

Osprey Wilds – Charter School Board Meeting Observation Form

School Name: Crosslake Community School	Scheduled Start Time: 5:00
Date of Board Meeting: 8/25/2025	Actual Start Time: 5:02
Type of Meeting (Regular, Special, Emergency): Regular	End Time: 5:55
Observation by: Emily Edstrom Moore	
Board member attendance: 5 of 8 = 63%	Ex-Officio Members present: Jenna Leadbetter
Others in attendance: Rose Bierce, Monique VonEnde, Paula Green, Abigayle Swenson, Amy Miller, M Powers	

A "YES" or "NO" below indicates whether or not the following were evident at the board meeting. Evaluation framework indicator areas are identified in the left column.

O = Operations Performance Framework; F = Financial Performance Framework.

Key Contractual Performance Areas		YES/NO	Notes
O.2.2	Board reviews and discusses academic performance related to charter contract goals (Exhibit G). <i>OW expects boards will monitor progress toward its contractual academic goals at least four times / year.</i>	N	Academic performance was not a topic of discussion at this meeting.
	Board reviews and discusses environmental education performance related to charter contract goals (Exhibit H) / Environmental Literacy Plan (ELP). <i>OW expects boards will monitor progress toward its contractual environmental education goals at least four times / year.</i>	N	Environmental education was not a topic of discussion at this meeting.
F.1.1	Board reviews and discusses the school's financial performance for the current school year, including current enrollment in relation to budgeted enrollment.	Y	Budgeted/Actual Enrollment: 600/526 While the current enrollment on the financials was much lower than the approved budget, they are projecting to be over 600 by September. There was a successful marketing campaign that took place over the summer that brought a lot of attention to the school.
F.1.1	Monthly financial statements include, at a minimum, the following reports: budgeted and actual revenue and expenses by year-to-date percentages, disbursements and deposits, and student enrollment report with enrollment expressed in terms of funding mechanisms (e.g. Pupil Units). <i>In accordance with Section 6.9(a) of the charter contract.</i>	Y	All items were included in the financial reports.

F.1.1	Board reviews and approves expenditures (e.g. check registers and disbursements) in accordance with statute. <i>MN Stat. §13D.01 subd. 4(b) requires, "The vote of each member must be recorded on each appropriation of money, except for payments of judgments, claims, and amounts fixed by statute."</i>	Y	The monthly financial packet and supplemental report, containing check registers and disbursements, were approved by the board.
O.2.1	Board training & development happens at the meeting or meaningful discussion / reflection occurs related to recent training attended by one or more board members. <i>OW expects boards will participate in or discuss training at least four times / year.</i>	N	An opportunity to attend MSBA training was shared with the board.
O.2.2	The meeting complies with MN Stat. §13D, Open Meeting Law. (See details below.)	Y	See notes below.
Compliance Elements - Evident at Each Meeting		YES/NO	Notes
O.2.2	MN Stat. §13D, Open Meeting Law Requirements:		
O.2.2	Meeting time, date, and place (or access information, if virtual) is posted properly on school website and/or onsite at school. <i>MN Stat. §13D.04</i>	Y	The time, date, and place of the meeting was posted properly. Please note that the google meet information was not included on the August 25 meeting notice posted on the website, though it was available on the notices for all other meetings and the information is the same.
O.2.2	If meeting includes board member participation via interactive technology (e.g. Zoom), it is done so consistent with MN §13D. Agenda appropriately notes participation via interactive technology and all board members and members of the public can see and hear one another during the meeting. <i>MN Stat. §13D.02</i>	Y	One board member participated virtually. The agenda appropriately noted this participation, and all votes were taken via roll call.
O.2.2	A quorum is present when the board meeting is convened and / or any item on the agenda is being considered. <i>MN Stat. §317A.235</i>	Y	A quorum was present at the start of the meeting and maintained throughout.
O.2.2	One set of board materials is available for public inspection. <i>MN Stat. §13D.01 subd. 6</i>	Y	A copy of the meeting materials were present at the meeting for public inspection. Specifically, the materials were able to be accessed online and were clearly posted on the website, in addition to being shared throughout the meeting on screen.

