TRIO Wolf Creek Distance Learning Charter School #4095
School Board Meeting Minutes
Tuesday, October 11, 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:	ABDO-Justin Nilson, Shelli Matheson and Robyn Vosberg-Torgerson,

1. **Call to Order:**
The Wolf Creek Charter School Board met on Tuesday, October 11, 2022. Chairperson Vitali opened the meeting at 4:17p.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; Board Member Frame seconded. All voted in favor; motion carried.

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

4. **Open Forum:** No one was present for the open forum.

5. **Visitors and Presentations:**
A. Learning Manager Presentation: Sandy Flint and Shelli Matheson presented on math curriculum and other initiatives.
B. ABDO – Audit and Finances. Justin Nilson from ABDO presented the audit report as a clean audit and went over all relevant financials. A motion was made to accept the audit by Board Member Vitali and seconded by Board Member Lake. All voted in favor; motion carried.

6. **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.

7. **Consideration of Claims and Accounts:**
   A. **Bills and Wires:** Vosberg-Torgerson presented a handout dated October 11, 2022 listing the bills. Motion by Board Member Flint, seconded by Board Member Frame to approve the bills dated 10/11/2022, totaling $81,467.40 (represented by checks numbered 8085 through 8099).All voted in favor; motion carried.

   B. **Finance Report:** Vosberg-Torgerson presented the Finance Report dated September 30, 2022, showing total revenues of $182,587.81 and total expenditures in the amount of $134,957.77 with revenues over expenditures in the amount of $47,630.04 leaving a cash on hand balance of $843,271.84 and investment of $1,241,000.00. Motion by Board Member Vitali seconded by Board Member Veith-Bruno, to approve the 9/30/22 Financial Report. All voted in favor; motion carried.

   C. **Budget:** Vosberg-Torgerson stated that no changes have been made to the budget at this time.

   D. **ABC Updates:** Quarnstom reported that we are working with the landlord to secure an agreed upon price for the building, in order to do this we will need to have a low cost appraisal of the building. She also noted that all forms for the Friends of Wolf Creek ABC (Affiliated Building Company) have been submitted to the IRS at this time. The wait time for IRS approval may be as long as six months. During the next six months we will work to secure a price and also watch for the MACS legislative platforms movements on the possibility of charter schools having direct ownership of buildings. There are some unknowns at this point, but time will determine our next steps around building ownership was noted by Quarnstrom

   E. **Other:** Investments. Board member Paine noted that he would like to review our market return on investments before investing our next mature investments at the end of October. Quarnstrom noted that we can continue this work under the already determined and created Investments working group. Vosberg-Torgerson noted that she will be in touch about future plans for investments before making decisions on those items.

8. **Business:**
   A. **Enrollment:** Enrollment was reported by Flint and Swanson as a total enrollment of 235: 197 Full-time, 33 OLL, and 5 PSEO students and noted on the enrollment link available in the board packet.

   B. **Marketing and Website Updates:** Quarnstrom reported that we are working with Web Duck to ensure that our website is compliant and will be found in useful searches for a small price. Quarnstrom noted that she will have a more detailed marketing plan for the next six months at the November meeting for board approval. Lake noted that she would like to know if our website is ADA accessible. Quarnstrom will bring information back to the board on this question.

   C. **Board Member Survey:** Quarnstrom noted that we gave the survey and will have results next month.

D. **Q-Comp Goal:** Flint reported on the 22-23 Q comp goal as being the following: The percentage of all students in grades 9-10 at TRIO Wolf Creek Distance Learning Charter School who meet their growth projection on FAST aReading will increase from 61.1% in spring 2022 to 66.1% in spring of 2023. A motion was made by Lake to approve the goal as stated, seconded by Veith-Bruno and passed by those present.

E. **On-Track Graduate Data: Flint** Flint reported on early, late, and on-time graduate data compiled and the favorable data we are generating around these topics.

F. **PLC Goals for Admin and Clerical: Quarnstrom** Quarnstrom reported on new graphs for this year around the clerical and admin PLC. She reported that we will continue with the same structures that were previously passed unless the board wanted to discuss changes. No changes were noted.

G. **Director Evaluation: Flint** The director evaluation will start in November with a board presentation from Tracy on board goals and information on her job performance for the year. Board members were encouraged to review the rubric now and note any needed changes to Flint or the board secretary prior to the distribution of the director eval rubric after the November meeting.

H. **Board Picture is scheduled for November Meeting.** A reminder that a board picture will be taken at the November board meeting.

I. **MACS Legislative Platform Items: Quarnstrom,** MN Association of Charter Schools Legislative Platform Items: Quarnstrom reported that she attended the MACS legislative forum and annual meeting. The legislative priorities include the following items: Charter School Facilities and Lease Aid updates, Equal Share of Operating Levy Funding, Unequal Extended Time revenue for charter schools, and Diversifying Minnesota's Teacher Force.

J. **Other: Chisago County Public Health October Newsletter.** Chisago Lakes Public Health Newsletter for informational purposes only

9. Policies and Procedures:

Pol 430: Outside Employment
Pol 450: Social Networking and Media Use for Staff
Pol 451: Salary Augmentation
Pol 452: Catastrophic Medical Leave Sharing Bank
Pol 722: Public Data and Subject Requests (Redlined by MSBA) current and redlined presented – *motion needed*

Review of all policies-noted above on the agenda.
Board chair Vitali noted that he would appreciate a first reading and second reading on these policies since there are changes. Motion was made by Vitali to approve the first reading and seconded by Veith-Bruno.

10. **Other:** The next meeting is on Tuesday, November 8, 2022, at 4:15 pm. It was noted that this is election night and we will need to conclude our meeting by 6 pm.

11. **Adjournment:** Motion by Olseen; seconded by Flint, to adjourn the meeting at 5:32 p.m. All voted in favor; motion carried.

Approval of Minutes of the October 11, 2022 Meeting:

Board Representative

11/8/2022
Date