

Board of Directors Meeting **November 25, 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.

Board meeting convened at 4:31am

Board Members: Annette Bridges (**absent**), Carol Gale, Maggie Jungbluth, Cherie Neima, Tim Normandt, Annie Ponder, Jennifer Roberts (weather), Katelynn Strawmatt, Carrie Thompson, Nicole Rasmussen (ex officio), Joe Aliperto (ex officio)

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

Tim moved to approve the agenda, seconded by Cheryl

Carol Gale approved

Maggie Jungbluth approved

Cherie Neima approved

Tim Normandt approved

Annie Ponder approved

Jennifer Roberts approved

Katelynn Strawmatt approved

Carrie Thompson approved

2. Declaration of Conflict of Interest

No conflicts of interest recorded

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. [October Minutes](#)

b. Board Policy Review

i. [203.5 School Board Meeting Agenda](#)

- ii. [203.6 Consent Agendas](#)
- iii. [206 Public Participation in School Board Meetings](#)
- iv. [207 Public Hearings](#)

Maggie moved to approve the consent agenda, seconded by Katelynn

Carol Gale approved

Maggie Jungbluth approved

Cherie Neima approved

Tim Normandt approved

Annie Ponder approved

Jennifer Roberts approved

Katelynn Strawmatt approved

Carrie Thompson approved

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

a. Financials

- i. [October Financial](#)
- ii. [October Detailed](#)
- iii. Credit Card Activity

Katelynn has reviewed the October financial report

Tim moved to approve the October financial report, seconded by

Katelynn

Carol Gale approved

Maggie Jungbluth approved

Cherie Neima approved

Tim Normandt approved

Annie Ponder approved

Jennifer Roberts approved

Katelynn Strawmatt approved

Carrie Thompson approved

iv. Minnesota Paid Family Medical Leave Update

- 1. Approximate cost is \$10,000 to employer
- 2. 50/50 split with employee

6. Board Business (5:00 - 5:50pm Vote)

a. Contract Approval (Vote - 2 min.)

- i. [Lisa Fankhauser](#), Special Education Teacher (Dec.1 start date)

Tim moved to approve Lisa Fankhauser's contract, seconded by Annie

Carol Gale approved

Maggie Jungbluth approved

Cherie Neima approved

Tim Normandt approved

Annie Ponder approved

Jennifer Roberts approved

Katelynn Strawmatt approved

Carrie Thompson approved

- b. Minnesota Paid Family Medical Leave Act (Discussion - 5 min.)
 - i. Policy to be added to Staff Handbook
 - ii. [Draft](#) - Highlighted areas to be discussed
Discussion – supplemental leave versus not giving supplemental leave
 - iii. Approval at the December meeting
- c. Sustainability (Update 5 min. each group, 20 min. total)
 - i. Governance Committee Update
 - 1. Boost Enrollment
 - a. Public Profile Updates
 - b. Community Connections
 - ii. Finance and Facilities Update
 - 1. Program Options
 - a. Elementary going to 4 days a week in person/1 day a week online
 - b. Pre-K
 - c. 18+ Transitions Program
 - d. Minneapolis Public Schools Transportation option
 - 2. Data Collection
 - a. External: Transportation, Meals, Increased ES Direct Instruction (4 days in person/1 day online)
 - b. Internal: Two reasons you chose CVA, two things you would like to see at CVA
 - iii. Curriculum & Instruction Update
 - 1. Survey Data Options
 - a. Data collection tool development: What do people want, what keeps or draws people to CVA, etc.
 - b. [Google Form Survey Draft](#)
- d. Marketing (Discussion - Vote 20 min.)
 - i. Budget
 - ii. Goals
 - 1. Rebranding
 - 2. Public face of CVA
 - 3. Target Market
 - iii. Options for support:
 - 1. Neuger: Rebranding, Market Analysis, Target Market, Digital Campaigns
 - 2. Niche: Target Market, Digital Campaigns

Katelynn moves to increase the marketing budget to 40,000 and approve a 30,000 marketing contract with Neuger, Annie seconds

Carol Gale approved

Maggie Jungbluth approved

Cherie Neima approved

Tim Normandt approved

Annie Ponder approved

Jennifer Roberts approved

Katelynn Strawmatt approved

Carrie Thompson approved

3. XBlu: Website, Blogs, SEO, Meta Tags, Digital Campaigns

7. Administrators' reports (5:20 - 5:40pm)

a. [Director](#)

i. General Update

1. Enrollment

2. School Events

3. Staffing

ii. Federal Funding [Update](#)

iii. IQS Update

1. Midyear review

2. Visit to campus

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

c. [Principal Report](#)

d. Special Education Director (included in Director report)

8. Other Business (5:40 - 6:20pm)

a. Board Self Assessment (15 min.)

i. Review Board Retreat [Results](#)

ii. [Self Assessment Tool](#) for December - Discussion

b. Committee Updates (5 min each)

i. [Finance & Facilities Committee](#)

1. Facilities

a. Building work

b. Virtual Properties Update

ii. [Curriculum & Instruction Committee](#)

iii. [Governance Committee](#)

c. [Board Member Recommended Training](#) (10 min.)

i. Required Training [Document](#)

ii. Monthly Recommendation Topics

1. "Conduct Financial Oversight of Fund Balance"

2. Open Meeting Law & Data Practices Basics for Charter Schools
(Carrie & Nicole) MACS Virtual Training [Slides](#)

3. Finance Training (Carrie & Katelynn) MACS Training

d. Other

9. Adjournment

Tim moves to adjourn, Maggie seconds

Carol Gale approved

Maggie Jungbluth approved

Cherie Neima approved

Tim Normandt approved

Annie Ponder approved

Jennifer Roberts approved

Katelynn Strawmatt approved

Carrie Thompson approved

Meeting adjourned at 6:27pm.

Next meeting: December 16, 2025

January 27, 2026

April 28, 2026

February 24, 2026

May 26, 2026

March 24, 2026

June 23, 2026