

OW - Charter School Board Meeting Observation or Review

School Name: Crosslake Community Schools Scheduled start time: 5:00

Date of Board Meeting: 3/14/2022 Actual start time: 5:02

Type of Meeting (Regular, Special, Emergency): Regular

Observation by: Emily Edstrom Moore End time: 6:53

Board member attendance: 6 of 7 = 86% Ex-officio members present: Holly Amaya

Others in attendance: Abigayle Swenson (new member, seated at the meeting), Beverly Loeffler, Chris Rhinehart, Christina Holmes, Clare Thompson, Jared Griffin, Jennifer Muller, Josef Garcia, Karen Teff, M Powers, Rhonda Veit (Josef, Jerry, Cinda (absent), Jennifer, Abigayle, Chris, Karen, Rhonda (late))

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.

	<u>Key Contractual Performance Areas</u>	<u>YES/NO</u>	
O.2.2	Academic Performance related to charter contract goals is reviewed and discussed.	Y	Academic results were touched on at the meeting though not discussed in-depth. The winter results reports for STAR were included in the packet. The OW goals were acknowledged, but the results for each program were not discussed in detail in relation to the contract goals.
O.2.2	Environmental Education Performance related to charter contract Goals/Environmental Literacy Plan (ELP) is reviewed and discussed.	Y	Good walk through of the each EE goal, the information being gathered to assess the goal, and current progress for each goal.
F.1.1	The School's Financial Performance for the current school year, including current enrollment in relation to budgeted enrollment, is reviewed and discussed.	N	The financials were included for review in the packet, but there was no discussion and no presentation of the information.
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.	Y	The board engaged in discussion of the highlights from OW's recent board trainings. Meaningful discussion took place about takeaways there were most helpful as teachers and as board members.
O.2.2	The meeting complied with MN§13D, Open Meeting Law. (See details below).	Y	See notes below.
Compliance Elements - Evident at each meeting		<u>Y/N</u>	<u>Notes</u>
O.2.2	MN § 13D, Open Meeting Law Requirements:		
O.2.2	Meeting time and place posted properly on school website and/or onsite at school. <i>MN § 13D.04</i>	Y	Board schedule and meeting link available on website. Both are readily identifiable and easy to access.

0.2.2	If meeting includes board member participation via interactive TV (e.g. Skype), it is done so consistent with MN Stat. 13D. The fact that someone will be participating via interactive TV is indicated on the agenda, including the location of the individual(s), and all board members can see and hear one another during the meeting. MN §13D.02	Y	All members participated virtually, and all votes were conducted by roll call.
0.2.2	A quorum is present when a the board meeting is convened and/or any item on the agenda is being considered. MN §317A.235	Y	A quorum was established at the beginning of the meeting, and maintained throughout the rest of the business.
0.2.2	One set of board materials is available for public inspection. MN §13D.01 Subd. 6	Y	Materials available on the school's website via BoardBook.
0.2.2	If closed, meeting is closed in accordance with MN Stat. 13D: agenda and minutes show statutory authority to close the meeting, and minutes (either at this meeting or next) summarize actions taken during the closed meeting. MN §13D.05	N/A	
	Actions taken by board, including description of any amendments, are clearly articulated. (Board members are clear what they are voting on.)	Y	Yes, actions taken by the board were clearly articulated.
	It is clear who made motion and who seconded the motion.	Y	The motions and second were clear, and are recorded in the minutes.
	Result of the vote is articulated by the board chair, including number of votes for and against if other than unanimous.	Y	The vote results are articulated by the chair, and accurately recorded in the minutes.
	Performance Improvement Plan (if applicable) consistent with Exhibit S of the charter contract is reviewed and discussed.	N	No improvement plan was discussed.
	Meeting follows approved agenda (<i>If no, provide detail</i>).	Y	The agenda was followed during the meeting.
	Board meeting packet includes all materials relevant to the meeting agenda. (Note any that were missing as appropriate).	Y	All relevant materials were included in the packet, and presented in order.
0.2.1	Board composition complies with applicable law and school bylaws. MN §124E.07 subd. 3(a)	Y	Board membership roles are outlined on the website and are in compliance with board composition as required by statute.
	Charter School Website Requirements:	Y/N	

0.6.3	Directory information for members of the board of directors including affiliation (e.g. parent, teacher, community member) and contact information (phone and email). MN §124E.07, subd. 8(b)	Y	All available, and listed membership aligns with individuals present at the meeting.
0.6.3	Minutes of meetings of the board of directors for at least one calendar year. MN §124E.07, subd. 8(b)	Y	Minutes are available on the website for more than one previous year.
0.6.3	Identifying and contact information for the school's authorizer. MN §124E.07, subd. 8(b)	Y	OWs information is on the school's website.
0.6.3	Committee meeting time, place, and access information posted properly. MN §13D.04	Y	The meeting information was posted on the website correctly.