

Crosslake Community School Board of Education  
December 18, 2023  
5:00 PM  
Crosslake Community School  
35808 Co Rd 66  
Crosslake, MN 56442

## Minutes

### 1. Call Meeting to Order

Meeting called to order at 5 p.m.

### 2. Pledge of Allegiance

Please stand for the Pledge of Allegiance.

### 3. Roll Call and Establish a Quorum

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

### 4. Additional Items

Osprey Wilds Sounding Board for December 2023 has been added to the Authorizer Update.

### 5. Public Comment

No public comment.

May I have a motion to approve the December 18, 2023 Board of Education Agenda?

Motioned: Garcia

Seconded: Swenson

All in favor say Aye: 8

Nays: 0

Motion passes: 8-0

### 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 - November 20, 2023

6.A.2. Finance Meeting Minutes - December 11, 2023

6.A.3. EE Seat Based Committee Meeting Minutes - December 12, 2023

6.A.4. EE Online Committee Meeting Minutes - December 11, 2023

6.A.5. Personnel Matters

6.A.6. Food Service Reports

6.A.7. Gifts and Donations

May I have a motion to approve the Consent Agenda?

Motioned: Thompson

Seconded: Teff  
All in favor say Aye: 8  
Nays: 0  
Motion passes: 8-0

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

Academic Performance

2023 World's Best Workforce Report and Annual Public Meeting was presented today at a special meeting.

6.C. **Action Items**

6.C.1. Review and Approve November 2023 Financial Information

May I have a motion to approve November 2023 financial information?

Motioned: Swenson

Seconded: Garcia

Discussion: ADM is higher than the beginning of the year so looking real good.

All in favor say Aye: 8

Nays: 0

Motion passes: 8-0

6.C.2. Approve Policies

902 Use of School Facilities and Equipment

May I have a motion to approve Policy 902?

Motioned: Garcia

Seconded: Thompson

All in favor say Aye: 8

Nays: 0

Motion passes: 8-0

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

6.D.1. Board Director Vacancies

1. Elected Board Director Gena Jacobson has withdrawn her name from serving on the Board.

Garcia makes a motion to move it to an action item for the online teacher position.

Seconded: Thompson

All in favor say Aye: 8

Nays: 0

Motion passes: 8-0

Teff will make a motion to appoint Emily Stull Richardson as an online teacher to the school board.

Seconded: Thompson

All in favor say Aye: 8

Nays: 0

Motion passes: 8-0

2. Re-elected Board Director Chris Rhinehart is in a position to not serve on the board

Garcia moves to move the current Director Rhinehart spot to an action item.

Seconded: Swenson

All in favor say Aye: 8

Nays: 0

Motion passes: 8-0

Teff makes a motion to replace Chris Rhinehart with Belinda for the seat-based parent position

Seconded: Swenson

All in favor say Aye: 8

Nays: 0

Motion passes: 8-0

Regarding other open parent/guardian position - board will have the board vacancy on the monthly agenda going forward until the seat is filled. The Election Judges will be asked to send an email to the online parent/guardians to ask for any interest in serving on the board.

3. Discussion related to a potential elected Board Director perhaps not in a position to serve. Discussion and plan on how the Board should move forward. Elected Board Director Lisa Morales has not successfully responded to numerous attempts to complete necessary paperwork by a deadline. That seat has now been vacated.

#### 6.D.2. District Personnel

No updates

#### 6.D.3. Policy Review

103 Complaints - Students, Employees, Parents/Guardians, Other Persons

104 School District Mission Statement

203.10 Open Meeting Law Requirements for School Board Meetings and Board-Appointed Committees

608 Instructional Services - Special Education

Corrections to:

Policy 103, Paragraph 3, Letter C and D

Policy 608 - What about families that deny request?

Garcia makes a motion to move Policy 104 as written to an action item

Secoded: Griffin

All in favor say Aye: 8

Nays: 0

Motion passes: 8-0

Griffin makes a motion to approve Policy 104 policies as written

Secoded: Garcia

All in favor say Aye: 8

Nays: 0

Motion passes: 8-0

Bring back Policies 103, 203.10, and 608 as action items at the January board meeting.

#### 6.D.4. Professional Development - Board of Education Trainings

Nothing at this time.

#### 6.D.5. Strategic Planning Matter

Still underway - two meetings since the last board meeting and making a lot of progress.

