

## Regular Board of Education Meeting

Monday, June 14, 2021 5 PM Central  
Crosslake Community School  
35808 Co Rd 66  
Crosslake, MN 56442

### **Call Meeting to Order**

Meeting called to order at 5:02 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)

Absent: Maggie Heggerston

Guests: Holly Amaya, Jill Arendt, Annette Klang, Cassie Carey, Mindy Glazier, Annette Klang, Amy Scheuman, Mara Powers

### **4. Additional Items**

Add additional items to add agenda:

- Add 2020-2021 revised budget to action items
  - Add another version of our CCS By-Laws draft to the By-Law portion of the Information/Discussion section.
  - Add a topic called Discuss Board Engagement with an External Search Consultant to the Information/Discussion section.
  - Add review the recommendation of a Summer Internship Job Description to the Information/Discussion section.
- Loeffler motioned to accept agenda with the additions; Corbett seconded.  
Roll Call: Yea-6; Nay-0; motion passes 6-0.

### **5. Public Comment**

No public comment.

### **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

6.A.2. Finance Meeting Minutes

6.A.3. EE Committee Meeting Minutes

6.A.4. Health and Wellness Committee Meeting Minutes

6.A.5. Personnel Matters

Resignation of Carrie Wrona.

Resignation of Lisa Steffen, Kindergarten Teacher, at the end of the school year.

Post Online Social Studies/Learning Coach 1.0 position.

Post Online Health/PE Teacher 1.0 position.

Hiring of Angela Oleszko, Online Special Education Teacher.

Hiring of Jodi Strehlow, Seat Based Special Education Teacher.

Approval to post Kindergarten staff replacement position.

Permission to allow posting of internally posted position and others that may follow for current positions that become necessary to fill and that are currently in the budget.

6.A.6. Food Service Reports

6.A.7. Gifts and Donations

6.A.8. IRS Form 990 - Return of Organization Exempt From Income Tax

Loeffler motioned to approve the Consent Agenda with the two additions as follows:

Under 6.B.3 add who made the motion on the second item; regarding hiring of personnel, add step, years of experience, and where they land on the pay matrix; O'Brien seconded.

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

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

6.B.1. Review and Approve April 2021 Financial Information

Veit motioned to approve the April 2021 Financials; Loeffler seconded.

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

6.B.2. Approve CCS Hiring Process

O'Brien motioned to approve the CCS Hiring Process; Veit seconded.

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

6.B.3. Nominate/Approve CCS Collaboration Committee Members

Jensen motioned to nominate all of the CCS staff members who have expressed interest in being CCS Collaboration Committee Members; Corbett seconded.

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

O'Brien motioned to nominate Gena Jacobson and Melanie Donley as co-chairs for the CCS Collaboration Committee ; Loeffler seconded.

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

Veit motioned for Corbett to be the Board representative on the Collaboration Committee until Jensen can assume the role. O'Brien seconded.

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

6.B.4. 2021-2022 Board Meeting Schedule

Jensen motion to approve 2021-2022 board meeting schedule; Loeffler seconded.

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

6.B.5. Approve Policies

Jensen approve policies 408,410, 413, 414, 414FRM, 415, 419, 421, 502, 506, 514, 515, 522, 526, 806, 903; Loeffler seconded.

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

6.B.6. Continuation of Interim Leadership Plan

Veit motioned to approve Continuation of Leadership Plan; Loeffler seconded.

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

6.B.7. Annual Review of Food Service Contract

Loeffler approve food service contract; O'Brien seconded.

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

6.B.8. Approve Pan O Gold Baking Bread Contract for Baker Products for the School Year 2021-2022

Loeffler motioned to approve Pan O Gold Baking Bread Contract for Baker Products for the School Year 2021-2022; Corbett seconded.

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

Addition:

Approved revised 2021 Budget

Jensen motioned to approve the Revised 2021 Budget; Loeffler seconded.

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

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

6.C.1. Long-Term Leadership Planning Committee Recommendations

Jensen makes a motion to move the Long-Term Leadership Planning recommendations to an action item with the action item reading approve the Long-Term Leadership Planning Committee recommendations with the understanding that the two related job descriptions will undergo further review, development, and revisions as approved by the Board. Veit seconded.

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

Jensen makes a motion to approve the Long-Term Leadership Planning Committee recommendations with the understanding that the two related job descriptions will undergo further review, development, and revisions as approved by the Board. Corbett seconded.

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

Discuss Board Engagement with an External Search Consultant

Jensen makes a motion to amend the Board agenda to discuss Board engagement with an external search consultant because i'm thinking this could be approved. I think this is the time to talk about that and here's why. So I have never been through this process before. I have talked to Beverly and Kysa who have been involved in the past on these processes and I also have reviewed some information from Osprey Wilds' who have indicated that this process is often more complicated than people will think it will be at the beginning we are going to have two potential two openings okay two director level roles and my understanding is in the past we have sought an external consultant who helps us with this selection, the interviewing and the hiring process and they can look at the job descriptions and offer and weigh in on the job descriptions they can help to make sure we are meeting compliance, they can help to create a schedule and a guideline, they can help to source and select external candidates, they can help us to figure out the interview questions and the format and they can guide the Board during the meetings during the interview process I have never done anything like that and so I believe this is an information item right now but I would really love to hear what the Board has to say about that at least considering seeking out some bids and checking to see if an external consultant can assist us with this process.

