TRIO Wolf Creek Distance Learning Charter School #4095
School Board Meeting Minutes
Oct 15, 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, October 15, 2024. Board Chair Lake 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 Director Nelson was absent. No board members had any conflicts of interest to disclose and no items were introduced or brought out of the consent agenda for discussion. A motion was made by Flint to accept the agendas with a second by Mack. All voted and the motion passed.

3. **Open Forum:** None.

4. **Visitors:**
   a. <u>In-person</u>-
      i. Renee Anick: School Counselor, presented on the roles and responsibilities she has at Wolf Creek. She informed the board of how her time, both on campus and off, is spent and included data showing her interactions with students.
      ii. Jolene Comstock: ADSIS Behavior Education Assistant
      iii. Robyn Vosberg-Torgerson : Director of Business Services
      iv. Heather Johnson : Board Clerk

   b. <u>Virtually</u>:
      i. Hannah Edblad : SPED Learning Manager

5. **Consideration of Minutes from Previous Meeting:** A motion was made by Frame and seconded by Stark to approve the minutes from the September 17th, 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 $40,901.23, and represented by check numbers 8697-8711, were presented.
    c. Policy- 506: Student Discipline, 722: Public Data Requests, and 806: Crisis Management were reviewed and 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 $573.31, represented by check numbers 8712 and 8713. No discussion was needed. A motion was made by Stark to approve the monthly bills and wires. Frame seconded the motion, all voted and the motion passed.
    b. Finance and Investment Report - Vosberg-Torgerson presented the Revenue and Expenditures Report dated 9/30/2024, showing total revenues of $169,650.72 and total expenditures of $407,686.87. The revenues over expenditures amounted to ($238,036.15), with a cash-on-hand balance of $1,238,460.47 and investments at $1,195,000.00. Motion was made by Frame and seconded by Stark to approve the September 30, 2024 Financial Report. All voted and the motion passed.

8. **Reports:**
    a. Director Report- Director Hamernick reported on the following items:
        i. ABC Update: The newly formed board of the Affiliated Building Company met one time and it was decided that Heidi Miller would contact banks and the lawyer to move forward with steps to buy the building from the current owners.
        ii. Policy Committee Updates: reported on the meeting held the previous week and stated that the proposed new policy 537: School Sponsored Student Publications and Activities would be adopted but called 512, replacing the old 512 because they were the same.
        iii. Breakfast/Lunch Update: Wolf Creek would continue to bring in meals for students even though the demand was not great.
        iv. Bid coming for landscaping and cleaning up neglect at the back of the building.
        v. MK Mechanical was in for an annual inspection of the HVAC system and no issues were reported.
        vi. ABDO Solutions, the financial auditor for the district, would be presenting the annual audit virtually at the November meeting.
    b. Lease Aid Approval Letter - This letter was an edited version of the original letter that showed how much lease aid Wolf Creek would be getting.
    c. Data-

i. Enrollment: total enrollment at the time of the meeting was 208 students: 190 full-time, 31 part-time (OLL), zero tuition and 5 PSEO. Part-time students are considered a .5 for enrollment purposes, not a full person, which is why the total is 208

ii. QComp Goal: Flint reported that the QComp team had met and decided to have a reading goal this year for grades 9, 10, ADSIS 11, SPED 11 & 12. Chair Lake had questions about the goal and wanted to bring the item back to the November meeting so no vote was taken at this time.

9. Business:

a. Authorizer Letter Update- Hamernick reminded the board of a letter dated June 25, 2024 that was presented to the board by Sarah Schmidt as our authorizer. It listed areas found to be deficient and set up a schedule for reporting progress. A response letter from Quarnstrom, also dated June 2024 and one from Hamernick dated September 2024, were also presented to the board.

b. 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 - a motion was made by Frame and seconded by Stark to approve the following policies. All voted and the motion passed.

i. 425 Staff Development - this policy is still being edited by the QComp Team and other staff members. It should be ready in time for the November meeting.

ii. 537 School Sponsored Student Publications and Activities - It was determined that this was almost identical to an already held policy, number 512. Because of the new wording, the board decided to adopt 537 and rename it 512.

iii. 625 Library Materials Policy - second read.

b. Procedure - none at this time.

11. Other: The next meeting will be on Tuesday, November 19, 2024 at 4:30 pm.

12. Adjournment: Jackson made a motion to adjourn at 5:21 pm, with a second from Stark. All voted and the motion passed.

Approval of Minutes for the October 15, 2024 Meeting:

Jennifer Lake
Board Representative

11/19/2024
Date