

Regular Meeting
Monday, August 25, 2025 5:00 PM
Central

Crosslake Community School
35808 Co Rd 66
Crosslake, MN 56442

1. CALL MEETING TO ORDER

Meeting called to order at 5:03 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, Belinda Yurick and Mindy Glazier are excused.

Emily Stull Richardson will be attending the meeting remotely:

Mounds View Public Library
2576 Mound View Boulevard
Mounds View, MN 55112

4. ADDITIONAL ITEMS

6.D.8 2025-2026 Staff Handbook (change in wording from HR Connections to Employee Navigator)

5. PUBLIC COMMENT

If you have an item for the Regular Board of Education public comment period, please email Board of Education Chair Josef Garcia (josefgarcia@crosslakekids.org) with your name and topic on the Friday before the Board Meeting. You may appear in person before the Board or virtually via the Google Meet.

JUST a reminder, public comments will only take place during this agenda item. No public comments or chat comments will be accepted following this agenda item.

May I have motion to approve the August 25, 2025 Agenda?. This motion, made by Jared Griffin and seconded by Steena Johnson, Passed.

Melanie Donley: Yea, Josef Garcia: Yea, Mindy Glazier: Yea, Jared Griffin: Yea, Steena Johnson: Yea, Emily Stull Richardson: Yea, Colin Williams: Yea, Belinda Yurick: Yea
Yea: 8, Nay: 0

6. AGENDA

We had one agenda item to add. That's the staff handbook.

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.

May I have a motion to approve the Consent Agenda?. This motion, made by Jared Griffin and seconded by Steena Johnson, Passed.

Melanie Donley: Yea, Josef Garcia: Yea, Mindy Glazier: Yea, Jared Griffin: Yea, Steena Johnson: Yea, Emily Stull Richardson: Yea, Colin Williams: Yea, Belinda Yurick: Yea
Yea: 8, Nay: 0

6.A.1. Board of Education Minutes - July 28, 2025

Emily Edstrom Moore, our Osprey Wilds representative and primary contact, joined the meeting to outline oversight activities, communication plans, and expectations for the year. She reviewed the authorizing activities letter, annual visits (seat-based in Nov/Dec and online in Feb), ongoing monitoring, and the importance of regularly reviewing Exhibit S at least four times annually to track academic and financial progress.

6.A.2. Finance Meeting Minutes - August 20, 2025

Dr. Jenna Leadbetter provided a financial update noting strong collaboration with directors and Creative Planning, increasing enrollment, receipt of a \$398,000 ERC credit, and improved fund balances despite budgeted deficits. The finance committee is enhancing oversight by giving each school a clear operating budget, and the board unanimously approved the financials. Regarding the First National Bank CD maturing in September 2025, the board reviewed rate options but chose to delay a decision until the next meeting when enrollment numbers are clearer.

6.A.3. Personnel Matters

The board reviewed and updated job descriptions for the Food Service Coordinator, Kids Care Coordinator, Online K-8 Social Worker Assistant, and District Special Education Manager. Discussion highlighted the school's creative approach to supporting staff growth, such as reworking the social worker role to fit an intern's needs, and refining the special education manager position to ensure compliance across both programs.

Melanie Donley made a motion to move to an action item. Jared Griffin seconded the motion. Motion passes 5/5.

The motion to approve the District Food Service Coordinator, Online k-8 Social Worker Assistant, Kids Care Coordinator and District Special Education Manager was made by Jared Griffin and seconded by Steena Johnson. Motion passed 5/5

6.B. ACADEMIC, ENVIRONMENTAL EDUCATION, and PERFORMANCE IMPROVEMENT PLAN UPDATES

Emily Edstrom Moore will serve as the school's primary Osprey Wilds contact this year. Oversight includes reviewing board documents, monthly monitoring, annual site visits (seat-based in Nov/Dec, online in Feb), at least one board observation, and performance evaluations. The board must formally review Exhibit S at least four times per year, focusing

on academic progress, MCA results, and professional development updates. Regular check-ins with school leadership will also occur, with clear communication throughout the year

6.C. ACTION ITEMS

6.C.1. Review and Approve July 2025 Financial Information

May I have a motion to approve the July 2025 financials?. This motion, made by Jared Griffin and seconded by Melanie Donley, Passed.

Melanie Donley: Yea, Josef Garcia: Yea, Mindy Glazier: Yea, Jared Griffin: Yea, Steena Johnson: Yea, Emily Stull Richardson: Yea, Colin Williams: Yea, Belinda Yurick: Yea
Yea: 8, Nay: 0

6.C.2. First National CD information

The board reviewed updated information on the First National CD maturing **September 25, 2025**. Jared shared updates from his conversation with the bank president:

- A **7-month CD at 4.25%** could be locked in now and honored until the current CD matures.
- A **12-month CD** would likely be closer to 4%.
- The bank confirmed flexibility, allowing early withdrawal if needed.

