TRIO Wolf Creek Distance Learning Charter School #4095
School Board Meeting Minutes
Tuesday, November 9, 2021 - 4:15 p.m.
**Consent Agenda*

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, Sarah Schmidt, Colton Anderson, Shirley Volk and Heather Johnson

1. **Call to Order:**
   The Wolf Creek Charter School Board met on Tuesday, November 9, 2021. Chairman Vitali opened the meeting at 4:15 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 Consent Agenda:** Roll call was taken. Chairman Vitali moved to accept the consent agenda; Lake seconded. All voted in favor; motion carried.

3. ***Consideration of Minutes of the Previous Meeting (October 12, 2021):** Motion by Vitlali, seconded by Lake, to approve the minutes from the regular board meeting held Tuesday, October 12, 2021. All voted in favor; motion carried.

4. **Open forum/Visitors:** The Board heard from three different people during this time: Visitors Colton Anderson with Chisago Public Health and Tracy Quarnstrom, Director of TWC, and Open Forum speaker, Brenda Swanson, Dean of TWC. A virtual presentation given by Anderson, showed and explained the way the county uses data related to COVID-19 to make decisions regarding the School District. The Board was given handouts of the tracker with the most updated data and was shown where Chisago Lake District fits in. This was as per the Board from previous meetings and will become a regular Safe School Plan discussion that will be on the Agenda every month; one that will be open to a vote every month. The next Visitor was Tracy Quarnstrom, who took the Board through the Wolf Creek 2021 Director Evaluation Presentation. Quarnstrom explained her goals and projects, saying the evaluation would be submitted to the board before the December, 14th meeting. Open Forum speaker, Brenda Swanson, then shared with the Board her thoughts regarding face masks being 'required' versus 'recommended', presenting the Board with recent visuals of all the other schools in Chisago Lakes District doing activities mask-less. She urged the Board to let everyone decide for themselves and their children, whether or not to wear a face mask.

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.
   - **D. *Annual Report**
   - **E. *World's Best Workforce Report Draft**
   - **F. *Authorizer Accountability Template**
   - **G. *SCV Foundation Music Grant Round Two Submission**
   - **H. *ABDO Company name change**
   - **I. *Critical Race Theory Article**
   - **J. *Other:** MPR Article sent in by Board Member Veith-Bruno about COVID-19 in MN. Presented as additional reading on the issue.

6. **Consideration of Claims and Accounts:**
   - A. **Bills:** Vosberg-Torgerson presented a handout dated Nov. 9, 2021, listing the bills. Motion by Flint, seconded by Veith-Bruno, to approve the bills dated November 9, 2021, totaling $65,054.41 (represented by checks numbered 7235 through 7257). Two additional items were brought up: Brenda Swanson's TWC credit card was cancelled and a new one was issued, due to the fact that unexplained charges were being made on the old one. The other item was the holding of a T-Mobile bill until a consultation with Mike Klun occurred. All voted in favor; motion carried.

   - B. **Hand-payable Report and Finance Report:** Vosberg-Torgerson presented a hand payable report in the amount of $0.98. Vosberg-Torgerson presented the Finance Report dated October 31, 2021, showing total revenues of $145,227.69 and total expenditures in the amount of $144,472.51 with revenues over expenditures in the amount of $755.18 leaving a cash on hand balance of $603,448.99 and investment of $1,248,000.00. Motion by Chairman Vitale, seconded by Veith-Bruno, to approve the October 2021 Hand Payables and Financial Report, with the discussed changes regarding a pending Visa bill. All voted in favor; motion carried.

