TRIO Wolf Creek Distance Learning Charter School #4095
School Board Meeting Minutes
Tuesday, May 10, 2022 - 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, and Heather Johnson

1. **Call to Order:**
The Wolf Creek Charter School Board met on Tuesday, May 10, 2022. Chairperson 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. Board member Flint moved to accept the Consent Agenda; Lake seconded. All voted in favor; motion carried.

3. **Consideration of Minutes of the Previous Meeting:** Consent Agenda Item.

4. **Open forum/Visitors:** None

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. **Craig Kepler Presentation:** Craig Kepler, a lease-lawyer with Best Law, presented on affiliated building companies (ABC) and how a charter school can create one to buy property. After discussion and questions from board members to Mr. Kepler, a motion was made by Vitali, and seconded by Veith-Bruno, to create a working group to continue investigating ABCs. All voted, motion carried.

7. **Consideration of Claims and Accounts:**
   A. **Bills and Wires:** Vosberg-Torgerson presented a handout dated May 10, 2022, listing the bills. Motion by Lake, seconded by Veith-Bruno, to approve the bills dated 5/10/2022, totaling $90,167.71 (represented by checks numbered 7373 through 7400). All voted in favor; motion carried. A register showing bills that are paid electronically (by wire) was presented in the amount of $22,005.15. This report is shown as an FYI and requires no

action from the board.

B. **Finance Report:** Vosberg-Torgerson presented the Finance Report dated April 30, 2022, showing total revenues of $133,882.23 and total expenditures in the amount of $159,233.63 with revenues over expenditures in the amount of $(25,351.40) leaving a cash on hand balance of $632,581.78 and investment of $1,248,000.00. Motion by Lake seconded by Veith-Bruno, to approve the 4/30/22 Financial Report. All voted in favor; motion carried.

C. **Personnel Policies Draft Proposal:** Quarnstrom presented the draft of the Personnel Policy Proposal, which allows for staff input every two years. A motion was made by Chairperson Vitali to accept the draft as presented and was seconded by Lake. All voted: motion carried.

D. **FY23 Preliminary Budget:** Vosberg-Torgerson presented slides showing the proposed 2023 budget, saying that salaries and benefits are the biggest line-items for Wolf Creek. A motion was made by Vitali to accept the proposed budget with a second made by Veith-Bruno. All voted: motion passed.

E. **Summer School Agreement 2022:** A motion was made by Vitali and seconded by Veith-Bruno, to allow the agreement to go to Chisago Lakes as presented for signatures. All voted: motion carried.

F. **Removing Marylyn Brandt from Visa account and adding Kathy Graen:** No motion was needed to make this change.

G. **Lease Discussion:** Quarnstrom presented the Lease Tip Sheet that shows our current lease information with notes and questions as we investigate this further. More will be presented on this as the ABC working group moves forward.

H. **Other:** Vosberg-Torgerson presented two additional reports: one showed Investment Holdings and the other Employee Reimbursement for Quarnstrom.

8. **Business:**

A. **Enrollment:** Swanson reported there are a total of 228 students (197 full-time students; 20 supplemental students; 0 tuition; and 11 PSEO.) She reported that 53 students should graduate this year and we are on track to start next school year with 155 full-time kids.

B. **Learning Model Considerations**: County Data review - Nothing new at this time.

C. **Marketing:** Quarnstrom – 20th Anniversary Celebration and Marketing costs and plans for Spring-Summer 2022 were discussed. Everyone must be involved in marketing if Wolf Creek is to meet enrollment goals.

D. **Graduation 2022 Updates:** Swanson reported that we are on track for the ceremony on June 10th. Each student is being told they can have up to 12 guests attend at PAC.

E. **20th Anniversary Updates and discussion:** Nothing new at this time. Event is still taking place on May 31st, from 3-5pm. Board was encouraged to send invitations via social media.

F. **Staff Retreat Updates**: On April 20 the Wolf Creek staff met for a day of comradery, lunch and fun. Quarnstrom shared the beach-themed agenda and the "Dream It, Keep It, Fix It" List. This was a list of ideas that the staff put into the three categories and then voted on what was important to them for the upcoming year.

G. **Board Retreat Discussion:** It was decided that the next Board Retreat would take place on June 14, 2022, directly following the regular board meeting.

H. **Other: Wolf Creek email addresses for board members** – Because of sensitive information and fear of hacking, it was determined that all board members will have and use a Wolf Creek email with the confidentiality statement included. This is effective immediately.

9. **Policies and Procedures: Consent Agenda Item:** There were seven policies brought before the board for review only: Policy 205 Open Meetings and Closed Meetings, Policy 207 Public Hearings, Policy 208 Development, Adoption, and Implementations of Policies, Policy 209 Code of Ethics, Policy 210.1 Conflict of Interest-Charter School Board Members, Policy 214 Out-of-State Travel by School Board Members, Policy 714 Fund Balances. One Policy was presented with a redline change: Policy 202 School Board Officers. Vice chair Frame asked that item number 2, under section 4c, saying that the vice chair will serve as a member of the budget committee, be removed.

10. **Other:** The next meeting is on Tuesday, June 14, 2022, at 4:15 pm.

11. **Adjournment:** Motion by Olseen; seconded by Jackson, to adjourn the meeting at 5:35 p.m. All voted in favor; motion carried.

Approval of Minutes of the May 10, 2022 Meeting:

Board Representative _____ Date _____