



**BOARD OF DIRECTORS
WORKING GROUP /
TASK FORCE REPORT**

Meeting Information:

Meeting Name:	CISA Workgroup
Date & Time:	March 16, 2021, 2:20 P.M.
Location:	Zoom
Invitees:	Susan Bloomgren, Missy Madigan, Mandee Gordon, Amanda Heitzman, Jane Wegener Venema, Jason Berger, Rahul Deep
Attendees:	Susan Bloomgren, Missy Madigan, Jane Wegener Venema, Jason Berger

Meeting Agenda / Objective(s):

Objective(s)	Upon Debrief: Objective Met?
1. Review Online Learning Application, Sections 1-7	Yes
2.	

Meeting Minutes:

1. Board Meetings
 - a. March 9 Board Workshop
 - i. Susan and Missy presented timeline to the Board and facilitated dialogue for the vision and purpose of online learning.
 1. [Online Learning Provider Application & Process](#)
 2. [Online Learning Provider Board Approval.pdf](#)
 3. [University of Dallas Online Classical Education Graduate Program.pdf](#)
 4. [Schole Academy.pdf](#)
 5. [Great Hearts Online Summary.pdf](#)
 - ii. Board will provide direction and strategic nature of the program.
 - iii. Concerns presented:
 1. Budgeting
 2. Overall impact on the in-person organization
 - iv. Friends of Education gave approval to submit application.
 - b. March 23 Board meeting
 - i. Dr. Matt Post, University of Dallas, will speak and hold a Q & A session
 - c. April 13 Board Workshop
 - i. Preliminary budget
 - ii. Presentation of focus group information
 - iii. Final CISA-approved application
 - d. April 27 Board Meeting
 - i. Application considered/approved
2. Application
 - a. Section 1 – Mission Statement
 - i. Mission statement is clear.
 - b. Section 2 - Governance



- i. Program oversight will overlap with in-person school
 - 1. Operations may require the hiring of additional staff
- c. Section 3 – Leadership & Planning
 - i. Separate enrollment
 - 1. Replication vs. Expansion
- d. Section 4 – Integrity & Accountability
- e. Section 5 – Curriculum & Course Design
 - i. Updated language from Eagle Ridge Classical documents is needed
 - ii. Clarification needed
 - 1. Internet and device requirements for students and teachers
 - 2. Is a separate employee handbook needed to list what is provided for instructors?
- f. Section 6 – Minnesota K-12 Standards
- g. Section 7 - Instruction
 - i. Minimum contact between teachers and students should be increased to
 - 1. K-2: Daily
 - 2. 3-5: At least 4x per week
 - 3. 6-8: At least 3x per week
 - 4. 9-12: At least 2x per week
 - ii. Upfront expectations need to be made clear to families

Decisions:

1. CISA may meet twice in April if needed

Assigned Action Items (What’s Next?):

Task	Accountability	Due Date	Date Completed
Provide survey results to CISA	Susan & Missy		
Check that the budget is holding to the application	Missy		
Follow up with Janice regarding enrollment prioritization	Missy		
Updated language needed in section 5a	Missy		3/16/21
Update future CISA meeting invitations with Missy’s Zoom link	Missy	4/20/21	3/18/21

What’s Been Accomplished?

Task	Who Was Responsible?	Due Date	Date Completed

Parking Lot / Issues to be resolved in Future Agendas:

Date	Issue	Priority	Risk	Notes