

Crosslake Community School Board of Education
February 12, 2024
5:30 PM
Crosslake Community School
35808 Co Rd 66
Crosslake, MN 56442

Board Director Emily Stull Richardson will be attending the meeting remotely:
Caribou Coffee - Dick's Fresh Market
1050 River Place Mall Amery, WI 54001

Minutes

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. Roll Call and Establish a Quorum

A full Roll Call will need to be taken as we have a remote board director.

Josef Garcia, Mindy Glazier, Mike Newmann, Emily Stull Richardson, Clare Thompson, Colin Williams, Belinda Yurick

We have established a quorum.

Joining us from Osprey Wilds is Addie Mazza. She will be performing a board observation of this board meeting.
Thank you for joining us today.

4. Additional Items

Under Information/Discussion Items:
465 Online Staff Assignment Policy
Viewsonic Boards

5. Public Comment

No public comment.

May I have a motion to approve the February 12, 2024 Agenda?

Motioned: Williams

Seconded: Thompson

Roll Call: Josef Garcia, Mindy Glazier, Mike Newmann, Emily Stull Richardson, Clare Thompson, Colin Williams, Belinda Yurick

Yeas: 7

Nays: 0

Motion passes: 7-0

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. Annual Board of Education Meeting - January 8, 2024

6.A.2. Board of Education Minutes - January 8, 2024

6.A.3. Finance Meeting Minutes - January 17, 2024

6.A.4. Personnel Matters

6.A.5. Food Service Reports

6.A.6. Gifts and Donations

6.A.7. 2nd Half of Osprey Wild's Authorizer Fee SY 24

May I have a motion to approve the Consent Agenda?

Motioned: Williams

Seconded: Yurick

Roll Call: Josef Garcia, Mindy Glazier, Mike Newmann, Emily Stull Richardson, Clare Thompson, Colin Williams, Belinda Yurick

Yeas: 7

Nays: 0

Motion passes: 7-0

6.B. Online Learning Coaches

Callista Klaus did a presentation on Online Learning Coaches.

Review of Overview of Role, Characteristics, Logistics, and Research/Testimonials

6.C. Academic, Environmental Education, and Performance Improvement Plan Updates

Holly Amaya pointed out the updates CCS has necessary changes made to reflect the Performance Improvement Plan.

6.D. Action Items

6.D.1. Review and Approve December 2023 Financial Information

May I have a motion to approve the December 2023 financial information?

Motioned: Williams

Seconded: Glazier

Roll Call: Josef Garcia, Mindy Glazier, Mike Newmann, Emily Stull Richardson, Clare Thompson, Colin Williams, Belinda Yurick

Yeas: 7

Nays: 0

Motion passes: 7-0

6.D.2. Staff Handbook

Our staff handbook has an updated addendum.

May I have a motion to approve the staff handbook's updated addendum?

Motioned: Williams

Seconded: Glazier

Roll Call: Josef Garcia, Mindy Glazier, Mike Newmann, Emily Stull Richardson, Clare Thompson, Colin Williams, Belinda Yurick
Yeas: 7
Nays: 0
Motion passes: 7-0

6.E. Information/Discussion Items

6.E.1. District Personnel

Discussion due to number of SPED students in second semester, asking to increase SPED position by .3 FTE. If a current staff takes the position, will be paid backpay. Need to post the position. If current staff doesn't get the position, they will be compensated for the previous situation that occurred.

Motion to move the addition of a .3 FTE SPED position from Information to an action item.

Motioned: Williams

Seconded: Glazier

Roll Call: Josef Garcia, Mindy Glazier, Mike Newmann, Emily Stull Richardson, Clare Thompson, Colin Williams, Belinda Yurick

Yeas: 7

Nays: 0

Motion passes: 7-0

Motion to approve the addition of a .3 FTE SPED position with backpay if the person who is currently fulfilling the duties for the overage does not take the position.