The board discussed timing, cash flow strategies, and the finance committee's role in pacing CD maturities. Since another board meeting is scheduled for **September 22**, just before the CD matures, the board agreed to wait and make a final decision then.

6.D. INFORMATION /DISCUSSION ITEMS

6.D.1. District Personnel

May I have a motion to move to action the District Food Service Coordinator, Online Social Worker Assistant, Kids Care Coordinator and District Special Education Manager. This motion, made by Melanie Donley and seconded by Jared Griffin, Passed.

Melanie Donley: Yea, Josef Garcia: Yea, Mindy Glazier: Yea, Jared Griffin: Yea, Steena Johnson: Yea, Emily Stull Richardson: Yea, Colin Williams: Yea, Belinda Yurick: Yea
Yea: 8, Nay: 0

May I have a motion to approve the District Food Service Coordinator, Online Social Worker Assistant, Kids Care Coordinator and District Special Education Manager. This motion, made by Jared Griffin and seconded by Steena Johnson, Passed.

Melanie Donley: Yea, Josef Garcia: Yea, Mindy Glazier: Yea, Jared Griffin: Yea, Steena Johnson: Yea, Emily Stull Richardson: Yea, Colin Williams: Yea, Belinda Yurick: Yea
Yea: 8, Nay: 0

6.D.2. Abdo - Audit Presentation

The school's **annual audit** will take place at the **end of October**, with results available in **November**. The presentation will likely be delivered virtually by the auditors, while a representative will attend the **November board meeting in person**. This timeline mirrors

last year's process and aligns with financial submissions through Creative Planning, MDE, and ABDO.

6.D.3. CCS Organizational Chart

A new **CCS organization chart** was presented, designed by Abi Swenson using updated school logos to reflect a unified district identity. The chart embodies a "round table" approach, highlighting collaboration, shared expertise, and the integration of both **seat-based** and **online** programs under the district mission. It also includes district-wide support staff and vendor partners. The board expressed appreciation for the design and discussed how it supports clearer communication and committee structures.

Melanie Donley made a motion to create an action item, seconded by Steena Johnson.

Motion passed 5/5

Motion to approve CCS flowchart was made by Jared Griffin, seconded by Melanie Donley. Motion passed 5/5

6.D.4. Policy Review

May I have a motion to move to action policy 520 Student Surveys. This motion, made by Melanie Donley and seconded by Steena Johnson, Passed.

Melanie Donley: Yea, Josef Garcia: Yea, Mindy Glazier: Yea, Jared Griffin: Yea, Steena Johnson: Yea, Emily Stull Richardson: Yea, Colin Williams: Yea, Belinda Yurick: Yea
Yea: 8, Nay: 0

May I have a motion to approve policy 520 Student Surveys. This motion, made by Jared Griffin and seconded by Melanie Donley, Passed.

Melanie Donley: Yea, Josef Garcia: Yea, Mindy Glazier: Yea, Jared Griffin: Yea, Steena Johnson: Yea, Emily Stull Richardson: Yea, Colin Williams: Yea, Belinda Yurick: Yea
Yea: 8, Nay: 0

Dr. Jenna Leadbetter spoke and said that we needed to have this policy in place and some of the policy has already been enacted. Student and data privacy is a top priority and this policy just puts it more on paper. How student survey data is utilized, who has access to it, etc. We are following those parameters.

Melanie Donley made a motion to move this to an action item, seconded by Steena Johnson. Passed 5/5

The motion to approve policy 520 student survey was made by Jared Griffin and seconded by Melanie Donley. Passed 5/5

6.D.5. Professional Development - Board of Education Trainings

The **MSBA charter school board workshop** was shared as an option, with Director Donley expressing interest in attending. Registration will be done as a group. The board discussed the value of attending both **MSBA and Osprey Wilds trainings** to compare content, note differences, and strengthen understanding as a charter school organization.

6.D.6. Strategic Planning Matters

6.D.7. Director Evaluations

Osprey Wilds expects the CCS board to participate in school leader evaluations at least four times per year. The board's **executive director evaluation subcommittee** met in July for an in-depth review, using data from hire-to-present and results from a staff satisfaction survey

(modeled after Osprey Wilds' survey). The executive director will present **SMART goals** at the next board meeting, ensuring the survey data is applied toward positive change and shared transparently with both internal and external stakeholders.