Discussion followed.

No second was made.

No Roll Call was taken.

Loeffler makes a motion that we post move, maybe I will start over. I make a motion that we move the posting of the job descriptions to an action item; Jensen seconded.

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

Jensen makes a motion to approve the posting of the two director CCS Director Leadership job descriptions/postings; Veit seconded.

Loeffler/Veit will monitor emails; Cole will post positions. Use language in job descriptions for now.

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

Jensen makes a motion to move to an action item the scheduling of a special board meeting June 28 beginning at 5 p.m. 4 p.m. what do you guys think to discuss CCS Leadership hiring process. Corbett seconded.

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

Jensen makes a motion to approve the special board meeting scheduled for June 28 beginning at 5 p.m. for the purposes of a focus on the selections process for CCS leadership; Corbett seconded.

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

Pause meeting at 7:04 p.m.

Reconvene the meeting at 7:14 p.m.

Jensen makes a motion to move to an action item approving the Finance Committee's budget recommendations specifically approving scenario #3 to a cost of \$138,500. Corbett seconded. Roll Call: Yea-6; Nay-0; motion passes 6-0.

Jensen asked may I have a motion to approve the Finance Committee's recommendation with specifically approving scenario #3 for a total cost of \$138,500? Jensen will make that motion; Loeffler seconded. Roll Call: Yea-6; Nay-0; motion passes 6-0.

#### 6.C.3. CCS Bylaw Recommended Changes

Jensen stated can I make a motion to move to an action item the approval of our CCS Bylaws draft with the revisions we just made understanding this will require authorizer approval before it is made effective. Loeffler seconded. No one motioned. Jensen stated she made a motion to move to an action item. Jensen meant I will make a motion. Loeffler seconded. Roll Call: Yea-6; Nay-0; motion passes 6-0.

May I have motion to approve the Bylaws with the revisions that we just discussed. Veit will make that motion. Loeffler seconded. Roll Call: Yea-6; Nay-0; motion passes 6-0.

#### 6.C.4. High Reliability Schools (HRS) Update

Mara Powers presented.

#### 6.C.5. Health Services Curriculum Program

Jensen makes a motion to move to an action item the approval of our Health Services Curriculum Program Pilot if there is considered to be enough interest and leadership can appropriately staff for this program; Swanson seconded.

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

Jensen motioned to approve our Health Services Curriculum Program Pilot if there is considered to be enough interest in leadership and can appropriately staff this program; Loeffler seconded.

Discussion followed.

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

Jensen, may I have a motion to approve our Health Services Curriculum Program Pilot if there is considered to be enough interest in leadership and can appropriately staff this program. We already made that motion.

#### 6.C.6. Professional Development

6.C.6.a. Faculty and Staff

6.C.6.b. Board of Education

6.C.6.c. Sharing of Professional Development Events

6.C.6.d. Board of Education Training

#### 6.C.7. Policy Review

Updates needed to Policy 402, Disability Nondiscrimination and 516 Student Medication.

#### 6.C.8. Staff Handbook

Brief overview of the updates.

#### 6.C.9. Student and Family Handbook

A work in progress.

#### 6.C.10. Crisis Manual

A work in progress.

#### 6.C.11. Summer Internship (Wellness and EE)

Jensen makes a motion to move to an action item the approval of both the Horticultural Intern Job description and posting of the job description as well as the Supervisor Job description and posting of this opportunity 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 Horticulture Intern. I am making a motion to approve the Horticulture Internship job description and posting of that job description as well as the Supervisor of that role the position just described and the posting of that position; Loffler seconded.

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

#### 6.C.12. Three Rivers Montessori

Jensen makes a motion to move to an action item approve the CCS partnership with Three Rivers Montessori to provide students instruction; Corbett seconded.

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

Jensen, may I have a motion to approve the CCS partnership with Three Rivers Montessori to provide student instruction, O'Brien makes that motion; Corbett seconded.

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

#### 6.C.14. Hiring of Human Resource Company

Two bids included; working on a third.

### 6.D. **Reports:** (55 minutes)

6.D.1. Interim Leaders Update: (5 minutes)

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

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

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

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

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

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

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

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

6.D.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. **July 12, 2021 Meeting Preparation:** Cinda Jensen (5 minutes)

8.A. Suggestion for Discussion Topics for Next Meeting

Environmental Education update from Miranda Graceffa and Clare Thompson; hiring of a Human Resource company, STAR reports, authorizer update, May 2020 survey results.

8.B. Policy Review

### 9. **Board Meeting Evaluation:**

Technology worked really well.

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

Jensen, I would like to recommend that we adjourn or I make a motion to adjourn the regular Board meeting of Education at 9:07 p.m.; Loeffler seconded.  
Roll Call: Yea-6; Nay-0; motion passes 6-0.

Mid-Year Planning Meeting, July 12, 2021, from 2 p.m. to 4:30 p.m. in Classroom 134 at Crosslake Community School

Regular Board of Education Meeting, July 12, 2021, at 5 p.m. in Classroom 134 at Crosslake Community School