C. **Salary Augmentation Discussion and History**: Vosberg-Torgerson and Quarnstrom talked about money totaling $21,103.00 that is considered "Pandemic Enrollment Loss" that TWC received for low enrollment. While Wolf Creek is on track to right those numbers by next year, using the money now to augment salaries of both full-time and part-time employees could happen with little repercussions. A motion was made by Frame to pay full-time staff $2000.00 and part-time staff $1000.00, thereby using more than the Pandemic Enrollment Loss Money. The motion was seconded by Veith-Bruno. A roll call vote was taken on the issue of a blanket motion being passed to discuss a more detailed motion at the December 14th board meeting, with checks being issued before the Winter Break. Motion carried with the votes as follows:

Flint: Abstain
Paine: Yes
Olseen: Abstain
Lake: Yes
Vitali: Yes
Jackson: Abstain
Veith-Bruno: Yes
Frame: Yes

D. **Chisago Lakes Service Agreement Revised:** A motion made by Vitali and seconded by Lake to bring this to the Chisago Lakes School Board. All voted: motion carried.

E. **Lease Aid Request:** The board voted to approve the presented request for FY22 building Lease Aid in the amount of $166,673.69. Motion to accept was made by Chairman Vitali with a second by Jackson. All voted: motion carried.

F. **Chisago Lakes Authorizer Fees:** FY21 Authorizer Statement of Income and Expenditures was presented in the amount of $18,801.40 and a motion to accept as presented was made by Chairman Vitali and Seconded by Veith-Bruno. All voted: motion carried.

G. **Budget:** Revisions are coming in December so this was not discussed much. TWC is operating slightly in the negative but enrollment is high and all felt there was no need to worry.

H. **Hmong College Prep's violation of state law:** The entire board agreed that this article served as a good reminder about communication and the need to have a strong governing board staying on top of things.

I. **Adult Basic Ed./Community Ed. (ABE) Request:** Quarnstrom and Swanson were approached by ABE with a request to rent space at the 10363 Liberty Lane location for night-time educational use. After a brief discussion the board felt there were too many

issues to entertain the proposal at this time. Vitali made a motion to reject the proposal and Frame seconded it. All voted in favor; motion carried.

J. Other

7. **Business:**
   A. Enrollment: Swanson reported there are a total of 227 students (190 full-time students; 30 supplemental (OLL) students; 2 tuition; and 5 PSEO.)

   B. Number of Students on Campus this Year: Flint presented a chart for the board's consideration that showed how many students are on campus on a given day. The average percent at this time is 18.18%.

   C. Marketing: Quarnstrom said that, besides the website, we are not really doing much. All felt this was the appropriate decision at this time.

   D. Admin/Clerical PLC Details: Flint & Quarnstrom – two different charts were shown to the board: one for Admin Goals Compensation Payout for 2021-22 and one for Clerical Goals Compensation Payout for 2021-2022. The first chart shows that total available payment is $3000.00 per teacher and the second one shows $1500.00 available to Admin Assistant, Clerical and Educational Assistants. A motion was made by Flint and Seconded by Olseen to continue this. All voted: motion carried.

   E. Equitable Safe Learning Advisory Group (MN Dept. of Education): Quarnstrom said she will be meeting with Sarah Schmidt about this to discuss how our Equitable Safe Learning Advisory Group will continue to work with MDE to support the school community and families, particularly through a lens of racial equity, throughout the COVID-19 pandemic so students can always receive the best education possible.

   F. Other: Quarnstrom – MACS and Department of Health and Pediatrics are asking for contact information for school board members to send communications in the next week around the need for school boards to embrace all mitigating factors possible in the fight against COVID 19.

8. **Policies and Procedures:** The five policies brought to the board for review were 703: Annual Audit, 704: Development & Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System, 706: Acceptance of Gifts, 709: Student Transportation of Safety Policy, and 712: Video Surveillance Other Than on Busses. A Motion was made by Vitali and seconded by Veith-Bruno to accept the policies presented for review. All voted in favor: motion passed.

9. **Other:** The next meeting is on Tuesday, December 14, 2021, at 4:15 pm.

10. Adjournment: Motion by Olseen; seconded by Veith-Bruno to adjourn the meeting at 5:45 p.m. All voted in favor; motion carried.

Approval of Minutes of the November 9, 2021 Meeting:

Board Representative

12/14/2021
Date