TRIO Wolf Creek Distance Learning Charter School #4095
School Board Meeting Minutes
Nov 19, 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 November 19, 2024. Board Chair Lake opened the meeting at 4:30 pm with the Pledge of Allegiance to the flag followed by the reading of Wolf Creek's mission and vision statements and the Wolf Creek motto.

2. **Roll Call, Acronyms, Conflict of Interest and Approval of Agendas:** Roll call was taken and all board members were present. There were no conflicts of interest to disclose. A motion was made by Jackson and seconded by Nelson to approve the agenda. A motion was then made by Frame and seconded by Flint, to approve the consent agenda. All voted and the motions passed.

3. **Open Forum:** No open forum speakers.

4. **Visitors:**
   a. <u>In-Person</u> -
      i. Robyn Vosberg-Torgerson: Director of Business Services
      ii. Becki Olseen: Learning Manager presenting on the Social Studies Department
      iii. Naomi Hartzberg: Learning Manager presenting on the Social Studies Department
      iv. Chris Wallin: Learning Manager presenting on Q Comp goal
      v. Renee Anick: School Counselor presenting on Q Comp goal
      vi. Jolene Comstock: ADSIS Education Behavior Asst./ Truancy & Attendance
      vii. Ashley Swenson: Parent of current student
      viii. Sarah Schmidt: Director of Teaching and Learning
   b. <u>Virtual</u> -
      i. Hannah Edblad: Learning Manager - SPED
      ii. Bri Karnes: Learning Manager - SPED

5. **Consideration of Minutes from Previous Meeting on 10-15, 2024:** A motion was made by Flint to approve the minutes from the October 15th, 2024 board meeting. After a second made by Stark, the board 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. Policy -
        i. 209: Code of Ethics
        ii. 303: Executive Director Selection
        iii. 403: Discipline, Suspension, Dismissal of Charter School Employees
        iv. 404: Employment Background Checks
        v. 503.1: Religious Accommodation Required for MN Charter Schools

    c. MSBA Newsletter - Presented to the board as an FYI to notify of upcoming trainings, speakers, conferences, etc.

7. **Presentation of Bills and Accounts:**
    a. Bills and Wires - Vosberg-Torgerson presented the monthly bills and wires. A motion by board member Frame was made to approve the bills dated 11/7, 11/11 & 11/14, totaling $50,924.11 (represented by checks numbered 8717 - 8741). A credit card charge for $723.72 was also paid on 11/7. A second was made by Stark; all voted and the motion passed.
    b. Finance and Investment Report - Vosberg-Torgerson presented the Finance Report dated October 31, 2024, showing total revenues of $147,191.00 and total expenditures in the amount of $417,723.12 with revenues over expenditures in the amount of ($270,532.12) leaving a cash on hand balance of $1,403,074.66 and investment of $1,195,000.00. A motion by Flint, with a second by Mack, was made to approve the 9/30/23 Financial Report. All voted in favor; motion carried.

8. **Reports:**
    a. Director Report - Hamernick informed the board that things were going well and listed items that were dealt with since the last meeting that included:
        i. ABC Update including building, furnace, and roof repairs
        ii. The financial audit completion by ABDO Solutions
        iii. Equity Committee update
        iv. Enrollment challenges and hiring updates

    b. Memorandum of Notice of Hire - Hamernick informed the board of the hiring of a paraprofessional for the SPED department. A motion was made by Jackson and seconded by Flint to approve the hiring of Alyssa Keller as the new Para.
    c. Charter Assessment Rubric - the board was made aware that the annual assessment for the authorizer was under way. It will be presented upon completion.

d. Data - Flint
   i. Enrollment: at the time of the meeting there were 248 students: 202 Full-time, 41 part-time or supplemental, and 5 PSEO. Hamernick told the board that the school had reached its threshold for taking part-time students only and would be closed until term three.
   ii. At Risk / Star Student: The board was shown data kept on WC students who exhibit certain at-risk attributes; and the results of a staff STAR survey indicating how many staff know each WC student well.
   iii. Credit Analysis of New Students: Data and graphs were presented about the percentage of credits earned by new students who started at Wolf Creek during the 23-24 school year.

9. Business:

a. QComp Goal Update - Members of the Q Comp Team were present to explain to the board how the 2024-25 goal was decided upon. After meeting with SCRED and analyzing test data from eduClimber, the QComp team determined that the goal will be based on students who show "typical" and "aggressive" growth on the FastBridge aReading test from fall to spring. A motion was made by Jackson and seconded by Mack to approve the Q Comp goal. All voted and the motion passed.

b. Bylaws/Study Session Update - after the postponement of the study session in October, it was decided that one would be scheduled for January 28, 2025 from 4:30 - 6:30 pm. Bylaws will be discussed. A motion was made by Frame and seconded by Nelson to approve the study session time and date.

c. Determine time frame for Director Evaluation and Board Elections - With legislation changes and the hiring of a new school director, it was decided that a new timeline for evaluations and elections was needed. After discussion, a motion was made by Flint to give the Director Eval in June so as to coincide with the contract cycle and to set the date for board elections at the February board meeting. Frame made the second; all voted and the motion passed.

d. Staff Salary Augmentations - The board once again agreed to augment the staff salaries in the generous amounts of: $4000 for full-time employees, $2000 for part-time employees and $1000 for new, full-time employees. A motion was made by Mack and seconded by Frame to approve the amounts. All voted and the motion was approved.

e. Other -

10. Additional Policy and Procedure: None.

11. Other: The next meeting will be on Tuesday December 17th, 2024 at 4:30 pm.

12. Adjournment: Nelson made a motion to adjourn at 5:50 pm, with a second from Jackson. All voted and the motion passed.

Approval of Minutes for the November 19, 2024 Meeting:

Jennifer Lake
Board Representative

1/3/2025
Date