Motioned: Williams

Seconded: Glazier

Roll Call: Josef Garcia, Mindy Glazier, Mike Newmann, Emily Stull Richardson, Clare Thompson, Colin Williams, Belinda Yurick

Yeas: 7

Nays: 0

Motion passes: 7-0

6.E.2. Policy Review

Policy 466 CCS Staff Wellness

May I have a motion to move Policy 466 to an action item:

Motioned: Glazier

Seconded: Yurick

Roll Call: Josef Garcia, Mindy Glazier, Mike Newmann, Emily Stull Richardson, Clare Thompson, Colin Williams, Belinda Yurick

Yeas: 7

Nays: 0

Motion passes: 7-0

May I have a motion to approve Policy 466 as presented.

Motioned: Williams

Seconded: Yurick

Roll Call: Josef Garcia, Mindy Glazier, Mike Newmann, Emily Stull Richardson, Clare Thompson, Colin Williams, Belinda Yurick

Yeas: 7

Nays: 0

Motion passes: 7-0

6.E.3. Professional Development - Board of Education Trainings

Osprey Wilds presented their training sessions for Directors. Williams, Yurick, and Glazier attended, five items were presented. Williams reflected on a better understanding of the purpose of the board and students come first; Glazier, trainings were focused and to the point but lot of information.

6.E.4. Fill Board of Education Vacancy (parent/guardian)

Nominating of Jared Griffin for the vacancy on the board.

Motioned: Williams

Seconded: Glazier

Roll Call: Josef Garcia, Mindy Glazier, Mike Newmann, Emily Stull Richardson, Clare Thompson, Colin Williams, Belinda Yurick

Yeas: 7

Nays: 0

Motion passes: 7-0

May I have a motion to approve Jared Griffin?

Motioned: Garcia

Seconded: Glazier

Roll Call: Josef Garcia, Mindy Glazier, Mike Newmann, Emily Stull Richardson, Clare Thompson, Colin Williams, Belinda Yurick, Colin Williams

Yeas: 7

Nays: 0

6.E.5. Strategic Planning Matters

Two virtual board meetings are being requested for the board directors to attend (approximately three hours).

Suggested dates are:

Monday, February, 26, at 5 p.m.

Monday, April 29, at 5 p.m

Post as public meetings

Motion to move Strategic Planning Matters to an action item.

Motioned: Williams

Seconded: Yurick

Roll Call: Josef Garcia, Mindy Glazier, Mike Newmann, Emily Stull Richardson, Clare Thompson, Colin Williams, Belinda Yurick, Colin Williams

Yeas: 7

Nays: 0

May I have a motion to approve these strategic planning matters as February 26, at 5 p.m. and April 29, at 5 p.m.?

Motioned: Williams

Seconded: Glazier

Roll Call: Josef Garcia, Mindy Glazier, Mike Newmann, Emily Stull Richardson, Clare Thompson, Colin Williams, Belinda Yurick, Colin Williams

Yeas: 7

Nays: 0

6.E.6. Director Evaluations

Currently planning for the reviews.

6.E.7. Executive Director Exploratory Committee

Discussion included the long-term success of the school needs an Executive Director. School will benefit from an Executive Director. Set a definitive timeline to implement an Executive Director position. No other schools have the unique situation that CCS has.

Establish a board appointed Executive Director Guideline Committee with a guideline of January 2025 in place.

Motion to move to an action item for the establishment of a Board appointed Implementation Planning Committee for an Executive Director. with a deadline of January 2025.

Motioned: Williams

Seconded: Thompson

Roll Call: Josef Garcia, Mindy Glazier, Mike Newmann, Emily Stull Richardson, Clare Thompson, Colin Williams, Belinda Yurick, Colin Williams

Yeas: 7

Nays: 0

Motion to approve the change to the Implementation Planning Committee for an Executive Director with an implementation of a deadline of January 2025

Motioned: Williams

Seconded: Glazier

Roll Call: Josef Garcia, Mindy Glazier, Mike Newmann, Emily Stull Richardson, Clare Thompson, Colin Williams, Belinda Yurick, Colin Williams

Yeas: 7

Nays: 0

Committee members will be Joe Garcia, Mindy Glazier, Belinda Yurick, Emily Stull Richardson. School Directors are ex-officio members.

Amaya is requesting a .5 FTE Associate Director for online learning - help with administration of grade block K-8; budget impact has been discussed with the finance team; proposing a \$40,000 position.

