TRIO Wolf Creek Distance Learning Charter School #4095
School Board Meeting Minutes
Tuesday, June 8, 2021 - 4:15 p.m.

Board Members Present:	Sandy Flint, Sue Frame, Chloe Jackson, Jennifer Lake, Becki Olseen, and Catherine Veith-Bruno.
Board Members Absent:	Greg Paine and Jeff Vitali.
Ex-officio Members:	Brenda Swanson and Tracy Quarnstrom.
Visitors:	Andrea Gehrke, Sarah Schmidt, Shirley Volk, Heather Johnson, Robyn Vosberg-Torgerson, and Sonja Mertz.

1. **Call to Order:**
   The Wolf Creek Charter School Board met virtually via Google Meets on Tuesday, June 8, 2020. Director Quarnstrom opened the meeting at 4:17 p.m. A Consent Agenda was followed. Motion by Lake, seconded by Flint, and upon roll call vote those in favor of accepting the Consent Agenda as presented; Flint, Frame, Jackson, Lake, and Olseen with none opposed, motion carried.

2. **Roll Call and Approval of Agenda:** ***Consent Agenda Item***

3. **Consideration of Minutes of the Previous Meeting (May 11, 2021):** ***Consent Agenda Item***

4. **Open forum/Visitors:** Visitor Volk is a Hamline student who is working with Tracy Quarnstrom.

5. **Strategic Plan Initiatives:** ***Consent Agenda Item***
   - **A.** Meeting enrollment numbers to fulfill the needs of students and Wolf Creek's capacity through marketing efforts.
   - **B.** Curriculum review and continued enhancement toward achieving goals of engaging, flexible, differentiated, and personalized learning. To achieve this we will offer high-quality professional development to all staff members.
   - **C.** Engaging parents as partners in their student's academic progress.

Catherine Veith-Bruno joined the meeting at 4:23 pm.

6. **Consideration of Claims and Accounts:**

   A. Bills: Vosberg-Torgerson presented a handout dated June 8, 2021, listing the bills totaling $50,899.80 (represented by checks numbered 7094 through 7117). Motion by Flint, seconded by Jackson, and upon roll call vote those in favor of accepting the bills as presented; Flint, Frame, Jackson, Lake, Olseen, and Veith-Bruno with none opposed, motion carried.

   B. Hand-payable Report and Finance Report: Vosberg-Torgerson presented a hand payable report in the amount of $5.73. Vosberg-Torgerson presented the Finance Report dated May 31, 2021, showing total revenues of $144,187.88 and total expenditures in the amount of $214,412.03 with expenditures over revenues in the amount of $70,224.15

leaving a cash-on-hand balance of $546,886.39 and investment of $1,296,000.00. Motion by Veith-Bruno, seconded by Flint, and upon roll call vote those in favor of approving the June 2020 Hand Payables and Financial Report as presented: Flint, Frame, Jackson, Lake, Olseen, and Veith-Bruno with none opposed, motion carried.

C. **CL Authorizer Agreement 2021-2026 and TRIO Wolf Creek Goals 2021-2026:** ***Consent Agenda Item***

D. **FY22 Budget:** Vosberg-Torgerson presented and explained the FY22 Wolf Creek Budget. Motion by Flint, seconded by Frame, and upon roll call vote those in favor of approving the FY22 Budget as presented: Flint, Frame, Jackson, Lake, Olseen, and Veith-Bruno with none opposed, motion carried.

E. **Special Staff Compensation Full Notation:** Motion by Veith-Bruno, seconded by Lake, and upon roll call vote those in favor of approving the full notation of the special staff compensation previously approved by the board: Frame, Lake, and Veith-Bruno with Flint, Jackson, and Olseen abstaining and none opposed, motion carried.

F. **Investments working Group Update:** Recommendations will be brought to the board in July.

G. **COVID Funding Flowchart:** Vosberg-Torgerson presented this flowchart and explained which COVID funding applies to Wolf Creek.

H. **Other:** None.

7. **Business:**

A. **Enrollment:** Swanson reported there are a total of 182 students (149 full-time students, 29 supplemental students, 1 tuition, and 3 PSEO). There will be 31 walking graduates at the June 11th ceremony. Swanson is working on 10 full-time applicants for next year and there are 45 supplemental applicants.

B. **Learning Model Considerations:** The most current COVID data was provided to the board. MDH COVID-19 Prevention Guidance for Summer School and the Executive Summary were shared with the board. Quarnstrom provided a summary of the most recent DART meeting where the continued use of face coverings was discussed by staff members. A letter from staff member Randi Stream was shared with the board. Quarnstrom also shared the new Chisago Lakes quarantine protocols that Wolf Creek would also like to follow, with the added notation that Wolf Creek strongly recommends that families continue to quarantine as appropriate, considering that Wolf Creek students are already equipped to pivot to online learning anytime. Motion by Frame, seconded by Veith-Bruno, and upon roll call vote those in favor of changing mask requirements from "must" to "may", following Chisago Lakes quarantining protocols, and continuing with other COVID campus protocols as noted: Flint, Frame, Jackson, Lake, Olseen, and Veith-Bruno with none opposed, motion carried.
The most current COVID-19 information, including changes in protocols and policies will be available on the Wolf Creek website on June 21, 2021.

C. **Marketing**: Quarnstrom provided a marketing update (Gehrke was present, but was having audio difficulties). Facebook posts and ads are being used extensively.

D. **Summer Curriculum Review:** ***Consent Agenda Item.***

E. **Comparison of Local Hourly and Sub Rates:** ***Consent Agenda Item.***

F. **Update to Personnel Policies for SUPPORT STAFF 2020-2022:** ***Consent Agenda Item.*** **("Clerical" changed to "Support Staff").**

G. **Q-Comp Annual Report:** ***Consent Agenda Item.***

H. **2021-2022 Learning Manager/Support Staff Agreements:** Motion by Veith-Bruno, seconded by Lake, and upon roll call vote those in favor of accepting the 2021-2022 Learning Manager agreements as noted: Frame, Lake, and Veith-Bruno, with Flint, Jackson, and Olseen abstaining, motion carried. Motion by Flint, seconded by Lake, and upon roll call vote those in favor of accepting the 2021-2022 Support Staff Agreements as noted: Flint, Frame, Jackson, Lake, Olseen, and Veith-Bruno with none opposed, motion carried.

I. **Board Retreat:** The Board Retreat will be held on Tuesday, July 20th from 4:00-7:00 pm. Dinner will be served and it will be held in person, on the Wolf Creek campus. **Future Board Meetings:** The July board meeting will be held virtually. The August board meeting will be the first board meeting held in person, on the Wolf Creek campus.

J. **Board Stipend:** The January-June board stipend claim forms will be approved this week.

K. **Other:** None.

8. **Policies and Procedures:** Motion by Veith-Bruno, seconded by Frame, and upon roll call vote those in favor of approving the new version of Policy 808: Face Covering Policy with changes from "must" to "may" and other wording changes to reflect the option of wearing face coverings: Flint, Frame, Jackson, Lake, Olseen, and Veith-Bruno with none opposed, motion carried.

9. **Other:** The next regular board meeting is on Tuesday, July 13, 2021, at 4:15 pm.

10. **Adjournment:** Motion by Olseen, seconded by Veith-Bruno, and upon roll call vote those in favor of adjourning the meeting at 5:29 pm: Flint, Frame, Jackson, Lake, Olseen, and Veith-Bruno with none opposed, motion carried.

Approval of Minutes of the June 2021 Meeting:

Susan Frame
Board Representative

7/13/2021
Date