TRIO Wolf Creek Distance Learning Charter School #4095
School Board Meeting Minutes
Tuesday, July 12, 2022 - 4:15 p.m.
*Consent Agenda

Board Members Present:	Sue Frame, Chloe Jackson, Becki Olseen, Catherine Veith-Bruno, and Jeff Vitali.
Board Members Absent:	Sandy Flint, Jennifer Lake, Greg Paine
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, July 12, 2022. Chairperson Vitali opened the meeting at 4:34 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 Olseen moved to accept the Consent Agenda; Vitali 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. **Consideration of Claims and Accounts:**
   A. **Bills and Wires: Consent Agenda Item:** Vosberg-Torgerson presented a handout dated July 12, 2022, listing the bills that totaled $33,962.00 (represented by checks numbered 8003 through 8023).

   B. **Finance Report: Consent Agenda Item:** Vosberg-Torgerson presented the Finance Report dated 6/30/2022, showing total revenues of $196,199.98 and total expenditures in the amount of $201,805.53 with revenues over expenditures in the amount of $(5605.55) leaving a cash on hand balance of $633,184.73 and investment of $1,248,000.00.

   C. **ABC Working Group Updates:** Quarnstrom and Vosberg-Torgerson presented the Building Lease Tip Sheet, showing how Wolf Creek's current rental costs are broken down. Discussion ensued about the forming of an Affiliated Building Company with Quarnstrom stating that there are three phases to doing it. First, forming the ABC; next,

working with the landlords (Liberty Lane Ventures) to purchase the building, and third, getting bonding funds and doing repairs. Quarnstom also mentioned that the ABC would need a three-person, non-profit board. A motion was made by Vitali and seconded by Jackson, to continue moving forward with forming the ABC. All voted; motion carried.

D. **Other: Fraud Issues/Lease Aid Application:** The board was shown a spreadsheet that listed the attempts of fraud against Wolf Creek in the form of written bad checks. The board was assured that the matter was in the hands of the proper authorities and that Wolf Creek has not lost any money. Vosberg-Torgerson also collected the signatures of all board members present for the Lease-Aid conflict of interest documents to complete the lease aid packet to MDE in the next month.

7. **Business:**

A. **Enrollment:** Swanson reported on Summer School saying that for Session 1, 44 students were enrolled with three students graduating. For Summer School session 2, two students are signed up; for fall 2022 there are 34 full-time applicants and 23 OLL students.

B. **Learning Model Considerations**: Nothing new at this time.

C. **Marketing:** Quarnstrom presented the Marketing Plan for Spring-Summer 2022. Items on the list include a billboard in Forest Lake during July and August, social media posts, ads in the local papers, word of mouth and community awareness and working with the web designer on a "pay per click" ad words campaign. Much of what was suggested at the summer board retreat has been implemented.

D. **Equity Working Group Update:** Nothing new at this time.

E. **Family Based Therapy Associates Contract for SY 22-23:** A motion was made by Vitali and seconded by Veith-Bruno to accept the contract for Tasha Barnes/Family Based Therapy Associates for the school year 2022-23. All voted; motion passed.

F. **Updates to Personnel Policies for Support Staff 2020-2022:** Nothing new at this time.

G. **English Curriculum Changes:** Learning Manager and board member, Jackson, presented slides showing updates and changes to the Language Arts/English Department. Some examples: new classes being offered, new ways for students to see their assignments and the whole school transitioning to Schoology.

H. **Summer School Update: Processes, Completion rates, enrollment numbers:** Discussions continued about Summer School Session 1, with board member Olseen explaining the differences from previous years and that the whole process was run through Schoology.

I. **Board Retreat Wrap-Up: Agenda and Compiled Worksheets:** Quarnstrom explained how the discussions from the board retreat were compiled and will be used for marketing purposes on an ongoing basis.

J. **Graduation Video:** A long and short version are both available and will be on the website. Ray Flint was the videographer again this year.

K. **Other: MACS article celebrating Charter Schools at 30:**

8. **Policies and Procedures: Consent Agenda Item**

Review Only Policies
Pol 401: Equal Employment Opportunity
Pol 402: Disability Nondiscrimination Policy
Pol 403: Discipline, Suspension and Dismissal of Charter School Employees
Pol 404: Background Checks
Pol 405: Veterans Preference Hiring
Pol 406: Public and Private Personnel Data
Pol 407: Employee Right to Know – Exposure to Hazardous Substances

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

10. **Adjournment:** Motion by Olseen; seconded by Veith-Bruno, to adjourn the meeting at 5:15 p.m. All voted in favor; motion carried.

Approval of Minutes of the July 12, 2022 Meeting:

Board Representative

Aug 09 2022
Date