Motion to allow Amaya to move this to an action item to allow Amaya to hire a .5 FTE Associate Director of Online learning and allow her the opportunity to backfill the person if someone is hired internally.

Motioned: Garcia

Seconded: Williams

Discussion: between \$65,000-\$75,000 for a full-time position so half would be higher than a typical teacher but lower than a Director salary; with TRA and overall insurance the budget impact would be around \$40,000.

Roll Call: Josef Garcia, Mindy Glazier, Mike Newmann, Emily Stull Richardson, Clare Thompson, Colin Williams, Belinda Yurick, Colin Williams

Yeas: 7

Nays: 0

Motion passes: 7-0

Motion to approve that motion.

Motioned: Williams

Seconded: Yurick

Discussion: between \$65,000-\$75,000 for a full-time position so half would be higher than a typical teacher but lower than a Director salary; with TRA and overall insurance the budget impact would be around \$40,000.

Roll Call: Josef Garcia, Mindy Glazier, Mike Newmann, Emily Stull Richardson, Clare Thompson, Colin Williams, Belinda Yurick, Colin Williams

Yeas: 7

Nays: 0

Motion passes: 7-0

6.E.8. Facilities Planning Committee

Solarium has an overhaul; working with LAKE Foundation will be clearing down fallen trees; let's talk about building on. Yurk will need to come from the LAKE Foundation as will not be covered under other possibilities.

6.E.9. Recruitment of Future Board Directors

Garcia - thank you all for being on the board.

6.E.10. Restructuring of Board Elections

Discussion included coming up with what a board member does, the time commitment, posting of a video on website landing page.

6.E.11. Bylaws

1. Identify the Bylaws to look towards developing a strong election pool.
2. Identify other Bylaws updates.

6.E.12. Surveys

Questions will be approved at the March board meeting. Hope to have better parent/guardian participation.

Last week of April early May surveys will be released..

6.E.13. 2024-2025 Seat-Based School Year Calendar

We will approve the 2024-2025 seat-based school year calendar at the March board of education meeting.

6.E.14. Substitute Pay for the Seat-Based Director's Long-Term Absence

Compensation details have now been included.

May I have a motion to move to an action item

Motioned: Williams

Seconded: Glazier

Roll Call: (Josef Garcia, Mindy Glazier, Mike Newmann, Emily Stull Richardson, Clare Thompson, Colin Williams, Belinda Yurick)

Yeas: 7

Nays: 0

Motion passes: 7-0

May I have a motion to approve the Substitute Pay for the Seat-Based Director's Long-Term Absence?

Motioned: Williams

Seconded: Yurick

Roll Call: Josef Garcia, Mindy Glazier, Mike Newmann, Emily Stull Richardson, Clare Thompson, Colin Williams, Belinda Yurick

Yeas: 7

Nays: 0

Motion passes: 7-0

6.E.15. Financial Provider Review

The finance team has determined it is in the best interest of the school to partner with a larger firm to avoid continued challenges and delays due to staffing shortages. This change was explored last year after experiencing these challenges. The team agreed to allow more time for the situation to improve. Unfortunately, staffing shortages in the field have persisted.

May I have a motion to move to an action item the approval of Creative Planning Business Accounting Services, LLC as Crosslake Community Schools's Accounting and Advisory Services provider effective April 1st, 2024?

Motioned: Williams

Seconded: Yurick

Roll Call: Josef Garcia, Mindy Glazier, Mike Newmann, Emily Stull Richardson, Clare Thompson, Colin Williams, Belinda Yurick

Yeas: 7

Nays: 0

Motion passes: 7-0

May I have a motion to approve Creative Planning Business Accounting Services, LLC as Crosslake Community Schools's Accounting and Advisory Services provider effective April 1st, 2024?

Motioned: Glazier

Seconded: Thompson

Yeas: 7 (Josef Garcia, Mindy Glazier, Mike Newmann, Emily Stull Richardson, Clare Thompson, Colin Williams, Belinda Yurick)

Nays: 0

Motion passes: 7-0

May I have a motion to move to an action item to terminate services with Dieci School Finance, LLC effective April 15th, 2024?

