

Regular Board of Education Meeting

Friday, July 12, 2021 5:00 PM Central
Crosslake Community School
35808 Co Rd 66
Crosslake, MN 56442

1. **Call Meeting to Order**

Meeting called to order at 5:04 p.m.

2. **Pledge of Allegiance**

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

Kysa Corbett, Cinda Jensen, Beverly Loeffler, Heidi O'Brien, Lance Swanson, Ronda Veit, Cheryl Cole (recorder), Abigail Swenson (video technician)

Absent: Maggie Heggerston

Guests: Annette Klang, Holly Amaya, Jill Arendt, Miranda Graceffa, Clare Thompson, Mara Powers, Nalani McCutcheon (Osprey Wilds Environmental Learning Center)

4. **Additional Items**

Jensen, going to be making a motion to amend the board agenda tonight to add more or remove the following items. We are going to do an approval of our science curriculum as an action item; add the latest job description drafts for two of our Director roles, the Director of Online Learning and the Director of In-Person or Seat Based Learning. We are going to move that from an action item to an Information/Discussion item. We are going to remove the Selection Subcommittee as this was already covered in the July 2, 2021 Board of Education meeting. We are going to be removing the testing calendar Action item just from the Action section because it is in the Discussion section and that is where we want to have it; we are going to move the job descriptions to Information/Discussion section it is currently sitting in the Action item we are going to add to the Information/Discussion items. And lastly we are going to add a section to the Information/Discussion section called Review and Discuss remote work request; Veit seconded. Roll Call: Corbett, Jensen, Loeffler, O'Brien, Swanson, Veit. Motion passes 6-0.

4.A. Add Approve Science Curriculum as an Action Item.

4.B. Add the latest job description drafts for two roles (Director of Online Learning and Director of In-Person Learning) and move this from an Action Item to an Information/Discussion Item. (see Information/Discussion Section 6.D.1.)

4.C. Remove the Selection Sub-Committee Action Item as this was already covered and approved in the July 2, 2021 Board Meeting.

4.D. Remove the Testing Calendar Action Item and keep it in the Information/Discussion section (it is repeated).

4.E. Move the Job Descriptions Action Item to Information/Discussion Item (see Information/Discussion Section 6.D.2.)

Roll Call: Corbett, Jensen, Loeffler, O'Brien, Swanson, Veit. Motion passes 6-0.

5. **Public Comment**

No public comment.

Jensen, may I have a motion to approve our agenda with the amendments earlier. Swanson so moved; Loeffler seconded.

Roll Call: Yea-6; Nay-0; motion passes 6-0.

6. **Agenda**

6.A. **Consent Agenda**: Cinda Jensen

All items listed below are considered to be routine by the Crosslake Community School Board of Education and will

be acted upon by one motion; however, any Board member 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 from June 14, 2021 Board meeting

6.A.2. Finance Meeting Minutes

6.A.3. Personnel Matters

6.A.4. Gifts and Donations

Jensen, may I have a motion to accept the Consent Agenda; Loeffler, I will make that motion; O'Brien seconded.

Discussion: under the Personnel Matters, we are not hiring tutors, they are actually AmeriCorps employees. They will be working in our building.

Roll Call: Yea-6; Nay-0; motion passes 6-0.

6.B. **Greenleaf of Environmental Literacy**

Presenters are Miranda Graceffa and Clare Thompson.

6.C. **Action Items**: Cinda Jensen

6.C.1. Review and Approve May 2021 Financial Information

Jensen asked is there a motion to approve May 2021 financials. Loeffler makes a motion to approve the May 2021 financials; Corbett seconded.

Roll Call: Yea-6; Nay-0; motion passes 6-0.

6.C.2. Approve Policies

Jensen makes a motion to approve the following policies, Equal Opportunity Employer; Criminal or Civil Action Against School District School Board Member, Employee or Student; Student Nondiscrimination; Whistleblower; Student Medication; Student Disability Nondiscrimination; Pledge of Allegiance ; Viet seconded.

Roll Call: Yea-6; Nay-0; motion passes 6-0.

6.C.3. Approve the Revised CCS Bylaws

Jensen, I would like to be able to see if someone is willing to make a motion to approve our revised CCS Bylaws; Corbett, I make a motion to approve Bylaws the revised Bylaws.

Jensen, that will include the change back to seat-based language instead of in-person; Corbett yes; Loeffler seconded.

Roll Call: Yea-6; Nay-0; motion passes 6-0.

6.C.4. 2021-2022 Safe Return to In-Person Learning Plan and ESSER III Application.

Jensen, may I have a motion to approve our Safe Return to In-Person Learning Plan and Esser III Application; O'Brien motioned; Veit seconded.

Roll Call: Yea-6; Nay-0; motion passes 6-0.

Additional Items

Approve Science Curriculum

Jensen going to make a motion to approve our Science Curriculum; Veit seconded.

Discussion: approve science curriculum with associated costs

Roll Call: Yea-6; Nay-0; motion passes 6-0.

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

6.D.1. Review and Approve the Director of Online Learning and Director of In-Person Learning Job Descriptions

Jensen, I am going to make a motion to move this to an action item so I am going to make a motion to move the approval of the Seat-Based Director and the Online Director job descriptions with a salary range of \$70,000 to \$100,000 as the range to an action item; O'Brien seconded.

Roll Call: Yea-6; Nay-0; motion passes 6-0.

