Osprey Wilds – Charter School Board Meeting Observation Form	
School Name: **Crosslake Community School**	**Scheduled Start Time**: **5:00pm**
Date of Board Meeting: **October 26, 2026**	**Actual Start Time**: **5:18pm**
Type of Meeting (Regular, Special, Emergency): **Regular**	**End Time**: **8:08pm**
Observation by: **Addie Mazza**	
Board member attendance: 8 of 8 = 100%	**Ex-Officio Members present**: **Jenna Leadbetter**
Others in attendance: **Todd, Paula Green, Abigayle Swenson**	

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). *OW expects boards will monitor progress toward its contractual academic goals at least four times / year.*	No	Not at this meeting. The school's District Teaching and Learning Coordinator gave a thorough update of the school's initial screening data for the year, comparing performance to past years with areas of strength and areas to focus on. The board lifted up questions to understand the data. The school has a practice of routinely monitoring academic data to track progress toward contractual goals in Exhibit G.
O.2.2	Board reviews and discusses environmental education performance related to charter contract goals (Exhibit H) / Environmental Literacy Plan (ELP). *OW expects boards will monitor progress toward its contractual environmental education goals at least four times / year.*	Yes	The board discussed the approval of the ELP, sustainable updates to the in-person facility through a community compost bin initiative, and reviewed other EE updates included in a report for the packet. The quarterly EE committee will first meet in November.
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.	Yes	Budgeted/Actual Enrollment: 636/620 The board watched a recorded a presentation discussing the completed Audit. Unmodified, clean opinion, no instances of noncompliance. Financial priorities for the board for the next few months include: watching enrollment to gauge whether or not a budget revision would be needed in November or December, navigating employee benefits as insurance rates climb, and recovering the fund balance after planned investments in FY26.

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). *In accordance with Section 6.9(a) of the charter contract.*	Yes	
F.1.1	Board reviews and approves expenditures (e.g. check registers and disbursements) in accordance with statute. *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."*	Yes	The finance committee conducts a close review of financial statements and makes a recommendation to the full 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. *OW expects boards will participate in or discuss training at least four times / year.*	No	Not at this meeting. The board reviewed training resources and opportunities that are available for board members to access.
O.2.2	The meeting complies with MN Stat. 13D, Open Meeting Law. (See details below.)	Yes	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. *MN Stat. 13D.04*	Yes	https://meetings.boardbook.org/Public/Agenda/978?meeting=770702
O.2.2	A quorum is present when the board meeting is convened. *MN Stat. 317A.235*	Yes	The full board was present when the meeting was convened and for the duration of the meeting.
O.2.2	One set of board materials is available for public inspection. *MN Stat. 13D.01 subd. 6*	Yes	An agenda and packet was printed out and was available for public access on the website.
O.2.2	If closed, meeting is closed in accordance with MN Stat. 13D.05:		
O.2.2	Subject of closed meeting is allowable under MN Stat. 13D.05.	N/A	
O.2.2	Agenda includes the subject of the meeting and grounds (i.e. statutory citation) for closing the meeting. *MN Stat. 13D.01 Subd. 3*	N/A	
O.2.2	Before closing the meeting, the board states on the record the specific grounds permitting the meeting to be closed and describes the subject to be discussed. *MN Stat. 13D.01 Subd. 3*	N/A	

