

Osprey Wilds – Charter School Board Meeting Observation Form

School Name: Crosslake Community School	Scheduled Start Time: 5 PM
Date of Board Meeting: February 13, 2023	Actual Start Time: 5:03 PM
Type of Meeting (Regular, Special, Emergency): Regular	End Time: 7:10 PM
Observation by: Erin Anderson & Ashley Estis	
Board member attendance: 8 of 8 = 100%	Ex-Officio Members present: Holly Amaya, Annette Klang
Others in attendance: Christina Holmes, Clare Thompson, Colin Williams, Mara 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>	No	The board packet includes a PIP review schedule to ensure the board will review academic performance at least four times / year. The next time the board will review academic performance is in March.
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>	No	The board packet includes a PIP review schedule to ensure the board will review EE performance at least four times / year. The next time the board will review EE performance is in April.
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: 415/415 Board approved expenditures. Board packet includes minutes from Finance Committee meeting. Several board members are planning to attend training with the financial service provider in March.
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	Several board members attended the OW board training last week. Board members shared their key takeaways, including that it was more helpful to take the trainings again with a year of board experience to provide context for the information.
O.2.2	The meeting complies with MN §13D, Open Meeting Law. (See details below.)	Yes	See comments 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	The date, time, place, and virtual access information is posted online.
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>	N/A	All board members participated in person.
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	7/7 members were present when the meeting was called to order. A new board member was seated as the first agenda item.
O.2.2	One set of board materials is available for public inspection. <i>MN §13D.01 Subd. 6</i>	Yes	The entire agenda and board packet is posted online.
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	Whenever there was a question, members or the chair would clarify the motion.
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	The result of the vote is very clear.
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	At the last meeting the board formed a committee to perform tasks associated with school leader evaluation. Committee met with school leaders to conduct a mid-year goals check-in.
O.2.2	Board reviews and discusses the contractual Performance Improvement Plan (Exhibit S). <i>OW expects boards will monitor implementation of its contractual PIP at least four times / year.</i>	Yes	The board packet includes a PIP review schedule to ensure the board monitors progress toward the PIP at least four times / year.
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	The board packet is very thorough.

O.2.1	Board composition complies with applicable law and school bylaws. <i>MN §124E.07 subd. 3(a)</i>	Yes	The board seated a new member and as a result complies with its bylaws.
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 (email). <i>MN §124E.07, subd. 8(b)</i>	Yes	https://www.crosslakekids.org/board-of-education.html
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://www.crosslakekids.org/board-of-education.html
O.6.3	Identifying and contact information for the school's authorizer. <i>MN §124E.07, subd. 8(b)</i>	Yes	https://www.crosslakekids.org/authorizer.html
O.6.3	Committee meeting time, place, and access information posted properly. <i>MN §13D.04</i>	Yes	https://www.crosslakekids.org/board-of-education.html
<u>General Comments/Observations/Compliance Elements or Effective Practices Observed (e.g. Director Evaluation, Strategic Planning, Bylaw Changes, Policy Actions, etc.)</u>			
<u>Required Follow-Up:</u>			
<ul style="list-style-type: none"> • In accordance with Section 6.20 of the charter contract, within 10 business days of the meeting please provide OW with an updated board roster, signed Exhibit L from the new member, and certify to OW that that the school ran a background check prior to seating the member and whether or not the background check contained adverse information. • Please update the website with the new member's name, affiliation, and contact information. 			