TRIO Wolf Creek Distance Learning Charter School #4095
School Board Meeting Minutes
Tuesday, August 9, 2022 - 4:15 p.m.
*Consent Agenda

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

1. **Call to Order:**
   The Wolf Creek Charter School Board met on Tuesday, August 9, 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 Vitali 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:** Katie DePrez visited as a potential Parent Representative.

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:** Vosberg-Torgerson presented a handout dated Aug 9, 2022, listing the bills. Motion by Vitali, seconded by Lake, to approve the bills dated 8/9/22, totaling $45,757.43 (represented by checks numbered 8027 through 8045). All voted in favor; motion carried.

   B. **Finance Report:** Vosberg-Torgerson presented the Finance Report dated July 31, 2022, showing total revenues of $130,210.20 and total expenditures in the amount of $24,118.90 with revenues over expenditures in the amount of $106,091.30 leaving a cash on hand balance of $613,689.52 and investment of $1,248,000.00. Motion by Lake, seconded by Vitali, to approve the 7/31/22 Financial Report. All voted in favor; motion carried.

C. **Budget:** No changes at this time. Revisions will be brought to the board in October or November.

D. **Lease Aid Application:** All board member signatures have been collected and the application will be filed this week.

E. **ABC Company Updates: Consent Agenda Item** Quarnstrom did provide an update telling the Wolf Creek board about the three people that have agreed to form the ABC Board: Tom Plocher (chair), Heidi Miller (treasurer) and Brian Bernier (secretary). The group will continue to meet and consult with Craig Keppler from Best Law and the current landlords. Next steps include applying to the IRS for non-profit status.

F. **Learning Managers Benefits Summary for 2021-22:** The board was shown the sheet that each Learning Manager receives in August that breaks down their compensation and benefits package. This consists of many elements including: salary, additional duties, and QComp, among other things.

G. **Audit Progress:** Torgerson-Vosberg told the board that this was underway and would be completed by November. Quarnstrom and Vitali both noted that they had interviews with the auditors also.

H. **Other:**

7. **Business:**

A. **Enrollment:** Swanson reported that applications continue to come in daily. All of the Leaning Managers are almost at capacity of 26 students each, and students from the Chisago Lakes area are expected to enroll due to Chisago Lakes Online School not opening in the fall as scheduled.

B. **Learning Model Considerations**: County Data review – August Newsletter presented and will be on future agendas also.

C. **Marketing**: A marketing plan, slides and three proposals were presented furthering talks of present and future marketing needs. Member Veith-Bruno noted that we should meet and create a work plan of what we expect from any interested proposals before moving forward with hiring any marketing support. Quarnstrom noted that she would work with Veith-Bruno on said work plan. All agreed that marketing should be ongoing, rather than in spurts, and that it should not fall solely on Quarnstrom and Swanson. Updating the website and other social media platforms were discussed as ways to reach potential students and families.

D. **Parent/Student Survey:** Flint presented data from two different surveys that were taken by students and parents of Wolf Creek. The surveys are given to students as part of an advisory class and the parents can find the survey on the weekly newsletter or through their student. Flint reported that 112 parents and 150 students took the survey.

E. **Summer School and 20-21 Course Completion Data:** Flint also brought the most recent data from summer school sessions.

F. **Personnel Policies:** This was the year to update all three of Wolf Creeks Personnel Policies: Licensed Staff, Support Staff and Administration. These policies will need to be reviewed in 2024.

G. **Wolf Creek Initiatives 22-23:** Quarnstrom once again showed the board what the Wolf Creek staff works on throughout the year. This chart will continue to be added to and brought to the board periodically.

H. **Revisions of Bylaws and Articles of Incorporation:** Quarnstrom, with help from E.Piccolo, updated the wording of the Bylaws for the board to review. The board decided to make a change to the term length of the Community Member position to two years for all positions elected. A motion by Vitali, seconded by Veith-Bruno, to accept the bylaws with the change was voted on. All voted in favor; motion passed. The Articles of Incorporation will be filed with the state once they are completed.

I. **2022-2023 Safe Learning Plan**: This is required by MDE and must be posted annually on the website. A motion by Vitali, seconded by Veith-Bruno, was made to accept the plan.

J. **School Board Goals: Ours and other schools:** As Wolf Creek board and staff continue to work on vision and mission statements, other public and charter schools are being researched for how theirs are worded.

K. **Other:** MACS Article, Welcoming All Document reviewed as expectations for all board members.

8. **Policies: Consent Agenda Item** Several policies were brought to the Board for review only: Pol. 412: Expense Reimbursement, Pol. 416: Drug and Alcohol Testing, Pol. 417: Chemical Use and Abuse, Pol. 418: Drug-Free Workplace/Drug-Free School, Pol. 419: Tobacco Free Environment, Pol. 425: Anti-Nepotism.

Procedure: Procedure 123 was brought to the board with changes having to do with students who wish to participate in sports in the district. A motion by Vitali to accept the wording change was made and was seconded by Jackson. All voted; motions passed.

9. **Other:** The next meeting is on Tuesday, September 13, 2022, at 4:15 pm.

10. **Adjournment:** Motion by Olseen; seconded by Veith-Bruno to adjourn the meeting at 5:28 p.m. All voted in favor; motion carried.

Approval of Minutes of the August 9, 2022 Meeting:

Board Representative

9/15/2022
Date