TRIO Wolf Creek Distance Learning Charter School #4095
School Board Meeting Minutes
Jul 23, 2024
*Consent Agenda

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

Ex-Officio Members Present:
- ☑ Mike Hamernick
- ☐

1. **Call to Order:** The Wolf Creek Charter School Board met on Tuesday July 23, 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 Flint asked that one item be added to the agenda, under 9.B.1., to allow for discussion around the number of students that the Special Education Learning Managers will be given for the 24-25 school year. Nelson moved to accept the change to the agenda, with a second by Flint. All voted and the motion passed. A second motion to accept the consent agenda was then made by Frame and seconded by Mack. All voted and the motion passed.

3. **Open Forum/ Visitors:**
   a. Open forum: None
   b. In-person: Brenda Swanson, Nicole Woodward, Jennifer DuFresne, Sarah Kloeckl, Jolene Constock, Hannah Edblad
   c. Virtual: Shirley Volk, Tracy Quarnstrom, Naomi Hartzberg, Briana Karnes, Craig Kepler

4. **Visitors:**
   a. Shirley Volk, with SCRED presented an audit called 'Special Education Evaluation Summary. She explained that there were three areas examined: Current and Anticipated Students, Review of Agreements and Special Education Finance Review. Although Wolf Creek did well on the audit, she had recommendations in all areas with the main ones being hiring and retaining good staff and not having the Executive Director be the lead on all things SPED.
   b. Craig Kepler, with Best Law, discussed the Wolf Creek Bylaws and the revisions that came as a result of the 23-24 legislative sessions. Items that Wolf Creek may choose to change include term limits and compensation of board members, board elections and how many directors to

have. No motion was made to accept the revised bylaws as the board decided to review them further.

5. **Consideration of Previous Meeting Minutes: 06-25-2024:** A motion was made by Frame and seconded by Mack, to approve the minutes from the meeting on June 25, 2024. All voted and the motion passed.

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. Lease Aid Application Process: Underway with all deadlines being met.

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 Flint to approve the bills and wires dated July 15th,17th, and 22nd, totalling $61,539.35 (represented by check numbers 8619 through 8648). Stark 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 6/30/2024, showing total revenues of $169,678.05 and total expenditures of $240,677.42. The revenues over expenditures amounted to $(70,999.37), with a cash-on-hand balance of $1,109,498.95 and investments at $1,424,000.00. Motion was made by Stark and seconded by Mack to approve the June 30, 2024 Financial Report. All voted and the motion passed.
   c. Service Agreement with Chisago Lakes - Vosberg-Torgerson revisited the contract for SY 24-25 with Chisago Lakes and recommended that the agreement pass with a couple revisions, Wolf Creek no longer providing meals to students being one of them. The agreement will be brought to the August meeting for a motion.
   d. Insurance Premium Summary for FY25 - Vosberg-Torgerson brought a comparison sheet showing proposed insurance premiums for expiring and renewing items that Wolf Creek invests in. A motion made by Mack, and seconded by Stark, to accept the Insurance Premium Summary for FY 25. All voted and the motion passed.
   e. Other -

8. **Reports and Business:**
    a. Director Report - The monthly report was presented by Hamernick. He stated that the repairs to the AC/HVAC units had been completed.
    b. Enrollment Report -
        i. Flint reminded the board that the Learning Managers would be dropping the number of students that they advised from 26 to 24 based on a vote from the board at the 6-25-24 board meeting. She noted that the Special Education LM numbers, however, did not reflect the change and should drop from 13 to 12 students. She made a motion to make the change with a second from Nelson. All voted and the motion passed.
        ii. Regular enrollment numbers will be updated in August.
    c. Personnel Policy Update - Personnel Policy Working Group did not meet this month.
    d. Parent / Student Survey - Flint brought the results of the 2023-24 survey that is given annually to students and parents The survey highlights areas where Wolf Creek is strong and where work is needed. Once again, the data shows that families like the flexibility, the communication and the relationships that happen here and that word-of-mouth is our best marketing strategy.
    e. Board Retreat / Governance Update - Lake reviewed the MSBA-led board training that took place on July 16, 2024. All members were present and are considered 'board-trained' for the 24-25 school year.
    f. Summer School Session 1 Update - Flint, along with Hannah Edblad, presented data from the end of Summer School Session 1. There were 49 students, over 500 hours of virtual lab hours and two graduates.
    g. Other - Tracy Quarnstrom was featured in an article in the Chisago Press Newspaper chronicling her time and accomplishments at Wolf Creek.

9. **Policy/Procedure:**
    a. Policy - Several policies were brought to the board needing changes. Director Lake stated that a Policy Working Group would be formed to keep up on legislative changes and remove policy that does not pertain to Wolf Creek/charter schools. Discussion ensued around the procurement policy that Wolf Creek already has (721) and a proposed one (721.1), with the decision being to adopt both policies until the Working Group can reword them into one, with the urgency being compliance by August 1, 2024. Nelson made a motion to adopt policy 721.1, with a second by Stark. All voted and the motion passed.
    b. Procedures - None at this time.

10. **Other:** The next meeting will take place on Thursday, August 22, 2024 at 4:30 pm. This is changed from the regular meeting time due to IGP/open house week at the school.

11. **Adjournment :** Nelson made a motion to adjourn the meeting at 5:36 pm, with a second from Stark. A vote was taken; all voted and the motion passed.

Approval of Minutes for the Jul 23, 2024 Meeting:

Jennifer Lake
Board Representative

8/22/2024
Date