O.2.2	Notification is provided to meeting subject (if applicable). *MN Stat. 13D.05 Subd. 2(b)* AND *MN Stat. 13D.05 Subd. 3(a)*	N/A	
O.2.2	If meeting includes board member participation via interactive technology (e.g. Zoom), it is done so consistent with MN Stat. 13D.02:		
O.2.2	The meeting agenda or notice must include advance notice that members may participate in the meeting remotely. *MN Stat. 13D.02, Subd. 4*	Yes	The agenda noticed remote participation by relevant board members.
O.2.2	At least one voting member of the board must be physically present and attend the board meeting at the board's regular meeting site, which also must be open and accessible to the public. *MN Stat. 13D.02, Subd. 1 (3)*	Yes	Most board members attended the meeting in person.
O.2.2	All board members have to be able to see and hear each other, all discussion, and any presentations or public input, regardless of where they are located. *MN Stat. 13D.02 Subd. 1 (1)*	Yes	The board members participating remotely were on camera on zoom, and each board member was on camera through a computer even when in person.
O.2.2	Members of the public present at the regular meeting location must be able to see and hear all discussion, testimony, and votes. *MN Stat. 13D.02 Subd. 1 (2)*	Yes	The board members participating remotely were visible on each board member's screen.
O.2.2	All votes must be conducted via roll call whenever any member is participating virtually. *MN Stat. 13D.02 Subd. 1 (4)*	Yes	Each vote was taken by roll call.
O.2.2	Members who did not meet the above requirements were also excluded from participating in meeting proceedings, including discussion. *MN Stat. 13D.02 Subd. 2*	N/A	
O.2.2	Members who did not meet the above requirements were not counted for quorum. *MN Stat. 13D.02 Subd. 2*	N/A	
O.2.2	Access information is publicly available so that a member of the public can observe the meeting electronically from a remote location. *MN Stat. 13D.02 Subd. 3*	Yes	The meeting agenda, posted online, includes google meet link information.
O.2.2	Actions taken by board, including any amendments, are clearly articulated.	Yes	The board chair clearly articulated agenda items, checking that the volume was audible to all parties.

O.2.2	Result of the vote is articulated by the board chair, including number of votes for and against if other than unanimous.	Yes	Board members making a motion or second included their name which was echoed by the board chair. This practice supports clear understanding for members attending the meeting or taking minutes.
O.2.3	Board engages in review of school leader performance throughout the school year. *OW expects boards will engage in school leader evaluation activities at least four times / year.*	Yes	The board chair reviewed the timeline and process for the superintendent evaluation, and noted that more discussion would take place at the board retreat and during the mid-year review as needed.
O.2.2	Board reviews and discusses the Outstanding Obligations from the Previous Contract (Exhibit S). *OW expects boards will monitor progress on resolving outstanding obligations from the previous contract at least four times / year.*	No	Not at this meeting. CCS has a schedule for review of Exhibit S four times/year, in accordance with Osprey Wilds expectations.
O.2.2	Meeting follows approved agenda. *If not, provide detail.*	Yes	
O.2.2	Board meeting packet includes all materials relevant to the meeting agenda. *Note any that were missing as appropriate.*	Yes	
O.2.2	Meeting minutes from any previous meetings include, at a minimum, the following information: • Board member attendance, including members present and absent • 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 • The names of board members who attended virtually and the reason(s) the board member(s) appeared via online format (if applicable) • A summary of the board's conclusions regarding the evaluation of an individual who is subject to its authority (if applicable) *Indicate if any information is missing.*	Yes	
O.2.1	Board composition complies with applicable law and school bylaws, including ex-officio (non-voting) members. *MN Stat. 124E.07 subd. 3(a)*	Yes	
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). *MN Stat. 124E.07, subd. 8(b)*	Yes	https://www.crosslakekids.org/board

O.6.3	Minutes of meetings of the board of directors for at least one calendar year. *MN Stat. 124E.07, subd. 8(b)*	Yes	https://www.crosslakekids.org/board
O.6.3	Identifying and contact information for the school's authorizer. *MN Stat. 124E.07, subd. 8(b)*	Yes	https://www.crosslakekids.org/authorizer
O.6.3	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. *MN Stat. 124E.17 Subd. 1(d)*	Yes	https://www.crosslakekids.org/authorizer
O.6.3	Committee meeting time, place, and access information posted properly. *MN Stat. 13D.04*	Yes	https://www.crosslakekids.org/board

General Comments/Observations/Compliance Elements or Effective Practices Observed (e.g. Director Evaluation, Strategic Planning, Bylaws Changes, Policy Actions, etc.)

The board has practices to support the consistent implementation of Open Meeting Law, and the frequent sound checks before and during the meeting are really helpful! The board also uses a reporting calendar to guide agenda topics and ensure the board is conducting oversight in alignment with OW's expectations, in addition to its own priorities.

Required Follow-Up:

None