6.D.8. 2025-2026 Staff Handbook

May I have a motion to move to action the change to the 2025-2026 Staff Handbook. This motion, made by Melanie Donley and seconded by Jared Griffin, Passed.

Melanie Donley: Yea, Josef Garcia: Yea, Mindy Glazier: Yea, Jared Griffin: Yea, Steena Johnson: Yea, Emily Stull Richardson: Yea, Colin Williams: Yea, Belinda Yurick: Yea
Yea: 8, Nay: 0

May I have a motion to approve the 2025-2026 Staff Handbook. This motion, made by Jared Griffin and seconded by Steena Johnson, Passed.

Melanie Donley: Yea, Josef Garcia: Yea, Mindy Glazier: Yea, Jared Griffin: Yea, Steena Johnson: Yea, Emily Stull Richardson: Yea, Colin Williams: Yea, Belinda Yurick: Yea
Yea: 8, Nay: 0

One slight change that was made to the 2025-2026 Staff Handbook was that the handbook said connections, and it needed to say employee navigator.

The motion to move this to an action item was made by Melanie Donley, seconded by Jared Griffin. Passed 5/5

The motion to approve the 2025-2026 Staff Handbook was made by Jared Griffin and seconded by Steena Johnson. Passed 5/5.

6.D.9. 2025-2026 Crisis Manual

May I have a motion to move to action the 2025-2026 Crisis Manual. This motion, made by Melanie Donley and seconded by Steena Johnson, Passed.

Melanie Donley: Yea, Josef Garcia: Yea, Mindy Glazier: Yea, Jared Griffin: Yea, Steena Johnson: Yea, Emily Stull Richardson: Yea, Colin Williams: Yea, Belinda Yurick: Yea
Yea: 8, Nay: 0

May I have a motion to approve the 2025-2026 Crisis Manual. This motion, made by Jared Griffin and seconded by Steena Johnson, Passed.

Melanie Donley: Yea, Josef Garcia: Yea, Mindy Glazier: Yea, Jared Griffin: Yea, Steena Johnson: Yea, Emily Stull Richardson: Yea, Colin Williams: Yea, Belinda Yurick: Yea
Yea: 8, Nay: 0

The 2025-2026 Crisis manual was gone through by Annette Klang and Paula Green. All edits and adjustments have been made.

The motion to move this to an action item was made by Melanie Donley, seconded by Steena Johnson. Passed 5/5

The motion to approve the 2025-2026 Crisis manual was made by Jared Griffin, seconded by Steena Johnson. Passed 5/5

6.D.10. Bylaws

The Bylaws are approved — no updates.

6.E. REPORTS

6.E.1. CCS Executive Director

Dr. Jenna Leadbetter reported a strong start to the school year with 526 students enrolled and projections over 600, supported by expanded enrollment capacity, comprehensive staffing, and a solid \$2.58 million fund balance. A highly successful marketing campaign has driven significant community engagement, with nearly 500,000 impressions and strong social media reach, while professional development, communication systems, and newsletters are strengthening staff and family connections. Overall, CCS is well-positioned for an exceptional year of growth and engagement.

6.E.2. Finance Committee

We had already spoken to finance at the beginning of the meeting, so nothing was reported at this time.

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

Reported on at the beginning of the meeting, nothing was added at this time.

6.E.4. EE Seat-Based Committee

The seat-based EE committee has not met yet, but they are working on writing their EE goals and should be finalized soon.

6.E.5. EE Online Committee

Online EE has not met yet, but a meeting will be scheduled soon.

6.E.6. Directors' Evaluations

More to come in the September meeting. Already had some discussions earlier in the meeting.

7. AUTHORIZER UPDATE

Nothing more was added at this time.

8. SEPTEMBER MEETING PREPARATION

8.A. Suggestion for Discussion Topics for Next Meeting

We will discuss the CD, marketing and the Director evaluation update. It would also be good to talk about the board retreat, and look at times that might be good for the board. Perhaps Dr. Jenna Leadbetter and Melanie Donley can share some of the details from the MSAB charter workshop.

9. BOARD MEETING EVALUATION

10. ADJOURN the REGULAR BOARD of EDUCATION MEETING

May I have a motion to adjourn the Regular Meeting of the Board of Education at 5:55pm?. This motion, made by Jared Griffin and seconded by Steena Johnson, Passed.

Melanie Donley: Yea, Josef Garcia: Yea, Mindy Glazier: Yea, Jared Griffin: Yea, Steena Johnson: Yea, Emily Stull Richardson: Yea, Colin Williams: Yea, Belinda Yurick: Yea
Yea: 8, Nay: 0

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