TRIO Wolf Creek Distance Learning Charter School #4095
School Board Meeting Minutes
Aug 22, 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 Meeting to Order:** The Wolf Creek Charter School Board met on Thursday, August 22, 2024. Chairperson Lake opened the meeting at 4:32 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, Acronym List, Conflict of Interest, & Approval of Agenda:** Roll call was taken and it was determined that Director Mack was absent and no board members had any conflicts of interest to disclose. Before the agenda was approved, Director Hamernick requested one item, policy 503: Student Attendance, be added to the agenda under 10.a. A motion was made by Frame to accept the agenda with the noted change. Stark seconded the motion; all voted and the motion passed.

3. **Open Forum:** None in-person or virtually.

4. **Visitors:**

    a. Robyn Vosberg-Torgerson - Dir. of Business Services
    b. Jolene Comstock - ADSIS Behavior Ed. Asst.
    c. Heather Johnson - Board Clerk
    d. Hannah Edblad - WC Special Ed teacher - Virtual
    e. Bri Karnes - WC Special Ed teacher - Virtual

5. **Consideration of Minutes of Previous Minutes:** A motion was made by Stark and seconded by Frame to approve the minutes from the July 23, 2024 board meeting. All voted in favor 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.

7. Consideration of Claims, Accounts & Finances:

a. Bills and Wires - R.V.-T. presented the bills paid by check and credit card for the month. After discussing specific bills, a motion was made by Frame, and seconded by Flint, to approve the bills and wires dated 8/12 and 8/13, totalling $30,271.27 (represented by check numbers 8649 through 8670).
b. Finance and Investment Report - R.V. -T. Presented the Revenue and Expenditures report dated 7/31/2024, showing total revenues of $159,677.36 and total expenditures of $99.604.09. The revenues over expenditures amounted to $60,073.27, with a cash-on-hand balance of $1,141,861.03 and investments at $1,424,000.00. Motion was made by Jackson and seconded by Stark to approve the July 31, 2024 Financial Report. All voted and the motion passed.
c. Service Agreement with Chisago Lakes - R.V.-T. Went over the changes that were made to the agreement between Chisago Lakes ISD #2144 and TRIO Wolf Creek and stated it was ready to be voted on for approval. Director Stark made a motion to approve the agreement with a second from Nelson. All voted in favor and the motion passed.

8. Reports:

a. Director Report - Director Hamernick's report stated that his first several weeks were going well. Items included on the report:
   i. Meeting with the ABC about buying the building from the landlord,
   ii. The formation and meeting of the Policy Committee,
   iii. Providing meals to students who come to campus,
   iv. The Center for Effective School Operations (CESO) job description project,
   v. The need to hire a SPED and chemistry LM but not a dean or an assistant principal.
b. Data - Flint presented three pieces of data:
   i. Enrollment Report
   ii. Summer School Completion Data
   iii. Authorizer Graduation Goal

9. Business:

a. Meals for Students on Campus - Because Wolf Creek can no longer provide free breakfasts and lunches to students, Hamernick proposed to the board that Wolf Creek enters into a catering-contract with Chisago Lakes Food Service. Students will sign up for a meal for the

following campus day and the meal will be free to the student. Flint made a motion to accept the contract, with a second by Jackson. All voted and the motion passed unanimously.

b. M. Hamernick to Obtain a Work Credit Card - The business credit card that is used for the procuring of materials for the school is still in T. Quarnstrom's name. As of 8/22/2024, the following individual is the Business Officer for the school: Mike Hamernick. A motion was made by Frame and seconded by Jackson, to allow for Wolf Creek to obtain a new credit card in his name. All voted and the motion passed unanimously.

c. Dates and Times for Future Board Meetings - Chair Lake revisited the issue of when the board will meet in the 2024-25 school year. After discussing, the board decided to change the meeting dates to the third Tuesday of each month and the time to 4:30 pm. Frame made the motion to accept the change and Jackson seconded it. All voted and the motion passed.

d. Study Sessions for Board Members - After changing the meeting dates and time, the board decided to set aside time for 'study sessions' where board members can read and discuss policy and other agenda items that need extra time. It was determined that these gatherings would not need a quorum or a clerk, as they would be exploratory in nature. The sessions would take place on the 4th Tuesday of the month and the need for one would be determined at the board meeting the week before. A motion was made by Frame and seconded by Nelson to try the sessions. All voted and the motion passed.

e. Other -

10. Policy and Procedure:

a. Policy - The newly formed Policy Committee was able to work through the following policies and present them to the board for adoption. It was decided that Policy 425 needed more work and would be brought to September's meeting. A motion by Stark to accept the revised policies, with the exception of 425, was made and seconded by Jackson. All voted and the motion passed.

   i. 425 - Staff Development
   ii. 503 - Attendance Policy
   iii. 515 - Protection and Privacy of Pupil Records
   iv. 515 - Form for above policy
   v. 608 - Instructional Services - SPED
   vi. 609 - Religion
   vii. 613 - Graduation Requirements

b. Procedure - None at this time.

11. Other: The next meeting will be September 17, 2024 at 4:30 pm.

12. Adjournment: Nelson made the motion to adjourn the meeting at 6:02 pm, with a second from Stark. All voted and the motion passed.

Approval of Minutes for the Aug 22, 2024 Meeting:

Susan Frame
Board Representative

9/17/2024
Date