to put a portal through the website to see who applies when?

Roll Call: Jared Griffin, Josef Garcia, Chris Rhinehart, Abi Swenson, Karen Teff, Clare Thompson, Colin Williams

Motion passes: 0-7

May I have a motion to approve the Enrollment form deadline for parents as March 24, 2023;

Swenson motioned to approve the enrollment form deadline for parents for the 2023-24 school year as March 24, 2023

Seconded: Rhinehart

Roll Call: Jared Griffin, Josef Garcia, Chris Rhinehart, Abi Swenson, Karen Teff, Clare Thompson, Colin Williams

Motion passes: 7-0

4. Approve Enrollment Notification for Parents

May I have a motion to approve the Enrollment Notification for Parents/Guardians as April 11, 2023?

Motioned: Rhinehart

Seconded: Williams

Roll Call: Jared Griffin, Josef Garcia, Chris Rhinehart, Abi Swenson, Karen Teff, Clare Thompson, Colin Williams

Motion passes: 7-0

5. Approve Lottery

May I have a motion to approve the Lottery as April 11, 2023, in the event CCS would need to hold a lottery?

Motioned: Garcia

Seconded: Thompson

Roll Call: Jared Griffin, Josef Garcia, Chris Rhinehart, Abi Swenson, Karen Teff, Clare Thompson, Colin Williams

Motion passes: 7-0

6. Approve Class Limits for 2023-2024 for K-8 Seat-Based Program

May I have a motion to set class limits for 2023-2024 school year for K-8 seat-based program at 19 but provide flexibility for the Seat-Based Director to consider "unique and compelling" circumstances to exceed the Board of Education approved grade and/or class size limits without the need for approval from the Board of Education.

Motioned: Swenson

Seconded: Teff

Discussion: Swenson inquired about maximum size of classrooms

Roll Call: Jared Griffin, Josef Garcia, Chris Rhinehart, Abi Swenson, Karen Teff, Clare Thompson, Colin Williams

Motion passes: 7-0

7. Approve Class Limits for 2023-2024 for Pre-Kindergarten Seat-Based Program

May I have a motion to set class limits for 2023-2024 school year for Pre-Kindergarten seat-based program at 15 but provide flexibility for the Seat-Based Director to consider "unique and compelling" circumstances to exceed the Board of Education approved grade and/or class size limits without the need for approval from the Board of Education.

Motioned: Garcia

Seconded: Thompson

Roll Call: Jared Griffin, Josef Garcia, Chris Rhinehart, Abi Swenson, Karen Teff, Clare Thompson, Colin Williams

Motion passes: 7-0

D. **Information/Discussion Items**

1. Covid Update - Proactive vs Reactive

Through grants CCS has quite a few covid tests from the state

2. District Personnel

Hired three new paraprofessionals; two left; are in need of one more. Hanish has resigned and Sievert has started and is doing excellent.

3. Policy Review  
Policy 404FRM Background Check  
463 Non-Teaching Staff Evaluation  
464 Paraprofessional Staff Evaluation  
712 Video Surveillance Other Than on Busses and  
722FRM Public Data Request

Any interest in motioning to move Policies 404FRM, 463, 464, 712, and 722FRM to an action item?

Motioned: Rhinehart

Seconded: Swenson

Discussion: Policy 712 change the word problems to concerns; regarding 463 and 464, evaluation-type question, would the board be involved in this? Klang added the board will not be involved, it will be the Directors and Kelly Bittner.

Roll Call: Jared Griffin, Josef Garcia, Chris Rhinehart, Abi Swenson, Karen Teff, Colin Williams, Clare Thompson

Motion passes: 7-0

May I have a motion to approve Policies 404FRM, 463, 464, 712, and 722FRM to an action item?

Garcia moves to move to approve the aforementioned policy with the edit as suggested by Chairman Griffin.

Seconded: Swenson

Roll Call: Jared Griffin, Josef Garcia, Chris Rhinehart, Abi Swenson, Karen Teff, Clare Thompson, Colin Williams

Motion passes: 7-0

4. Bylaws  
Change of wording in the Bylaws to replace Crosslake Community Schools with Crosslake Community School  
Swenson brought up the role of the Board Secretary's wording in the bylaws. Garcia suggested "ensure" all proceedings in the minutes of the board of directors and committed in a book to be kept for that purpose. The Secretary role will be reviewed for similar changes.

