TRIO Wolf Creek Distance Learning Charter School #4095
School Board Meeting Minutes
Tuesday, November 14, 2023 - 4:15 p.m.
*Consent Agenda

Open Meeting Law Notation: Board Chair and one member will be attending virtually from these addresses: 625a Main Street N. Cambridge, MN 55008 and 2041 Gresham Ave N Oakdale, MN 55128

Board Members Present:	Sandy Flint, Sue Frame, Chloe Jackson, Jennifer Lake, Lori Nelson, and Catherine Veith-Bruno
Board Members Absent:	None.
Ex-officio Members:	Brenda Swanson and Tracy Quarnstrom.
Visitors:	Luke Vogt, Bill Mack, Ruth Stark, Robyn Vosberg-Torgerson, Jolene Comstock, Hannah Edblad and Heather Johnson

1. **Call to Order:**
   The Wolf Creek Charter School Board met on Tuesday, November 14, 2023. Chairperson Frame 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, Conflict of Interest Disclosure and Approval of Consent Agenda:** Roll call was taken and it was determined that no board members had any conflict of interest to disclose. Board member Frame moved to accept the Consent Agenda; Board Member Flint seconded. All voted in favor; motion carried.

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

4. **Open Forum/Presentations/Visitors:** Luke Vogt of ABDO attended virtually to present, Bill Mack and Ruth Start attended as potential board members. Hannah Edblad and Jolene Comstock were also visitors.

5. **Strategic Plan Initiatives:**
   A. Ensure that all budgeted enrollment numbers are met to fulfill needs of students and Wolf Creek's capacity through marketing efforts,
   B. Provide high-quality curriculum options to students by continually reviewing curriculum options and promoting enhancements toward achieving goals of engaging, flexible, differentiated, and personalized learning. To achieve this, all staff members will be offered high-quality professional development,
   C. Engage parents/guardians as partners in their student's academic progress whenever possible,
   D. Provide a safe, comfortable, and accepting environment for all students regardless of backgrounds, beliefs, or identities. Wolf Creek is committed to creating a community where everyone feels welcome and valued,
   E. Ensure that students feel supported in academic and non-academic pursuits in a variety of ways.

6. **Consideration of Claims and Accounts:**

A. **Delivery of the Audit:** Luke Vogt, with ABDO Financial, presented slides explaining the annual audit for TRIO Wolf Creek, required by state law. The presentation was noted to be in draft format at the time of the November meeting due to a few items needing to be coded and submitted to MDE. A discussion occurred that another motion will be made at the December board meeting when we have the final audit report. The audit report is due to MDE by the end of December so the charter school will still be in full compliance of all reporting requirements. A motion was made by Frame, and seconded by Flint, to approve the draft audit as it was presented. All voted in favor and the motion passed.

B. **Bills and Wires:** Vosberg-Torgerson presented reports dated November 14, 2023, listing the bills and wires. Motion by Flint seconded by Nelson, to approve the bills and wires dated 11/14/2023, totaling $26,963.88 (represented by checks numbered 8431 through 8454). All voted in favor; motion carried.

C. **Finance Report:** Vosberg-Torgerson presented the Finance Report dated October 31, 2023, showing total revenues of $163,659.25 and total expenditures in the amount of $134,087.51 with revenues over expenditures in the amount of $29,571.74 leaving a cash on hand balance of $948,372.49 and investment of $1,424,000.00. Motion by Flint seconded by Nelson, to approve the 10/31/23 Financial Report. All voted in favor; motion carried.

D. **Audit Wrap-up:** Vosberg-Torgerson agreed with Luke Vogt that Wolf Creek had a favorable audit and she will bring highlights from the presentation to the December board meeting for further review. She also wants to review the Fund Balance policy with the board.

E. **Factors Bearing on the Charter School's Future:** Quarnstrom presented a page from the audit with a list of metrics and items that Wolf Creek has to consider as it plans for the future. This page was noted due to its ease of reading and background it gives all stakeholders on the audit itself.

F. **Salary Augmentation: Choices and History:** After discussing the audit and the fund balance, the board agreed to a salary augmentation for all staff at Wolf Creek that mimics the one from 2022-23. It states that 15 full-time staff members will each receive $4000.00, and that one part-time staff member will receive $2000.00, and that one full-time new hire staff member will receive $1000.00. A roll call vote was taken with the following results: Frame-yes, Veith-Bruno-yes, Nelson-yes, Flint-abstain, Jackson-abstain, and the motion passed.