O.2.2	If closed, meeting is closed in accordance with MN §13D. Agenda notices statutory authority to close the meeting, board moves to close the meeting appropriately, board does not vote in closed session. <i>MN Stat. §13D.05</i>	N/A	
O.2.2	Actions taken by board, including any amendments, are clearly articulated.	Y	Actions up for consideration by the board were stated clearly.
O.2.2	Result of the vote is articulated by the board chair, including number of votes for and against if other than unanimous.	Y	The results of all votes were stated by the Chair after voting was completed.
O.2.3	Board engages in review of school leader performance throughout the school year. <i>OW expects boards will engage in school leader evaluation activities at least four times / year.</i>	N	While no activities took place related to the review of school leader performance at this meeting, the ED reported on an in-depth meeting that took place in July related to her review process and working to establish goals. The goals are being based on data and feedback, and will be shared publically at the next board meeting.
O.2.2	Board reviews and discusses the Outstanding Obligations from the Previous Contract (Exhibit S). <i>OW expects boards will monitor progress on resolving outstanding obligations from the previous contract at least four times / year.</i>	Y	The presentation from the OW observer included an update on expectations regarded to reviewing Exhibit S.
O.2.2	Meeting follows approved agenda. <i>If not, provide detail.</i>	Y	The agenda was amended at the beginning of the meeting, and the meeting followed the amended agenda as approved.
O.2.2	Board meeting packet includes all materials relevant to the meeting agenda. <i>Note any that were missing as appropriate.</i>	Y	All materials were present in the meeting packet.
O.2.2	Meeting minutes from any previous meetings include, at a minimum, the following information: <ul style="list-style-type: none"> • Board member attendance • Actions taken by the board, including specifics on any amendments • Who made a motion and second • The result of the vote, including number of votes for and against if other than unanimous <i>Indicate if any information is missing.</i>	Y	The minutes contain all of the required information.

O.2.1	Board composition complies with applicable law and school bylaws, including ex-officio (non-voting) members. <i>MN Stat. §124E.07 subd. 3(a)</i>	Y	The board composition complies with applicable law as it has at least 5 members and at least one teacher, one community member, and one parent member as part of the current membership.
O.2.2	Charter School Website Requirements:		
O.6.3	Directory information for members of the board of directors including affiliation (e.g. parent, teacher, community member) and contact information (at least email address). <i>MN Stat. §124E.07, subd. 8(b)</i>	Y	The directory information is posted for all board members, and the membership is up to date.
O.6.3	Minutes of meetings of the board of directors for at least one calendar year. <i>MN Stat. §124E.07, subd. 8(b)</i>	Y	Minutes are posted back through the last two years, and as recently as June 2025.
O.6.3	Identifying and contact information for the school's authorizer. <i>MN Stat. §124E.07, subd. 8(b)</i>	Y	
	A link, posted in a conspicuous place on the school's website, to the section of the authorizer's website where information about the charter contract, school performance reviews, and notices of intervention is published. <i>MN Stat. §124E.17 Subd. 1(d)</i>	Y	The link to Osprey Wild's website with CCS's information is posted clearly on the board page of the website.
O.6.3	Committee meeting time, place, and access information posted properly. <i>MN Stat. §13D.04</i>	Y	The time, place, and access information is posted properly on the website for all committees of the board. Some are meeting regularly, and some
<u>General Comments/Observations/Compliance Elements or Effective Practices Observed (e.g. Director Evaluation, Strategic Planning, Bylaws Changes, Policy Actions, etc.)</u>			
I enjoyed the efficiency of your meeting, and the updates on all of the work taking place. The marketing campaign, efforts related to staffing/hiring, and clarity around the organizational chart are all evidence of the momentum at the school and the concerted effort everyone is making to support students and staff well at CCS. Best of luck for a great year ahead!			
<u>Required Follow-Up:</u>			
None, thank you!			