Motioned: Williams

Seconded: Glazier

Roll Call: Josef Garcia, Mindy Glazier, Mike Newmann, Emily Stull Richardson, Clare Thompson, Colin Williams, Belinda Yurick

Yeas: 7

Nays: 0
Motion passes: 7-0

May I have a motion to approve to terminate services with Dieci School Finance, LLC effective April 15th, 2024?

Motioned: Williams Williams

Seconded: Glazier Yurick

Roll Call: 7 Josef Garcia, Mindy Glazier, Mike Newmann, Emily Stull Richardson, Clare Thompson, Colin Williams, Belinda Yurick

Yeas: 7

Nays: 0

Motion passes:

Thank you to Joe Aliperto and Dieci for their years of service. We appreciate it.

6.E.16. Compensation Committee

Compensation Committee is currently inactive. This committee requires board oversight moving forward.

Recommendation went to the Finance Committee; didn't feel comfortable making the decisions.

Keep on agenda, take Committee's recommendations and pass it along at the March Board of Education meeting..

6.E.17. Staff Overage for Eileen Kulseth, Art Teacher

The board packet presented the following information:

Eileen Kulseth - .35 Art teacher overage pay

Overage pay for lack of 1 hour prep time to be paid out at the end of semester 1 and semester 2, pending board approval.

1 hour per day at \$27.26 (step 3 hourly rate) * 34 days = \$926.84

May I have a motion to move to an action item \$926.84 of overage pay for Eileen Kulseth, Seat-based art teacher, for lack of 1 hour prep time to be paid out at the end of semester 1 and semester 2 of SY 2023-2024?

Motioned: Glazier

Seconded: Yurick

Roll Call: Josef Garcia, Mindy Glazier, Mike Newmann, Emily Stull Richardson, Clare Thompson, Colin Williams, Belinda Yurick

Yeas: 7

Nays: 0

Motion passes: 7-0

May I have a motion to approve \$926.84 of overage pay for Eileen Kulseth, Seat-based art teacher, for lack of 1 hour prep time to be paid out at the end of semester 1?

Motioned: Williams

Seconded: Glazier

Roll Call: Josef Garcia, Mindy Glazier, Mike Newmann, Emily Stull Richardson, Clare Thompson, Colin Williams, Belinda Yurick

Yeas: 7

Nays: 0

Motion passes: 7-0

6.E.18. Amendment to Agreement Description:

Eileen Kulseth Amended agreement for 10 additional days of Art instruction.

May I have a motion to move to an action item the Amendment to Employee Agreement for Eileen Kulseth, Seat-based art teacher, for 10 additional days of Art instruction?

Motioned: Williams

Seconded: Yurick

Roll Call: Josef Garcia, Mindy Glazier, Mike Newmann, Emily Stull Richardson, Clare Thompson, Colin Williams, Belinda Yurick

Yeas: 7

Nays: 0

Motion passes: 7-0

May I have a motion to approve the Amendment to Employee Agreement for Eileen Kulseth, Seat-based art teacher, for 10 additional days of Art instruction?

Motioned: Garcia

Seconded: Yurick

Roll Call: Josef Garcia, Mindy Glazier, Mike Newmann, Emily Stull Richardson, Clare Thompson, Colin Williams, Belinda Yurick

Yeas: 7

Nays: 0

Motion passes: 7-0

.E.19. 465 Online Staff Assignment Policy

Added under Additional Items on the agenda.

Online Director is asking to add an amendment at the end of Policy 465 as follows:

VI. Non-School Day and Overnight Field Trips

A. Staff who accompany students on off-campus field trips and/or overnight events will be compensated at the current substitute teacher rate of pay as follows: One day of sub pay for each weekend/non-school DAY (regular working hours but not a school day), and One day of sub pay for each OVERNIGHT (inclusive of all hours between 4 PM and 8 AM).

B. OVERNIGHT will be compensated as one day of sub pay.

C. The compensation above will be payable in half-day (minimum of 4 hours) or full-day (between 4-16 hours) increments.

D. Staff should request this type of compensation and receive approval in writing from the director in advance of the field trip. Compensation will not be granted without prior written approval.