Teff left at 6 p.m. Thompson - thanked for all her hard work serving on the board.

6.D.6. Director Evaluations

OW expects CCS's Board will participate in school leader evaluation activities at least four times per year as follows:

**December/January:** Mid-year progress report or update and goal revision (as necessary).

Professional Development plans will be forwarded to the board and newly appointed board members as well.

**February/March:** Planning for and undertaking evaluation activities.

**April-June:** Conduct evaluation, share results with the school leader, and make decisions based on those results.

**July/August:** Set goals for the upcoming school year.

6.D.7. Executive Director Exploratory Committee

Working with both directors and on what potential leadership structure could look like. Board needs to make a decision sooner than later; have a timeline to have someone in place before the next school year - July 1. Making an offer later than May 15; interviews in April to early May.

6.D.8. Facilities Planning Committee

No updates

6.D.9. Restructuring of Board Elections

Conversation regarding updating board election documents for teachers and parents/guardians requirements.

6.D.10. Bylaws

Conversation regarding updating board election documents for teachers and parents/guardians. Board to look into 7 vs 8 Directors and streamline the election process.

6.D.11. Surveys

Upcoming surveys for 23-24 school year:

HRS Level staff only (periodically)

Director Evaluations

Overall Satisfaction of CCS

6.D.12. Substitute Pay for Either Director's Long-Term Absence

Develop a plan for the long-term absence of either Director. Klang will offer to write something up to share at the January board meeting.

6.D.13. Truth in Taxation/Certified Final Property Tax Levy for ISD 186

Crosslake Community School does not impact local property taxes as charter schools do not qualify for property tax levies or funding. Property taxes for this area are earmarked for ISD 186. As the recipient of these funds, ISD 186 is required to hold an annual public hearing on the property tax levy. This is provided for informational purposes only.

6.D.14. Osprey Wilds' Compliance Checklist

Osprey Wilds requires CCS to be in compliance with our website per their documentation.

Osprey Wilds has notified CCS that our website is in compliance.

6.D.15. New Timeclock

Requirements for the new ESST (earned sick and safe time hours) leave was discussed.

6.D.16. Staff Handbook Addendum January 1, 2024

The January 2024 Handbook Addendum includes the following:

- adds 403(B) & PDP investment options to the benefits
- increases PTO from five days to six days for hourly staff with nine- month agreements
- updates to the Paid Time Off section to include Earned Sick and Safe Time requirements

May I have a motion to move the January 2024 Handbook Addendum to an action item?

Motioned: Williams

Seconded: Griffin

All in favor say Aye: 7

Nays: 0

Motion passes: 7-0

May I have a motion to approve the January 2024 Handbook Addendum?

Motioned: Rhinehart

Seconded: Thompson

Discussion: 6:24 pm

All in favor say Aye: 7

Nays: 0

Motion passes: 7-0

## 6.E. **Reports**

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

Significant amount of funds to spend for ESSER for learning loss - enhanced summer programming and extended day programming - field trips.

Online organizing a trip to Osprey Wilds; will include overnight

Seat-based is looking at summer school options as well.

Griffin thanked the school Directors for their hard work and great leadership

### 6.E.2. Finance Committee

Budget revision update after semester; Fly 5 purchase was brought to finance, had difficulties with curriculum and is on pause; compliant with how we are spending other budget lines; overages will be on revised budget.

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

Looking at STAR data soon.

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

Aquaponics is being worked on and curriculum has been bought for grades 3-6.

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

ELP will change due to curriculum changes; funds available grades 6-8 to have an overnight at Long Lake Conservation in January.

### 6.E.6. Directors' Evaluations

Discussed earlier

## 7. **Thank You**

Amaya shared thank yous to each of our Directors leaving the Board tonight, Jared Griffin, Chris Rhinehart, Abi Swenson, and Karen Teff.

8. **Authorizer Update**

FY23 EE Formative Evaluation for Crosslake Community School was included in the packet.

9. **January 8, 2024 Regular Meeting Preparation**

9.A. Suggestion for Discussion Topics for Next Meeting

10. **Board Meeting Evaluation**

Another fine job Jared. Couldn't have done it without you at the helm - Garcia

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

May I have a motion to adjourn the Regular Meeting of the Board of Education at 6:36 p.m.?

Motioned: Swenson

Seconded: Rhinehart

All in favor say Aye: 7

Nays: 0

Motion passes: 7-0