

Osprey Wilds – Charter School Board Meeting Observation Form

School Name: Crosslake Community School	Scheduled Start Time: 5:00pm
Date of Board Meeting: February 12, 2024	Actual Start Time: 5:00pm
Type of Meeting (Regular, Special, Emergency): Regular	End Time: 7:31pm

Observation by: Addie Mazza

Board member attendance: <u> 7 </u> of <u> 7 </u> = 100%	Ex-Officio Members present: Holly Amaya (virtually), Annette Klang
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Others in attendance: Callista Klaus, Amy Miller, Cathy Pries, Christina Holmes, Christy Kuefler, Elizabeth Kylo, Gena Jacobson, Jennifer Miller, Kelly Bitner, MaryKay Moe, Natalie Grady, Paula Green, Abigayle Swenson, a participant joined by phone

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>	No	Academic Performance/Achievement and WBWF committee had not met since the last board meeting. Directors reports cover some topics, but these were not discussed at the meeting. CCS uses a rotating schedule to discuss the items OW expects they will monitor.
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	Upcoming seat-based EE activities were described. Online EE committee discussed progress toward some of its goals and the committee was able to report that every grade level is covering every indicator level in its curriculum.
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> 455 </u> / <u> 462 </u> The board discussed the budget to actual ADMs, and reviewed high-level whether spending seemed in line with projections and needs for the year. The board approved the financial reports.
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>	Yes	Two board members gave feedback regarding the sessions they attended for OW's New Board Member Training. Other members offered reflections about the ongoing learning process of being on the board.
O.2.2 The meeting complies with MN §13D, Open Meeting Law. (See details below.)	Yes	See notes below
Compliance Elements - Evident at Each Meeting	YES/NO	Notes
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	CCS notices the board meetings on its School Board page, and the agenda and all attachments are published on the website using Boardbook.
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. The chair stated that her location was noted on the website where it was included with the information for the February 12, 2024 board meeting notice, agenda, and link in two places. All board members could be seen and heard.
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 for the duration of 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	
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	Each vote was taken by roll-call and the results of the votes were clearly articulated.
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 chair restated OW's expectations for review, and the board reviewed their process for director evaluations. February and March are established for planning and undertaking of evaluation activities. Mid-year check-ins have been completed.
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>	Yes	The board reviewed Exhibit S, highlighting the few areas that have not yet been resolved and the plans in place to progress those items.
O.2.2	Meeting follows approved agenda. <i>If no, provide detail .</i>	Yes	The board approved additions to the agenda at the beginning of the meeting.

O.2.2	Board meeting packet includes all materials relevant to the meeting agenda. <i>Note any that were missing as appropriate.</i>	Yes	Materials were added to the accessible agenda on the website even for the items added to the agenda at the outset of the meeting.
O.2.1	Board composition complies with applicable law and school bylaws. <i>MN §124E.07 subd. 3(a)</i>	Yes	Section 5.2 of the school's bylaws indicate that the board shall consist of 8 members as follows: one parent of a child in seat-based, one parent of a child in online, one parent that has a child in either, one community member, two seat based-teachers, and two teachers that work for the online program. One parent seat is vacant but the board has received applicants and approved a member to fill that seat at the March meeting.
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/1IAhbMtGQqlvt3ka0f8ITQkwwas4XOW8
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>			
I appreciate the many steps that the CCS board has taken to provide clear board materials and notices to the public. It is evident in observing board meetings that the school board has established a number of practices to support efficient and yet thorough communication to the school community including the use of Boardbook, rotating schedules for board review of contractual items, and the use of effective technology to ensure all board members can be seen and heard.			
<u>Required Follow-Up:</u>			
None			