May, I have a motion to amend the bylaws again to reference Crosslake Community School as such going forward in the Bylaws and everywhere else and make the edits as mentioned by board director, Joe Garcia, regarding the board Secretary role and responsibility.

Motioned: Garcia

Seconded: Swenson

Roll Call: Jared Griffin, Josef Garcia, Chris Rhinehart, Abi Swenson, Karen Teff, Clare Thompson, Colin Williams

Motion passes: 7-0

5. Professional Development - Board of Education Trainings  
Osprey Wilds is offer a full day of training on Tuesday, February 7, from 8 a.m. to 4:30 p.m., as follows:  
What Boards Need to Know About the Charter School Contract  
What Boards Need to know About their Roles & Responsibilities  
What Boards Need to know about Charter School Employment Policies & Practices  
What Boards Needs to Know about Open Meeting Law  
What Boards Need to Know About Carter School Finance Management, Part 1

Waiting to Hear about Dieci and Joe Aliperto providing financial statement training.  
Swenson will work with Dieci on this.

6. Long-Range Planning Matters

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

Amay asked if any board members have suggestions for organizations that do this type of thing to please email that to her so that RFPs can go out.

Look at strategic planning first; is there an organization that will do both items.

Amaya will ask at MSBA training and see if anyone has any suggestions.

7. Director Evaluations

- 1 A mid year check in (Jan) - opportunity to review goals and see how things are going in the current school year. Check in on their current goals, etc.
- 2 April/May - Director yearly evaluations with board input; so director surveys would need to be conducted first part of April or so
- 3 June/July - Personal Development goals for next school year established

A committee is formulated to perform these tasks.A

8. Surveys

HRS Level 2 (staff only) (took place in December)

2022 Director Evaluations

Satisfaction of CCS 2022-2023 director evaluations

Mara Powers, CCS' HRS contact, is meeting with Sourcewell tomorrow; she is looking for the data to come our way.

9. 2023-2024 Seat-Based School Calendar

First look for the board; would like to take it back to the leadership team one more time and get staff feedback. Approve in February.

10. Employee Retention Credit - Agreement with MaGill Accounting and Tax, LLC.

Swenson shared CCS is in the waiting period; Dieci said can take a few months; schools could be audited if over a certain amount but we have the necessary paperwork so Dieci is not worried.

E. **Reports**

1. CCS' Directors

*Seat-based* - gain and loss of students and inquiries about middle school; working on clarifying e-learning vs. snow days and the expectations of school work being returned.

*Online* - 15 students are January graduates and will get their diplomas early. More room to bring in new students for second semester and more students joining us; J-Term is next week Tuesday-Friday.

2. EE Seat-Based Committee

Swenson - nothing new that becky did not share

3. EE Online Committee

Rhinehart - nothing new. Mess-ewrapping up on Friday; Teff will come with data.

4. Finance Committee

Talked about new hires, hourly pay on e-learning days and brainstorming-they had classes they could take for students that they service; how do we also help those who are hourly and make it a meaningful and useful of their time. Paraprofessionals said that was very helpful and meaningful.

5. Academic Performance/Achievement and World's Best Workforce  
Didn't meet in December; waiting on Star tests in January for discussion

7. **Authorizer Update**

No update

8. **February 13, 2023 Meeting Preparation**

A. Suggestion for Discussion Topics for Next Meeting

1. Approve seat-based calendar
2. Mess-e data from Karen Teff
3. Welcome Mike Neumann

B. Policy Review

9. **Board Meeting Evaluation**

Chair Griffin shared he wished he could have been in person.

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

May I have a motion to adjourn the regular board of education meeting at 6:48 p.m.

Motioned: Teff

Seconded: Thompson

Roll Call: Jared Griffin, Josef Garcia, Chris Rhinehart, Abi Swenson, Karen Teff, Clare Thompson, Colin Williams

Motion passes: 7-0

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