TRIO Wolf Creek Distance Learning Charter School #4095
School Board Meeting Minutes
Tuesday, October 12, 2021 - 4:15 p.m.

Board Members Present:	Sandy Flint, Sue Frame, Chloe Jackson, Jennifer Lake, Becki Olseen, Greg Paine, Catherine Veith-Bruno, and Jeff Vitali.
Board Members Absent:	None.
Ex-officio Members:	Brenda Swanson and Tracy Quarnstrom.
Visitors:	Robyn Vosberg-Torgerson., Heather Johnson

1. **Call to Order:**
   The Wolf Creek Charter School Board met on Tuesday, October 12, 2021. Chairman Vitali opened the meeting at 4:16 p.m. with the pledge of allegiance to the flag, followed by the reading of the Wolf Creek Online High School mission statement, the vision statement, and the Wolf Creek motto.

2. **Roll Call and Approval of Agenda:** Roll call was taken. Lake moved to accept the Agenda; Frame seconded. All voted in favor; motion carried.

3. **Consideration of Minutes of the Previous Meeting:** Motion by Frame, seconded by Veith-Bruno, to approve the regular board meeting held Tuesday, September 14, 2021. All voted in favor; motion carried.

4. **Open forum/Visitors:** Presentation by Tyler See, Auditor with ABDO: The 2021 Final Annual Financial Report, Final Management Communication and Final Audit Presentation were shown and explained by Tyler See. He stated that Wolf Creek has "no deficiencies at this time" and that the General Fund looks "really healthy for at least five years". A motion was made by Vitali and seconded by Veith-Bruno to accept the Audit Reports as presented. All voted in favor; motion carried.

5. **Strategic Plan Initiatives:**
   A. Meeting enrollment numbers to fulfill 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.

6. **Consideration of Claims and Accounts:**
   A. **Bills:** Vosberg-Torgerson presented a handout dated October 12, 2021, listing the bills. Motion by Lake, seconded by Vitali, to approve the bills dated Oct. 12, 2021, totaling $64,150.49 (represented by checks numbered 9754 through 9778). All voted in favor; motion carried.

B. **Hand-payable Report and Finance Report:** Vosberg-Torgerson presented a hand payable report in the amount of $0.72. Vosberg-Torgerson presented the Finance Report dated 9/30/2021, showing total revenues of $152,098.62 and total expenditures in the amount of $141,590.45 with revenues over expenditures in the amount of $10,508.17 leaving a cash on hand balance of $835,771.88 and investment of $996,000.00. Also presented was the 2020-2021 invoice paid to Chisago Lakes ISD #2144 for ADM count in the amount of $105,133.50. Motion by Vitali, seconded by Veith-Bruno, to approve the September 2021 Hand Payables and Financial Report and the ADM invoice. All voted in favor; motion carried.

C. **Chisago Lakes Authorizer Fees** - FY21 Authorizer Statement of Income and Expenditures – Sarah Schmidt will be bringing this to the board at a future meeting.

D. **Summer School Payment 2021**

E. **Budget** – nothing new to present at this time.

F. **Other** –

Maintenance of Effort Updates: Director Lake defined this as "laws that ensure that school districts do not reduce services to students in need". Quarnstrom explained to the board that TWC did not make Maintenance of Effort for fiscal year 2020 and that MDE would be taking back $26,283.25. She said this could be due to various reasons such as a coding error or different personnel, and stressed that all Wolf Creek students are getting the support and services they need. Looking ahead, Quarnstrom stated that we are working toward getting the money back and should be fine in FY2021.

Lease Agreement:

ECF: Swanson told the board about Emergency Connectivity Funds that Wolf Creek was awarded in the sum of roughly $40,000. The grant money is to be used for technology that a student can have access to anywhere and was used to purchase 100 Chromebooks and 25 Hotspots for the school so far.

Pupil Reduction Fund: Quarnstrom talked about the Pupil Reduction Fund and Pandemic Loss Allocation - $21,103 for last year. This is due to Wolf Creek having low enrollment last fall so the state has allocated these funds to help defer school costs. Also mentioned was a SPED recovery payment for failure to meet MOE in 2019-2020.

7. **Business:**

A. Enrollment: Swanson reported there are a total of 216 students (179 full-time students; 32 supplemental students; 1 tuition; and 4 PSEO.) Swanson said of the 179 new students 99 are new to Wolf Creek, with more continuing to come in. Also mentioned was that the 'Enroll now' button on the website was not working for a few days. Webduck Design was contacted and the problem was immediately fixed.

B. Marketing: Nothing new was presented. Quartnstrom and Swanson agreed that using Webduck Design to optimize our website's search engine at the beginning of the school year was a good thing.

C. Equity Working Group Discussion: Agenda and Members, Moodle link from August training: Quarnstrom mentioned that this will be a standing item on the agendas for the foreseeable future. She and Director Jackson told the board how helpful it was having students as members in the Equity Group and that a survey will be coming soon that will address how students feel about equity training. Also proposed was inviting the group to the May board meeting to report on their experience.

D. County Data Review MDE: A COVID tracker handout, that was a link from the September board meeting, explained how the county continues to track and use COVID-19 data. Several board members mentioned that having Colton Anderson present again would be helpful and Quarnstrom agreed to look into it.

E. Continued Safety Plan Discussions: Nothing new at this time

F. Q-Comp Goal: Flint showed information from the state that states that math is the chosen subject for FY22 Q-Comp Goals and how TWC would work toward achieving our goals. Flint told of the differences between Fastbridge testing vs. MCA testing. A motion was made by Lake to accept the motion, Frame called second; All voted and the motion passed.

G. Clerical PLC Goals and Admin PLC Goals: To be brought up at the november meeting with a link from Flint.

H. Director Evaluation for Quarnstrom: Was mentioned that this will be brought to the board in the November meeting.

I. Assurance of Compliance: Human Rights Coordinator – B. Swanson, Title IX and 504 Coordinator – T. Quarnstrom

J. On-Track Graduates Data: Flint a chart was presented showing that 96% of seniors enrolled on October 1st with 19 credits are on track to graduate.

K. SCVF Music Grant Article: The board was invited to read a newspaper article talking about money that TWC used to bolster the music program.

L. Resignation of Julie Kramer: Motion to accept the resignation of Julie Kramer was made by Vitali and seconded by Veith-Bruno. All voted; motion carried.

M. Update phone numbers, emails and pictures of Board Members on Website: This was completed by all board members.

N. Update picture of Board Members: This was completed by all board members.

O. Other – Overage Pay reminders

8. **Policies and Procedures:** Policy 413: Policy Prohibiting Harassment and Violence, Policy 608: Instructional Services – Special Education, Policy 612.1: Development of Parent and Family Engagement Policies for Title 1 Programs, Policy 613: Graduation Requirements, Policy 614: School Testing Plan and Procedure, Policy 616: Charter School System Accountability, Policy 620: Credit for Learning/Test Out/Assess out Procedure, and Policy 624: Online Learning Options were presented for review. After a brief discussion about fixing a typo in 613 and changing a date on 413, a motion was made by Vitali and seconded by Veith-Bruno to accept the policies. All voted; motion carried.

9. **Other:** The next meeting is on Tuesday, November 9, 2021, at 4:15 pm.

10. **Adjournment:** Motion by Olseen; seconded by Veith-Bruno to adjourn the meeting at 5:21 p.m. All voted in favor; motion carried.

Approval of Minutes of the October 12, 2021 Meeting:

Board Representative

11/09/21
Date