Jensen, may I have someone make a motion to approve? O'Brien makes a motion to approve the Online and Seat-Based Director job descriptions with a salary range of \$70,000 to \$100,000 range; Corbett seconded.

Roll Call: Yea-6; Nay-0; motion passes 6-0.

6.D.2. Job Descriptions

Coordinator of Nursing and Health Services

Jensen, I make a motion to move the Coordinator of Nursing and Health Services to an action item to approve the amendments to the job description we just discussed to move it to an action item; Corbett seconded.

Roll Call: Yea-6; Nay-0; motion passes 6-0.

Jensen, may I have a motion to approve the Coordinator of Nursing and Health Services; O'Brien motions; Veit seconded.

Discussion: with those changes discussed.

Roll Call: Yea-6; Nay-0; motion passes 6-0.

District Area Coordinator (DAC)

Jensen, I want to make a motion can we move this to an action item.

No second.

No discussion.

No roll call.

Jensen motioned to approve what we just discussed which is the role of a part-time DAC Coordinator with the changes we just talked about including adding qualifications, part time, and salary or rather hourly rates will be decided by the two Co-Chairs of the Finance Committee as they look at comparable positions to drive that hourly rate decision and related postings so we can post once that has been completed; Loeffler seconded.

Roll Call: Yea-6; Nay-0; motion passes 6-0.

Academic Interventionist

Loeffler going to make a motion we move the Academic Interventionist to an action item; O'Brien seconded.

Roll Call: Yea-6; Nay-0; motion passes 6-0.

O'Brien makes a motion to approve the posting of the Academic Interventionist position with the changes that we are making including making it hourly, requiring an experience as a teacher without a license or working towards a teaching degree.; Jensen seconded.

Discussion: Pay will be based off the scale that Veit and Loeffler are working on for DAC job description.

Roll Call: Yea-6; Nay-0; motion passes 6-0.

Online Social Studies/Learning Coach and Online Physical Education/Health

Job descriptions had no action.

Discussion: change salary range to say Based Off of Teacher Scale and change hours to 10-2 for core hours.

Employment Agreement for Staff Relocating

Jensen, move this to an action item for vote; Swanson seconds.

Discussion: additional perspective was shared.

Roll Call: Yea-6; Nay-0; motion passes 6-0.

Jensen makes a motion to not extend an Employment Agreement for the 2021-2022 Crosslake Community School year to the individual faced in this situation with regards to the remote work requirement in German; Veit seconded.

Roll Call: Yea-6; Nay-0; motion passes 6-0.

July 29, 2021 Special Board of Education Meeting

Korbett motioned to schedule a Special Board of Education Meeting for July 29, 2021, at 5 p.m.; Jensen seconded.

Roll Call: Yea-6; Nay-0; motion passes 6-0.

Interview Questions

Discussion: start to think about what we want to ask.

6.D.4. Review and Discuss the Leadership Selection and Communication Step Process

Options of where we are in the selection process.

6.D.5. Review and Discuss the Director Role Interview Team Members (discuss Online ideas)

Jensen will communicate with all staff.

6.D.6. Policy Review

Policy 524 will be updated and presented at July 29 Meeting under Information/Discussion

Policy 524FRM will be presented at July 29 Meeting under Information/Discussion

Policy 616 will be presented at July 19 Meeting under Information/Discussion

Social Media policy will be presented at August 9 meeting as an Action Item

6.D.7. May 2021 Survey Results

Tabled.

6.D.8. Star Growth Reports

Tabled.

6.D.9. Testing Calendar

Tabled.

6.D.10. Enrollment Discussion - Satisfying Needs of Waiting List

Tabled.

6.D.11. Fall Elections Opportunities

No discussion.

6.D.12. Hiring of Human Resource Company

Discussion.

6.D.13. Professional Development

6.D.13.a. Faculty and Staff

6.D.13.b. Board of Education

6.D.13.c. Sharing of Professional Development Events

6.D.13.d. Board of Education Training

6.E. **Reports:** (55 minutes)

No reports were discussed.

6.E.1. CCS Interim Directors' Report: (5 minutes)

6.E.2. EE Seat-Based Committee Report: Lance Swanson (5 minutes)

6.E.3. EE Online Committee Reports: Kysa Corbett (5 minutes)

6.E.4. Finance Committee Report: Beverly Loeffler (5 minutes)

6.E.5. Academic Performance/Assessment Results: Beverly Loeffler (5 minutes)

6.E.6. Health and Wellness Committee: Kysa Corbett (5 minutes)

6.E.7. Community Engagement Committee: Heidi O'Brien (5 minutes)

6.E.8. Marketing Committee: Maggie Heggerston (5 minutes)

6.E.9. Facilities Committee: Lance Swanson (5 minutes)

6.E.10. Director Evaluation Committee: Cinda Jensen (5 minutes)

7. **Authorizer Update:**

7.A. Environmental Notes

7.B. Board Observation Feedback

7.C. Sounding Board

8. **August 9, 2012 Meeting Preparation:** Cinda Jensen (5 minutes)

8.A. Suggestion for Discussion Topics for Next Meeting

8.B. Policy Review

9. **Board Meeting Evaluation:**

No discussion.

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

Jensen motioned to adjourn the regular Board meeting on July 12, 2021 at 9:25; O'Brien seconded.

Roll Call: Yea-6; Nay-0; motion passes 6-0.

Next regular Board of Education meeting: August 9, 2021 at 5 p.m.