TRIO Wolf Creek Distance Learning Charter School #4095
School Board Meeting Minutes
Mar 12, 2024
*Consent Agenda

Board Members Present:	☑	Sandy Flint
	☑	Sue Frame
	☑	Jennifer Lake
	☑	Lori Nelson
	☑	Bill Mack
	☑	Ruth Stark
	☐	Chloe Jackson
	☐	
Ex-Officio Members Present:	☑	Tracy Quarnstrom
	☐	

1. **Call to Order:** The Wolf Creek Charter School Board met on Tuesday February 13, 2024. Chairperson Lake opened the meeting at 4:16 p.m. with the Pledge of Allegiance to the flag, followed by the reading of the Wolf Creek Online High School mission and vision statements, and the Wolf Creek motto.

2. **Roll Call, Conflict of Interest Disclosure and Approval of the Consent Agenda:** Roll call was taken and it was determined that no board members had any conflicts of interest to disclose. Board member Mack moved to accept the consent agenda and Stark seconded. A vote was taken and the motion passed.

3. **Open Forum:**
   a. Kyle Swanson - spoke and presented a written letter on behalf of Brenda Swanson.

4. **Visitors:**
   a. In person: Robyn Vosberg-Torgerson, Christian Shafer, Cory Becker, Sarah Schmidt, Brenda Swanson, Kyle Swanson, Mark Shelton, Heather Johnson, Renee Anick, Lindsay Coppernoll, Jolene Comstock,Naomi Hartzberg, Becki Olseen, Chris Wallin, and Hannah Edblad
   b. Virtual: Chad Hanson, Brianna Karnes, Joe LeBlanc, Randi Stream, and one other

5. **Consideration of Previous Meeting Minutes: 02-13-2024**

6. **Consent Agenda Items:**

   a. Strategic Plan Initiatives:
      i. Ensure that all budgeted enrollment numbers are met to fulfill needs of students and Wolf Creek's capacity through marketing efforts,

ii. 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,
iii. Engage families as partners in their student's academic progress whenever possible,
iv. 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,
v. Ensure that students feel supported in academic and non-academic pursuits in a variety of ways.

b. Conference or PD Attendance Expectations:

c. Illness on Campus Procedure:

7. Consideration of Claims and Accounts/ Accounts & Finances:

a. Bills and Wires - Vosberg-Torgerson presented the bills paid by check and by credit card. A motion made by Frame to approve the bills and wires dated 3/12/2024, totalling $24,341.00 (represented by check numbers 8518 through 8535). Flint seconded the motion and a vote was taken. All voted and the motion passed.

b. Finance and Investment Report - Vosberg-Torgerson presented the financial report dated 2/29/2024, showing total revenues of $188,359.43 and total expenditures of $154,420.19.The revenues over expenditures amounted to $33,939.24, with a cash-on-hand balance of $830,588.71 and investments at $1,660,000.00. Motion was made by Stark and seconded by Flint to approve the February 29, 2024 Financial Report. A vote was taken; all voted and the motion passed.

c. Fund Balance Working Group -Vosberg-Torgerson reported that the group was unable to meet in March and that information would be forthcoming. She said she would bring that, and a revised budget, to the April board meeting.

d. Other -
   i. Standing Items:
      1. Personnel Policies Working Group- Quarnstrom said a survey would be going out to staff to begin the process of updating personnel policy and the board would be kept abreast of the progress.
      2. Facilities Needs - ongoing with the roof and HVAC units discussions.
      3. Meeting with Landlord - Craig Kepler, Quarnstrom, Flint, Vosberg-Torgerson, and Mack met with the owner/landlord to further discuss a new roof and HVAC units for the building.
   ii. Expenditure Approval - Director Lake asked the board to approve money to pay Wolf Creek lawyer, Christian Shafer, for his work on an ongoing assignment. A motion was made by Frame, and seconded by Mack, to approve the request. All voted and the motion passed.

8. Reports and Business:

a. Director Report - The monthly report was presented by Quarnstrom with the focus being that staff have a lot of opportunities to attend training and conferences face-to-face now and many of them are taking advantage of it. She also reported that the authorizer visit on campus went well.

b. Enrollment Report - Flint reported the number of students continues to change but at meeting time they were: 188 full-time, 34 supplemental, 5 PSEO, and 1 tuition-based students for a total of 228. Enrollment was reported closed for term four but applications for next year are being accepted and coming in. March 12th was also the date of the enrollment lottery for 2024-25 and Flint told the board that ten students (7 full-time and 3 OLL) had applied. A motion to approve all ten students having a spot for school year 24-25 was made with a first from Flint and a second by Frame. All voted and the motion passed.

c. At Risk/ Star Student Report/ Data for the CL Board Meeting - Flint went on to explain data showing students that are known to the staff in October compared to February. She also previewed a report that will be presented to the Chisago Lakes School Board in April.

d. Marketing Report - Quarnstrom told that board that, despite enrollment numbers being high, marketing efforts are year round. The billboard in Forest Lake, items in the local newspaper and on the website, and managing a trade show booth at the Chisago Lakes Showcase on March 23rd, 2024, are examples of things we are trying.

e. Staff Equity Perceptions - This report was put together for the Authorizer and presented to the board as an FYI. It is a compilation of responses from a staff survey about the equity training and Equity Working Group meetings at Wolf Creek.

f. Special Education Evaluation and Next Steps - Quarnstrom/Lake. The board was updated on issues that Wolf Creek, and the state, face in regard to SPED. Lake said that current contracts were being looked at to evaluate needs.

g. Wolf Creek Community Building - Quarnstrom showed the board a compilation of ideas from the Learning Managers on how they connect with students through an activity that was completed with the Regional Centers of Excellence. Quarnstrom noted all the good work with the Regional Centers this year and all the evidence of student support on the document.

h. Calendars for 2024-2025 School Year - Quarnstrom/Jackson presented calendars for the 2024-25 school year that mimicked Chisago Lakes, with the exception of summer school dates. Chair Lake wants a Calendar Working Group to be formed for future work on calendars. A motion to adopt the preliminary calendar was made by Frame and seconded by Flint, with a final calendar that includes summer school, coming to the April board meeting. All voted and the motion passed.

i. School Board Winter Survey Data and Discussion - The data from the survey given to board members was shown and discussed. From it, the board decided to change the date of board meetings from the second Tuesday of the month to the fourth, effective immediately. Other topics talked about were consent agendas and "study sessions" for board members that would take place virtually in the middle of the month. A motion was made by Frame and seconded by Mack to change the date of board meetings. All voted and the motion was approved.

j. Other - Photo of new board not taken, will try again in April.

k. Preliminary Consideration of Allegations or Charges - The board originally noted on the published agenda that there would be a closed session of the board for Preliminary Consideration of Allegations or Charges against an Individual Subject to the Board's Authority. Pursuant to the request of the individual in question, the session was opened to the public under Minnesota Statutes, section 13D.05, subdivision 2(b). During the meeting the school attorney, Christian Shafer from Rawik, Rosak, and Maloney, P.A. discussed the investigation into the allegations or charge. Kyle Swanson, Brenda Swanson, and Tracy Quarnstrom also provided input at the request of the board. No board action was taken following the discussion.

9. **Policy/Procedure:** None at this time.

10. **Other:** The next meeting will take place on April 23, 2024.

11. **Adjournment :** Nelson made a motion to adjourn the meeting at 5:52 pm, with a second from Mack. A vote was taken; all voted and the motion passed.

Approval of Minutes for the Mar 12, 2024 Meeting:

Jennifer Lake
Board Representative

4/23/24
Date