TRIO Wolf Creek Distance Learning Charter School #4095
School Board Meeting Minutes
Tuesday, June 14, 2022 - 4:15 p.m.

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

1. **Call to Order:**
   The Wolf Creek Charter School Board met on Tuesday, June 14, 2022. Chair Vitali opened the meeting at 4:19 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. A Consent Agenda was followed. Motion by Lake, seconded by Veith-Bruno to accept the Consent Agenda as presented. All voted; motion carried.

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

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

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

5. **Strategic Plan Initiatives: Consent Agenda Item**
   - **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 and Wires:** Vosberg-Torgerson presented a handout dated June 14, 2022, listing the bills. Motion by Flint, seconded by Veith-Bruno, to approve the bills dated 6/14/22, totaling $42,209.90 (represented by checks numbered 7403 through 7423). Vosberg-Torgerson also showed the board a print-out of "Wires", which are Wolf Creek bills that come from wire transfers directly to the District Office, and are not always seen by the school board or TWC staff. All voted in favor; motion carried.

   - **B. Hand-payable Report and Finance Report:** Vosberg-Torgerson delivered the Finance Report dated May 31, 2022, showing total revenues of $146,094.78 and total expenditures in the amount of $196,342.99 with revenues over expenditures in the amount of ($50,248.21), leaving a cash on hand balance of $583,326.24 and investment

of $1,248,000.00. Motion by Lake, seconded by Veith-Bruno, to approve the 5/31/22 Financial Report. All voted in favor; motion carried.

C. **ABC Company/Investment Working Group: Consent Agenda Item -** Vosberg-Torgerson presented data from the entire county showing demographics on student populations that will affect future enrollment. No motion was made, but the entire board agreed to continue moving forward and collecting data on forming an ABC to eventually own the building. This was also discussed in greater detail at the Board Retreat.

D. **Other:**

7. **Business:**

A. **Enrollment: Consent Agenda Item-** Summer school is under way and going well.

B. **Q-Comp Annual Report and School-wide Goal: Consent Agenda Item-** Flint will bring more data to the August meeting.

C. **Marketing: Consent Agenda Item** - Quarnstrom - see plan presented last month.

D. **Designation of T. Quarnstrom as IOWA: Consent Agenda Item -** Quarnstrom was once again named as an Identified Official with Authority (IOWA) with MDE. This is a required designation for any education agency that uses the Education Identity Access Management (EDIAM).

E. **Summer Curriculum Review: Consent Agenda Item-** the board was shown the classes that are offered for summer school and also a graph showing Schoology conversion needs and hours.

F. **2022-2023 Learning Manager & Support Staff Agreements:** Two separate motions were made to accept the 22-23 Agreements for both the Learning Managers and the support staff. The Learning Manager motion was made by Lake and seconded by Veith-Bruno and, with three board members abstaining Flint, Olseen, and Jackson, passed. The motion to accept support staff agreements was made by Frame, seconded by Veith-Bruno, and voted on by all board members. It passed unanimously.

G. **Board Retreat Discussion:** The retreat took place immediately after the board meeting. The main topics of discussion were Vision and Mission Statement and the forming of an ABC.

H. **Wolf Creek email addresses for Board Members:** Board members discussed issues they were having using their new email addresses but all felt it was going well. All board-related items, including the board packets, will be sent only to Wolf Creek emails.

I. **Article by MSBA Executive, Kirk Schneidawind: Consent Agenda Items** - Discussed the importance of self-care and recognizing burnout in the workplace.

J. **Other: Graduation wrap-up:** Quarnstrom and Swanson recapped the day; a video was shown and will be uploaded to all social media.

8. **Policies and Procedures: Consent Agenda Item -** Four policies were brought to the board for review only. Policy 300.1 - Records Retention and Destruction, Policy 300.2 - Administration of the MN Government Data Practices Act, policy 303 - Charter School Director Selection, and Policy 304 - Charter School Director Contract, Duties and Evaluations.

9. **Other:** The next meeting is on Tuesday, July 12, 2022, at 4:15 pm.

10. **Adjournment:** Motion by Olseen; seconded by Jackson to adjourn the meeting at 5:00 p.m. All voted in favor; motion carried.

Approval of Minutes of the June 14, 2022 Meeting:

Board Representative _____ Date _____