

CROSSLAKE COMMUNITY SCHOOLS

Minnesota Public Charter School District · District 4059 · Authorized by Osprey Wilds Environmental Learning Center

2026–2027 Handbook and Crisis Manual Revisions

Status Report to the Board of Education

To: Board of Education

From: Dr. Jenna Leadbetter, District Superintendent

Date: July 27, 2026

Purpose: Information only — board action scheduled for August 24, 2026.

WHAT PROMPTED THIS REVIEW

Administration conducted the annual review of all three handbooks against current federal and Minnesota requirements. Minnesota enacted substantial changes affecting schools and school employers between 2023 and 2026, including student discipline, assessment, employment, and leave law, after these documents were last comprehensively revised. The proposed bylaw revisions add further obligations the Staff Handbook must reflect.

ONLINE AND IN-PERSON STUDENT AND FAMILY HANDBOOKS

- Student discipline and physical intervention provisions to be updated to the current statutory standard
- Required federal and state annual notices to be added, consolidated into a single Annual Notices appendix
- Attendance and enrollment definitions to be aligned with state reporting and audit requirements
- Internal consistency, dates, and system references to be corrected
- One policy area referred separately to the board as a policy amendment

STAFF HANDBOOK

- Minnesota Paid Leave and the January 2026 meal and rest break requirements to be incorporated
- Paid time off and earned sick and safe time provisions to be aligned with current Department of Labor and Industry requirements
- New bylaw provisions to be reflected: personnel evaluation policies, nepotism, and statement of economic interest and gift ban
- Emergency procedures to be aligned with the district's adopted crisis response protocol
- Administrative title updates carried through

DISTRICTWIDE CRISIS MANUAL

The annual review of the Districtwide Crisis Manual is underway and the manual has been referred to counsel along with the handbooks. Because the manual contains security information, it will be presented and discussed in closed session on August 24, 2026, pursuant to Bylaws Section 14.7.C and Minnesota Statutes section 13D.05, subdivision 3(d), with board action taken upon reconvening in open session.

STATUS

All documents have been referred to district legal counsel, Ratwik, Roszak and Maloney.

DISTRIBUTION

No handbook has been distributed to families or staff and no acknowledgments have been collected. Distribution is on hold pending board adoption.

TIMELINE

July 27	Status report to the board
Week of Aug. 10	Counsel review returned; revisions incorporated
August 24	Handbooks and written summary of findings presented for reading and board action; Crisis Manual presented in closed session, with action upon reconvening in open session

RECOMMENDED ACTION

Information only. Motion to schedule reading and board action for the August 24, 2026 regular meeting.