TRIO Wolf Creek Distance Learning Charter School #4095
ANNUAL School Board Meeting Minutes
Tuesday, February 7, 2023 - 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:	Lori Nelson, Jolene Comstock, Robyn Vosberg-Torgerson, and Heather Johnson

1. **Call to Order:**
The Wolf Creek Charter School Board met on Tuesday, February 7, 2023. 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 Chair Vitali moved to accept the Consent Agenda; Lake seconded. All voted in favor; motion carried.

3. **Consideration of Minutes of the 1-10-23 Meeting:** Consent Agenda Item.

4. **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.

5. **Open Forum/Visitors/Presentations:** Jolene Comstock and Lori Nelson attended. Stephanie Shockley attended remotely.

6. **School Board Elections:** Canvassing of the Ballots, Oath of Office and Election of Officers Resolution for SY23-24 were presented by Vitali and Quarnstrom. A total of 31 votes were tallied with 20 being paper ballots and 11 being online votes.

   A. Candidate Susan Frame, having received 25 votes, is elected to a one-year term as a Community-at-Large Representative.
   B. Candidate Jennifer Lake, having received 30 votes, is elected to a one-year term as a Community-at-Large Representative.
   C. Candidate Greg Paine, having received 24 votes, is elected to a one-year term as a Community-at-Large Representative.

D. Candidate Catherine Veith-Bruno, having received 29 votes, is elected to a one-year term as a Parent Representative.
E. Candidate Chloe Jackson, having received 30 votes, is elected to a two-year term as a Teacher Representative.
F. Candidate Lori Nelson, having received 24 votes, is elected to a two-year term as a Teacher Representative.

All terms begin on February 7, 2023. Board member Lake nominated Jeff Vitali for Board Chair, with a second by Veith-Bruno. Lake nominated Sue Frame for Board Vice-Chair with a second by Veith-Bruno. Sandra Flint nominated herself for Board Secretary/Treasurer, with a second by Veith-Bruno.

Motion by Vitali, seconded by Jackson, to accept the ballots, the adoption of the resolution, the nominations for board positions, and the meeting time of 4:15pm. All voted and the motion passed.

Chair Vitali led the Oath of Office for all school board members present. Becki Olseen was thanked for her 13-years of service on the board.

7. **Consideration of Claims and Accounts:**
   A. **Bills and Wires:** Vosberg-Torgerson presented handouts dated February 7, 2023, listing the bills and wires. Motion by Veith-Bruno, seconded by Lake, to approve the bills and wires dated 2/7/2023, totaling $46,779.18 (represented by checks numbered 8178 through 8195). All voted in favor; motion carried.

   B. **Finance Report:** Vosberg-Torgerson presented the Finance Report dated January 31, 2023, showing total revenues of $176,071.72 and total expenditures in the amount of $177,947.92 with revenues over expenditures in the amount of ($1876.20) leaving a cash on hand balance of $915,526.62 and investment of $1,220,000.00. A motion was made by Frame and seconded by Veith-Bruno, to approve the 1/31/23 Financial Report. All voted in favor; motion carried.

   C. **ABC Updates:** Quarnstrom reported that a meeting with the landlord took place in February but had nothing new to report as information is continuing to be shared with the landlord. She presented the building appraisal and said the board would continue to be updated as conversations continue. Any offer on the building will be made by the newly formed ABC company now or in the future.

   D. **990 Form from ABDO:** Consent Agenda Item. Quarnstrom reported that this was completed by Abdo in compliance with law and in coordination with our audit, and that the adoption of policy 4.10 (Whistleblower Policy) is a result of 990. Adbo noted that we needed this policy so that is why we are bringing this to the board. Passed as part of the consent agenda.

   E. **Director Agreement for Quarnstrom:** Updated Director's Agreement for Quarnstrom was discussed along with the processes used by the working group to create a new format for the agreements and specifics. A motion to accept the agreement presented by the

working group, motion was made by Lake and seconded by Frame. All voted in favor; motion passed.

F. **Other:** Personnel policies were discussed in relation to the Director's Contract. Lake explained that in the future, the Director's contract will look similar to others at TWC.

8. **Business:**
   A. **Enrollment:** Consent Agenda Item. Swanson reported there are a total of 239 students (214 full-time students; 20 supplemental students; 0 tuition; and 5 PSEO) and that enrollment inquiries are not slowing down. Board member Flint presented data in the form of charts and graphs that show enrollment numbers and graduation rates. This information was then presented to the Chisago Lakes Board at a meeting on February 9, 2023 by Quarnstrom.

   B. **Learning Model Considerations**: Consent Agenda Item. County Public Health Newsletter was presented.

   C. **Marketing:** Consent Agenda Item. The board was made aware of a new 'Campus Tour' video that was put on the website and allows potential students and families to see and learn more about Wolf Creek.

   D. **Legislative Session Updates:** Consent Agenda Item. Quarnstrom felt that because of the many items moving through the Minnesota Legislature right now, the board and the staff should see some of them. Three different reports were presented: A MN k12 Online Schooling Full-Report, MNOLA's Legislative Agenda, and Governor Waltz's, One Minnesota Budget.

   E. **Strategic Planning Process:** Consent Agenda Item. Because the staff and board will be talking about Strategic Plans and Mission and Vision statements soon, Quarnstrom presented an article about leading a strategic planning session.

   F. **Timeline for RFP Process:** Quarnstom and Swanson will begin to solicit proposals from companies that supply services to Wolf Creek. This happens every five years. A motion was made by Vitali, and seconded by Frame, to proceed with requesting proposals. All voted and the motion passed.

   G. **2023-2024 School Calendar:** A motion was made by Vitali to accept the calendar for School year 2023-24 that was presented by Swanson. Jackson seconded the motion, all voted and the motion passed.

   H. **Other:** MSBA Weekly Advocate Update was made available. Quarnstrom reported to the board that she is now a member of the Chisago Lakes Rotary.

9. **Policies and Procedures:** Consent Agenda Item – Policy 519: Interviews of Students by Outside Agencies, Policy 520: Student Surveys, Policy 521: Student Disability

Nondiscrimination, and Policy 522: Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process were presented to the board as review only.

Policy 534: School Meal plan: after the board was given another chance to read the changes regarding paying for school meals, a motion was made by Vitali and seconded by Veith-Bruno to accept the policy. All voted; motion passed.

Policy 4.10: Whistleblower – This was presented as a first-read. It is a policy that is now mandatory per MSBA and is included in our Authorizer Report. A motion was made by Vitali to proceed with adopting the policy and bringing it to the March Board Meeting for a second-read vote. It was seconded by Lake; all voted and the motion passed.

10. **Other:** The next meeting is on Tuesday, March 14, 2023, at 4:15 pm.

11. **Adjournment:** Motion by Lori Nelson; seconded by Jackson, to adjourn the meeting at 5:35 p.m. All voted in favor; motion carried. Notation that Director Paine left the meeting at 5:05.

Approval of Minutes of the February 7, 2023 Meeting:

Board Representative

3/14/2023
Date