

Board of Directors Meeting December 16, 2025 -- 4:30 pm to 6:30 pm

Mission: Cyber Village Academy prepares students to meet the challenge of a rapidly changing world with confidence by helping them to become inquiring, knowledgeable, caring, and active citizens who value academic rigor, integrity, self-reliance and compassion.

Call to order: 4:38 p.m.

Board Members: Carol Gale, Maggie Jungbluth, Cherie Neima, Tim Normandt (Absent), Annie Ponder (Family), Jennifer Roberts (Family), Katelynn Strawmatt (Work), Carrie Thompson, Nicole Rasmussen (ex officio), Joe Aliperto (ex officio), Open Parent Seat

Location: CVA Media Center, Some board members may participate virtually in the meeting

Google Meet: <https://meet.google.com/yts-uqxn-dqi>

Or dial: (US) +1 786-540-5692 PIN: 876 904 614#

1. Approval of Agenda
 - Maggie moved to approve the agenda, seconded by Katelynn**
 - Carol Gale approved**
 - Maggie Jungbluth approved**
 - Cherie Neima approved**
 - ~~**Tim Normandt (absent)**~~
 - Annie Ponder approved**
 - Jennifer Roberts approved**
 - Katelynn Strawmatt approved**
 - Carrie Thompson approved**
2. Declaration of Conflict of Interest
 - No conflict of interest reported**
3. Public Comment: The board will recognize anyone from the public who wants to speak at this time. The board reserves the right to limit the time of the public comment. The public will not have the opportunity to speak or comment on any agenda item after the public comment time has passed.
 - No public comment**
4. Consent Agenda (4:35pm - Vote)
 - a. Approval of Minutes
 - i. [November Minutes](#)
 - b. Board Policy Review
 - i. [Policy 213](#): School Board Committees
 - ii. [Policy 214](#): Out of State Travel by Board Members
 - iii. [Policy 302](#): Executive Director
 - iv. [Policy 620](#): Credit for Learning

v. [Policy 905](#): Advertising

Cherie moved to approve the Consent Agenda, seconded by Katelynn

Carol Gale approved

Maggie Jungbluth approved

Cherie Neima approved

~~Tim Normandt~~ (*absent*)

Annie Ponder approved

Jennifer Roberts approved

Katelynn Strawmatt approved

Carrie Thompson approved

5. Financial Report (Dieci) (4:40-5:00pm - Vote)

a. Financials

i. [November Financial](#)

ii. [November Detailed](#)

iii. Credit Card Activity

1. [October](#)

2. [November](#)

iv. Audit Update

***Nicole & Finance Committee will facilitate making sure line items are accurately identified**

Annie moved to approve the Financial Report, seconded by Maggie

Carol Gale approved

Maggie Jungbluth approved

Cherie Neima approved

~~Tim Normandt~~ (*absent*)

Annie Ponder approved

Jennifer Roberts approved

Katelynn Strawmatt approved

Carrie Thompson approved

***Joe shared auditing “stuff” on track, our auditor will present to the board at the February meeting**

6. Board Business (5:00 - 5:40pm Vote)

a. Board Policy 1st reading (5 min.)

i. [Policy 703](#): Annual Audit

***Maggie read Policy 703: Annual Audit**

b. Staff Handbook

i. [PFML Update](#) (Vote)

***Nicole shared updated PFML segments based on last month’s discussion re: supplemental benefit options & payment choice, will be in staff handbook, shared with everyone**

Katelynn moved to approve the PFML Policy, seconded by Annie

Carol Gale approved

Maggie Jungbluth approved

Cherie Neima approved

~~Tim Normandt~~ *(absent)*

Annie Ponder approved

Jennifer Roberts approved

Katelynn Strawmatt approved

Carrie Thompson approved

- c. Open Seat on Board
 - i. Annette Bridges - Resignation
 - ii. Option to appoint a parent member

***if anyone knows likely candidate to appoint for parent seat on board, please do so & let Nicole & Carrie know - 6 month commitment from January to June; Robyn suggested we might be able to recruit someone at the Spaghetti dinner Arts Night 1/14 (Nicole will put in NFTV)**

- d. Sustainability (Updates 15 min. total)
 - i. Finance and Facilities Update
 - 1. Program Options
 - a. Pre-K
 - b. 18+ Transitions Program
 - c. Minneapolis Public Schools Transportation option
 - d. Elementary Shift to 4 days in person/1 day online

***Nicole shared for F&F Comm:**

***doing Pre-K not viable for 2 more years**

***next year we could offer 18+ transitions support - July 1 is deadline if we want to do it, authorizer denying applications now for expansions due to saturation/enrollment for K-12 level not sure about 18+, Nicole will continue to pursue**

