TRIO Wolf Creek Distance Learning Charter School #4095
School Board Meeting Minutes
Tuesday, September, 13, 2022 - 4:15 p.m.
*Consent Agenda

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

1. **Call to Order:**
The Wolf Creek Charter School Board met on Tuesday, September 13, 2022. Board Director Frame opened the meeting at 4:20p.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 Lake moved to accept the Consent Agenda; Jackson seconded. All voted in favor; motion carried.

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

4. **Open forum/Visitors:** Jolene Lauderbaugh, Wolf Creek employee, attended the meeting but did not speak.

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 September 13, 2022, listing the bills. Motion by Lake, seconded by Flint, to approve the bills dated 9/13/2022, totaling $70,028.09 (represented by checks numbered 8056 through 8079). All voted in favor; motion carried.

   B. **Finance Report:** Vosberg-Torgerson presented the Finance Report dated August 31, 2022, showing total revenues of $131,323.01 and total expenditures in the amount of $160,699.53 with revenues over expenditures in the amount of ($29,376.52) leaving a cash on hand balance of $754,676.86 and investment of $1,248,000.00. Motion by Lake

seconded by Veith-Bruno, to approve the 8/31/22 Financial Report. All voted in favor; motion carried.

C. **Budget:** Vosberg-Torgerson told the board that the process was still under way but had nothing new to present. She will bring it to the October or November meeting.

D. **Authorizer Bill from Chisago Lakes 2021-2022:** The invoice was shared with the board as a 'FYI', mostly because it is one of the largest bills that Wolf Creek pays.

E. **Fraud Case Update:** Quarnstrom updated the board that the case is closed; Wolf Creek lost no money and no person was charged.

F. **Other: ABC Update:** Quarnstrom reported that as of the day of the meeting, a 1023 form needed signatures from all three ABC board members and she had a plan to connect with them. An appraisal was also discussed and the current landlord and BestLaw both agree that the burden should fall on the buyer not the seller to have an appraisal done.

7. **Business:**

A. **Enrollment:** Swanson told the board that the data was still changing fast, but reported that we had a total enrollment of 243: 202 Full-time, 35 OLL, and 6 PSEO students.

B. **Marketing:** This continues to be ongoing and has slowed down a little because of high enrollment numbers. The billboard in Forest Lake has been taken down.

C. **2022-2023 Student Handbook:** the board was shown the handbook that students and parents/guardians were given during IGP week. Some grammatical errors were pointed out and will be fixed. A motion was made by Flint, and seconded by Veith-Bruno to accept the 2022-23 Student Handbook with revisions. All voted; motions carried.

D. **Summer School Completion Data:** Flint - Information was shared again for summer school enrollments. One addition of two students who were enrolled in the second session of Summer Term were noted by Swanson. We also had 4 summer graduates as noted by Swanson. Thanks to all the Wolf Creek staff who worked hard to create an effective summer term for students.

E. **Hope Survey Results:** Flint showed the board data from a survey given to students on a bi-annual basis. The survey asks students how they "feel" about a variety of subjects and the answers are turned into data that the Learning Managers use to connect with students.

F. **Mission, Vision and Strategic Plan Discussion:** Nothing new at this time.

G. **Board Member Agreements:** All board members present were asked to sign the annual agreement stating that they will uphold their duties and commit to another year.

H. **Charter School Assurances for 2022-2023:** Consent Agenda Item. Chisago Lakes, as our Authorizer, asks for a list of policies and procedures that show we are in compliance. This was done and sent.

I. **Schedule of LM's Board Presentations:** A tentative, monthly schedule was introduced that shows when Learning Managers will bring a short talk/demonstration to the board.

J. **Other: Maternity Leave Letter from Hannah Edblad:** A motion to accept the Maternity Leave letter from Learning Manager Edblad was made by Veith-Bruno, and seconded by Lake. All voted and the motion passed.
Letter of Invitation to MACS Annual Meeting:
Chisago County Public Health Newsletter:

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

Pol 420: Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infections Conditions.
Pol 421: Gifts to Employees and Charter School Board Members
Pol 423: Employee-Student Relationships
Pol 424: License Status
Pol 427: Workload Limits for Certain Special Education Teachers
Pol 604.2: Charter School Inclusive Education Plan

9. **Other:** The next meeting is on Tuesday, October 11, 2022, at 4:15 pm.

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

Approval of Minutes of the September 13, 2022 Meeting:

Board Representative

10/11/22
Date