# TRIO Wolf Creek Distance Learning Charter School #4095
# School Board Meeting Minutes
## Sep 17, 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 Tuesday, September 17, 2024. Director Frame opened the meeting at 4:30 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, Acronyms, Conflict of Interest & Approval of Agendas:** Roll call was taken and it was determined that Chair Lake was absent and Co-chair Frame would lead the meeting. No board members had any conflicts of interest to disclose. Before the agenda was approved, Director Hamernick requested that the board discuss an article from the Star Tribune about Charter Schools that was published after the board packet was presented. A motion was made by Flint to accept the agenda with the noted change. Jackson seconded the motion; all voted and the motion passed.

3. **Open Forum:** None.

4. **Visitors:**
   a. In-person-
      i. Jolene Comstock: ADSIS Behavior Education Assistant, presented to the board and answered questions about her roles at Wolf Creek, including attendance and truancy. This was the first of the Learning Managers presenting monthly to the board on their departments.
      ii. Robyn Vosberg-Torgerson : Director of Business Services
      iii. Sarah Schmidt : Director of Teaching and Learning
      iv. Heather Johnson : Board Clerk

   b. Virtually:
      i. Jennifer Lake : Board Chair
      ii. Hannah Edblad : SPED Learning Manager
      iii. Brianna Karnes : SPED Learning Manager

5. **Consideration of Minutes from Previous Meeting:** A motion was made by Flint and seconded by Stark to approve the minutes from the August 22nd, 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.
    b. Consideration of Bills and Wires- Two different reports totaling $28,677.82, and represented by check numbers 8672-8689, were presented. The wires (charges coming directly out of an account) totaled $80,442.29.
    c. Policy- 509, 522, and 530 were edited the previous week by the Policy Committee and presented.

7. **Presentation of Additional Bills for Payment:**
    a. Bills-Vosberg-Torgerson presented a third report of bills totaling $3,723.93, represented by check numbers 8690 - 8692. A motion was made by Stark to approve the monthly checks and wires. Mack seconded the motion, all voted and the motion passed.
    b. Finance and Investment Report - Vosberg-Torgerson presented the Revenue and Expenditures report dated 8/31/2024, showing total revenues of $165,640.63 and total expenditures of $160,132.83. The revenues over expenditures amounted to $5,507.80, with a cash-on-hand balance of $1,183,435.71 and investments at $1,431,000.00. Motion was made by Jackson and seconded by Stark to approve the August 31, 2024 Financial Report. All voted and the motion passed.

8. **Reports:**
    a. Director Report- Director Hamernick reported on the following items:
        i. ABC Update
        ii. Policy Committee
        iii. Breakfast/Lunch Update
        iv. Invitation to Willie Jett, Ed. Commissioner, to visit Wolf Creek
        v. Articles from Star Tribune about Charter Schools
    b. MCA Report- This report shows the number of students meeting standards in math, reading and science over time. It also includes attendance data and can be accessed for just Wolf Creek or any school in the state of Minnesota through the MDE website.
    c. Data-
        i. Enrollment: total enrollment at the time of the meeting was 222 students: 189 full-time, 28 part-time (OLL) and 5 PSEO.
        ii. Hope Survey: Flint presented the results of the Hope Survey, which is given to students and parents in the fall and spring of each year for the past three years. Results were

discussed by the board. Questions were asked as to what is considered a significant change in our results. Flint will investigate this.

9. **Business:**
    a. Breakfast / Lunch for 24-25 Update- Hamernick elaborated on how the contract with Chisago Lakes to purchase food for students is going. He reported that an average of 3-4 students partook of the meals per week and the experiment would continue.
    b. Wolf Creek Credit Card for Mike Hamernick and Second Person - The board approved Mike Hamernick, Director, and Randi Stream, Registrar, getting a business credit card. A motion made by Jackson, and seconded by Flint, to approve the procurement of the card was made. All voted and the motion passed.
    c. Study session for board members - the board discussed the need to meet outside of the regular meeting times to discuss the Wolf Creek bylaws and the Affiliated Building Company (ABC) bylaws. It was determined that a study session would be scheduled for October 22, 2024 at 4:30 pm at Wolf Creek.
10. **Policy and Procedure:**
    a. Policy -
        i. 425 Staff Development - this policy is still being edited by the QComp Team due to it including data that is not available yet. It should be ready in time for the October meeting.
        ii. 537 School Sponsored Student Publications and Activities - This is a new policy and came to the board as a first read. It could be adopted at the October board meeting.
        iii. 625 Library Materials Policy - This is a new policy and came to the board as a first read. It could be adopted at the October board meeting.
    b. Procedure - none at this time.

11. **Other:** The next meeting will be on Tuesday, October 15, 2024 at 4:30 pm.

12. **Adjournment:** Nelson made a motion to adjourn at 5:24 pm, with a second from Jackson. All voted and the motion passed.

Approval of Minutes for the September 17, 2024 Meeting:

Jennifer Lake
Board Representative

10/15/2024
Date