

Osprey Wilds – Charter School Board Meeting Observation Form

School Name: Crosslake Community School **Scheduled Start Time:** 5:00 pm

Date of Board Meeting: April 15, 2024 **Actual Start Time:** 5:03

Type of Meeting (Regular, Special, Emergency): Regular **End Time:** 6:32

Observation by: Addie Mazza

Board member attendance: 8 of 8 = 100 % **Ex-Officio Members present:** Holly Amaya, Annette Klang

Others in attendance: Abigayle Swenson, Amy Miller, Christina Holmes, Jennifer Miller, Kelly Bittner, Mitch Swaggert, Paula Green, Kris Fjelstul, Melanie Donley, Jon D Steele, Ronda Veit, Gena Jacobson

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
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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>	No	The CCS board follows a schedule that allots meeting time at least four times a year to review and discuss academic performance related to charter contract goals.
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O.2.2 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>	Yes	The board reviewed progress toward contractual goals for both the online and seat-based programs.
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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, and approves expenditures.	Yes	Budgeted/Actual Enrollment: <u> 462 </u> / <u> 466 </u> The school has an enrollment of over 470 students, with 11 of them participating in the PSEO program.
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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>	No	The CCS board follows a schedule that allots meeting time at least four times a year to discuss board training and development.
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O.2.2 The meeting complies with MN §13D, Open Meeting Law. (See details below.)	Yes	See notes below
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Compliance Elements - Evident at Each Meeting	YES/NO	Notes
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O.2.2 MN §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 §13D.04</i>	Yes	

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, including the location of the individual(s), and all board members and members of the public can see and hear one another during the meeting. <i>MN §13D.02</i>	Yes	Emily Stull Richardson attended the meeting virtually. Her public location was posted on the website and noticed on the agenda. All board members could see and hear each other.
O.2.2	A quorum is present when a the board meeting is convened and / or any item on the agenda is being considered. <i>MN §317A.235</i>	Yes	All board members were present at the meeting.
O.2.2	One set of board materials is available for public inspection. <i>MN §13D.01 Subd. 6</i>	Yes	
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 §13D.05</i>	N/A	
O.2.2	Actions taken by board, including any amendments, are clearly articulated.	Yes	In addition to board members identifying themselves in motions, the board chair restates who made a motion or seconded which is very helpful.
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	All votes were taken by a roll-call vote.
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>	Yes	The board reviewed the timeline for the surveys that are currently being administered, and the next steps of the evaluation process. A date was set for an upcoming closed meeting to discuss the results of the evaluations- May 13.
O.2.2	Board reviews and discusses the Outstanding Obligations from the Previous Contract (Exhibit S). <i>OW expects boards will monitor implementation of its contractual PIP at least four times / year.</i>	No	The CCS board follows a schedule that allots meeting time at least four times a year to review Exhibit S.
O.2.2	Meeting follows approved agenda. <i>If no, provide detail .</i>	Yes	
O.2.2	Board meeting packet includes all materials relevant to the meeting agenda. <i>Note any that were missing as appropriate.</i>	Yes	
O.2.1	Board composition complies with applicable law and school bylaws. <i>MN §124E.07 subd. 3(a)</i>	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). <i>MN §124E.07, subd. 8(b)</i>	Yes	https://crosslakekids.org/board-of-education/
O.6.3	Minutes of meetings of the board of directors for at least one calendar year. <i>MN §124E.07, subd. 8(b)</i>	Yes	https://drive.google.com/drive/folders/1AhbMtGQqlvt3ka0f8ITTQkwwas4XOW8
O.6.3	Identifying and contact information for the school's authorizer. <i>MN §124E.07, subd. 8(b)</i>	Yes	https://crosslakekids.org/about-us/
O.6.3	Committee meeting time, place, and access information posted properly. <i>MN §13D.04</i>	Yes	https://crosslakekids.org/board-of-education/
<u>General Comments/Observations/Compliance Elements or Effective Practices Observed (e.g. Director Evaluation, Strategic Planning, Bylaw Changes, Policy Actions, etc.)</u>			
Although the agenda was full of topics, the board moved through the agenda with efficiency and ensured thoughtful consideration of important items. It is always good to spend time with school leaders and boards, and I appreciate the opportunity to observe.			
<u>Required Follow-Up:</u>			
N/A			