E. If approval is granted, staff must provide the hours worked on non-school day and overnight field trips to the director, who will submit the information to the HR/Business Manager for payment.

F. This compensation will be included in the regular paycheck and is subject to regular withholdings such as taxes and TRA.

G. This policy only applies to field trips and other work including the supervision of participating CCS students. Travel time is not included in the compensated hours.

May I have a motion to move to an action item Policy 465 Amendment?

Motioned: Williams

Seconded: Yurick

Roll Call: Josef Garcia, Mindy Glazier, Mike Newmann, Emily Stull Richardson, Clare Thompson, Colin Williams, Belinda Yurick

Yeas: 7
Nays: 0
Motion passes: 7-0

May I have a motion to approve the Policy 465 Amendment.

Motioned: Williams

Seconded: Thompson

Roll Call: Josef Garcia, Mindy Glazier, Mike Newmann, Emily Stull Richardson, Clare Thompson, Colin Williams, Belinda Yurick

Yeas: 7

Nays: 0

Motion passes: 7-0

6.E.20. Viewsonic Boards

Seat-based view boards that will help us and not be a financial impact. Have a viewboard into every classroom.

May I have a motion to move to an action item the purchase of Viewsonic Boards not to exceed \$5,000?

Motioned: Williams

Seconded: Glazier

Roll Call: Josef Garcia, Mindy Glazier, Mike Newmann, Emily Stull Richardson, Clare Thompson, Colin Williams, Belinda Yurick

Yeas: 7

Nays: 0

Motion passes: 7-0

May I have a motion to approve the purchase of Viewsonic Boards not to exceed \$5,000?

Motioned: Williams

Seconded: Yurick

Roll Call: Josef Garcia, Mindy Glazier, Mike Newmann, Emily Stull Richardson, Clare Thompson, Colin Williams, Belinda Yurick

Yeas: 7

Nays: 0

Motion passes: 7-0

6.F. Reports

6.F.1. CCS's Director

Klang - have enough staff for summer school to take place in June.

Amaya - middle school program is full with a waiting list; K-5 is at 82% full; 9-12 grade almost full.

Be completely full before we end the year. Looking at a lot of changes in learning management system (LMS). Looking at fall of 2025. Options instead of JMC; doesn't do everything online would like it to do, Infinite Campus. Looking at fall of 2025.

Field Trip to Osprey wilds, 27 students, plus staff and parents attending. Becky Gilbertson is the point person.

6.F.2. Finance Committee

Review of items that became action tonight.

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

Not met since last board meeting. Meeting next month.

6.F.4. EE Seat-Based Committee

Close to having aquaponics set up; new curriculum for aquaponics; marking of school forest and a pathway. Overall upkeep is necessary.

6.F.5. EE Online Committee

Field Trip for middle school. Have six students, five parents and two teachers going. Earth day at an all online school program. Each grade level is meeting all 5 indicators for the online ELP.

6.F.6. Directors' Evaluations

Talked about this earlier.

7. Authorizer Update

Sounding Board issue 21 was included in the board packet. This issue focuses on policy development and cycle review.

8. March 18, 2024 Meeting Preparation

8.A. Suggestion for Discussion Topics for Next Meeting

Approve policies

Approve CCS Satisfaction Survey questions

Approve 2024-2025 seat-based calendar

Install new board director Jared Griffin and have him take the Oath of Office.

Compensation Committee - attach Compensation Committee's proposal.

9. Board Meeting Evaluation

Ran a little longer than the last one; proud of the work we made today; making progress.

Garcia ran a great meeting.

10. Adjourn the Regular Board of Education Meeting

May I have a motion to adjourn the Regular Meeting of the Board of Education at 7:32 pm?

Motioned: Williams

Seconded: Glazier

Discussion:

Roll Call: Josef Garcia, Mindy Glazier, Mike Newmann, Emily Stull Richardson, Clare Thompson, Colin Williams, Belinda Yurick

Yeas: 7

Nays: 0

Motion passes: 7-0

Schedule of upcoming Board of Education Meetings for 2023-2024:

March 18, 2024

April 15, 2024

May 20 2024

June 17, 2024