***using MPS transportation - not a viable option because MPS won't pick up St. Paul students - we would get \$80,000 funding (our current cost is \$110,00 for our 4 routes - \$55,000 goes to MPS, \$55,000 goes to SPPS, so MPS would get more \$\$)**

***Elem shift to 4 days in-person/1 online - Nicole looking into whether we'd need IQS contract change approval, thought would be a benefit, board may want to pursue further - possibly a work group to see what new programmatic shift would like like in more detail, next step board recommend more data (survey?, marketing?)**

Carol moved to have leadership officially pursue elementary programmatic change, seconded by Cherie

Carol Gale approved

Maggie Jungbluth approved

Cherie Neima approved

~~Tim Normandt~~ *(absent)*

Annie Ponder approved

Jennifer Roberts approved

Katelynn Strawmatt approved

Carrie Thompson approved

- 2. Data Collection
 - a. Culture & Climate Survey Data
 - ii. Curriculum & Instruction Update

1. Survey Data Options

a. [Google Form Survey Draft](#)

b. Cognia Survey - December 2025 [Summary Data](#)

***Nicole explained summary data from Cognia Survey, Q is whether or not we want to have further information being careful not to over-survey our stakeholders, perhaps an elementary parent only survey - facilitated by leadership/admin & Katelynn as part of work group**

***Board recommends members of C&I & F&F committees be assigned to create a work group to explore the 4 day elementary option**

e. Marketing (Discussion - Vote 10 min.)

i. Request for Proposal sent

1. [Neuger](#)

2. [Thunder Lab](#)

3. XBlu - best if someone else does this intense research, still able to support

4. Niche - no formal response but we have pricing

ii. Board approval for \$30,000 contract

**Maggie moved to accept marketing proposal from Neuger, seconded by Katelynn
Carol Gale approved**

Maggie Jungbluth approved

Cherie Neima approved

~~Tim Normandt~~ (absent)

Annie Ponder approved

Jennifer Roberts approved

Katelynn Strawmatt approved

Carrie Thompson approved

7. Administrators' reports (5:40 - 6:00pm)

a. [Director](#)

i. General Update

ii. Federal Funding [Update](#)

iii. MN Happenings

1. Blue Ribbon Commission - Special Education Funding

b. [Assistant Director of Culture & Climate](#)

c. [Principal Report](#)

d. Special Education Director (included in Director report)

***Nicole shared highlights from Director report re: staffing/hiring updates, budgeting, enrollment info, marketing info, lots of potential changes that will likely affect charter schools negatively**

***Robyn shared highlights from ADoC&C report re: attendance & how it's tracked for online days, IXL data - those using it showing positive growth overall,**

***Peggy shared highlights from Principal report re: student survey info, updated Course Catalog, new curriculum review cycle planned**

Carrie Thompson left 6:15pm

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8. Other Business (6:00 - 6:30pm)

- a. Board Self Assessment (5 min.)
 - i. [Self Assessment Tool](#) - Discussion

***Robyn will create & send out a Google Form so we can take, analyze, & do summaries prior to the January meeting**

- b. Committee Updates (5 min each)
 - i. [Finance & Facilities Committee](#)
 1. Facilities
 - a. Building work
 - b. Virtual Properties Update
 - i. HVAC
 - ii. Air Ventilation Grant Round #2
 - ii. [Curriculum & Instruction Committee New Link](#)
 - iii. [Governance Committee](#)

***Nicole shared F&F Comm update beyond items discussed above**

***C&I Comm linked document is not the correct link, new link added above, Annie shared highlights relating to committee goals review**

***Maggie shared that Kati G joined Gov committee - they're making priority list for updating policies**

- c. [Board Member Recommended Training](#) (10 min.)
 - i. Required Training [Document](#)
 - ii. Monthly Recommendation Topics
 1. Summary: [Eight Characteristics of Effective School Boards](#)
 2. [MN Charter Board Trainings:](#)
 - a. Prevent Audit Findings for Misstatements
 - b. Prevent Audit Findings in Internal Controls

d. Other

9. Adjournment 6:30 p.m.

Katelynn moved to adjourn, seconded by Jennifer

Carol Gale approved

Maggie Jungbluth approved

Cherie Neima approved

~~Tim Normandt~~ (absent)

Annie Ponder approved

Jennifer Roberts approved

Katelynn Strawmatt approved

~~Carrie Thompson~~ (left early)

Next meeting: January 27, 2026

February 24, 2026

May 26, 2026

March 24, 2026

June 23, 2026

April 28, 2026

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