G. **Lease Aid Approval Letter from MDE:** An approval letter from MDE was received by Wolf Creek indicating the approval of the lease aid we have been working on since June of 2023.

H. Other: The summer school payment and authorizer fee letters were presented. These are two of the areas where payments occur to Chisago Lakes Schools. Director Quarnstrom

G. **Director Job Description and Annual Evaluation:** Following the Director's presentation, Flint presented the corresponding evaluation to the members of the board and invited them to fill it out. The results will be compiled and brought to the December meeting.

H. **School Environment Working Group Discussion:** The first meeting of the group was on October 24, 2023. A report was shown to the board stating who attended, a directive in draft form, and the agenda of the meeting. More input will be needed from the board as this working group continues to meet monthly.

I. **Board Governance Ex Officio Member Status:** As per Minnesota state legislature, MSBA and lawyers, the Ex Officio position as it pertains to the Wolf Creek school board was discussed.

J. Other: Wolf Creek Bylaws were attached and noted for review by all board members

K. Resources: MSBA Journal Nov-Dec were attached for board review.

8. **Policies and Procedures:** 33 more policies were brought before the board for adoption or review as the process of switching from the old "school district" manual to the new "charter school" manual continues. The December meeting should see the end of introducing new policy and, starting in the new year, 4-6 policies will be brought to board meetings for more in-depth discussions. A motion was made by Flint to accept the 33 policies with a second by Veith-Bruno. All voted and the motion passed.

9. **Other:** The next meeting is on Tuesday, December 12, 2023, at 4:15 pm.

10. **Adjournment:** Motion by Nelson; seconded by Frame, to adjourn the meeting at 6:03 p.m. All voted in favor; motion carried.

Approval of Minutes of the November 14, 2023 Meeting:

Jennifer Lake
Board Representative

12/12/2
Date

noted that the board needs to continue to investigate the revenue and fees paid out especially for summer school in the future. A motion was made by Veith-Bruno, with a second by Nelson, to approve both. All voted and the motion passed.

I. **Pilot Program Proposal for Music Learning Manager:** A proposal was brought to the board's attention that would allow the Music Learning Manager to drop from full-time to a .80 position and work mostly virtually during Terms 2,3, and 4 of the current school year. Discussion ensued and Veith-Bruno made a motion to accept the creation of the pilot program. The board instructed Director Quarnstrom to bring an evaluation tool for the pilot program to the December board meeting for board approval. Nelson seconded the motion, all voted, and the motion passed.

7. **Business:**

A. **Director Report / Yearly Presentation: Quarnstrom** Newly adopted policies #303 Executive Director Selection and #304 Executive Director Contract, Duties, and Evaluation, were used to discuss the duties of the Director as Quarnstrom presented the Annual Director Presentation.

B. **Enrollment:** Swanson reported there are a total of 224 students (185 full-time students; 35 supplemental students; 0 tuition; and 4 PSEO.) She also reported that two students graduated after Term 1 and that enrollment was closed for the remainder of Term 2 for full-time students. This is due to the amount of students needing IEPs to the ratio of staff, however, supplemental students can continue to apply.

C. **Marketing:** Quarnstrom – Website Tracking report from WebDuck. The board was shown a tracking report that the web designer uses to determine which word/words get used to search for online education. It was discussed that Tait Chambers, owner, could attend a board meeting to further explain the data and allow board members to ask questions.

D. **Personnel Policies Timeline Review:** This document is a continuing document shared with the board to ensure that we are staying on track monthly with personnel policies items since this is a year for all licensed staff to discuss agreements in the early spring time. Items include pay structures, agreements, and other items such as PTO and insurance benefits.

E. **Strategic Plan:** Quarnstrom and Lake brought the final wording of the newly revised strategic plan to the board again for review. This item was approved at the October meeting and this was a review item.

F. **Data:** Flint showed two different sets of data about students; 2022-23 Credit Analysis of New Students and 2022-23 Enrollment and Exit Reasons. The data was gathered by Flint and Shelli Matheson.