TRIO Wolf Creek Distance Learning Charter School #4095
School Board Meeting Minutes
Jan 21, 2025
*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 January 21, 2025. Board Chair Lake opened the meeting at 4:33 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 Agenda:** Roll call was taken and it was determined that all board members were present with no conflicts of interest to disclose. A motion was made by Frame and seconded by Mack, to approve both the regular and consent agendas with no changes. All voted and the motion passed.

3. **Open Forum:** None

4. **Visitors:**
   a. In-Person:
      i. Bri Karnes and Hannah Swenson - SPED Learning Managers presented to the board the challenges and successes of the Special Education Department. Hiring qualified people continues to be a concern, not only at Wolf Creek, but throughout the state.
      ii. Jolene Comstock - ADSIS Behavior Education Assistant

5. **Consideration of Minutes from Previous Meetings:** A motion was made by Flint and seconded by Jackson, to approve the minutes from the December 17, 2024 board meeting. All voted and the motion carried unanimously.

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. Bills and Wires - Monthly bills and wires were presented for consideration from dates: December 6, 2024 and January 3, 10, and 14, 2025. The bills were represented by check numbers 8757-8761 and 8771-8788 and the totals of the bills and wires was $50,387.17.

c. Policy - Reviewed and revised by the Policy Working Group:

i. 208 Charter School Board Officers

ii. 208 Development, Adoption, and Implementation of Policies

iii. 300.1 Record Retention / Destruction

iv. 405 Veteran's Preference: Hiring

v. 601 Charter School Curriculum and Instruction Goals

7. Presentation of Accounts:

a. Bills and Wires: Two additional checks were presented to the board, represented by check numbers 8789-8790 and totaled $22,098.78. A motion was made by Frame to approve the bills and Flint seconded the motion. All voted in favor and the motion passed.

b. Finance and Investment Report - Vosberg-Torgerson presented the Finance Report dated December 31, 2024, showing total revenues of $195,143.97 and total expenditures in the amount of $220,020.05 with revenues over expenditures in the amount of $(24,876.08) leaving a cash on hand balance of $1,341,132.75 and investment of $1,209,000.00. A motion by Frame, with a second by Flint, was made to approve the 12/31/24 Financial Report. All voted in favor; motion carried. R.V.T. also told the board that a revised budget would be presented at the March board meeting.

8. Reports:

a. Director Report: Hamernick reported on several items including the continuation of the Star Tribune journalist that is reporting on charter schools and how the responses will be handled by MACS. Other items in the report included: Approval of the 30-second script that will accompany the Wolf Creek video on the Chisago County website, enrollment concerns, building needs and updates, a recap of the MSBA's annual conference in Minneapolis and taking students to the 'Construct Tomorrow' Expo in Hinckley, MN.

b. Authorizer Rubric: Hamernick reported that the report was complete and he would be meeting with Sarah Schmidt to finalize.

c. CESO Report: The report by the Center for Effective School Operations (CESO) that was supposed to help the Personnel Committee determine job descriptions and compensation for staff, is finished and was presented. Hamernick stated that it is a starting point for discussions and would be used to help determine areas that need revising, like hiring and retaining staff, and marketing. Director Mack made a motion to create a working group, set a goal and have the finalized version ready by the April board meeting. Frame seconded the motion, all voted, and the motion passed.

d. Data: Flint

i. Enrollment - 252 total: 215 full-time, 29 Supplemental, 8 PSEO

ii. Retention and Exit Reasons: Flint explained the data showing why students leave with the number one reason being graduation.

9. Business:

a. Parent Representative, Ashley Swenson to join board: This did not happen as she was not able to attend the meeting. A motion was made by Frame to fill the open Parent Representative position with Ashley Swenson until the next Annual Meeting. After determining that Swenson would need the appropriate training, Jackson seconded the motion. All voted and the motion passed.

b. MACS Membership Renewal: Hamernick presented the annual membership dues for the Minnesota Association of Charter Schools. A motion was made by Nelson to pay the fee for the 24-25 school year. Mack seconded, all voted, and the motion passed.

c. Lottery Date Set for 25-26 School Year: The date to determine how much of the waitlist to accept was set as April 15th, 2025. After discussing, the board determined that a set date of April first would be the new lottery date, rather than changing it every year. A motion was made by Jackson and seconded by Flint, to use April 15, 2025 as the lottery date for this year. All voted and the motion passed.

d. Maternity Leave Request from Learning Manager, N. Hartzberg: A signed letter from Learning Manager, Naomi Hartzberg, requesting maternity leave, was presented to the board. A motion made by Mack to approve the leave was made with a second from Jackson. All voted and the motion passed.

e. Study Session 1-28-25: Director Lake reminded the board about the study session that would take place in the Wolf Creek boardroom at 4:30 in the afternoon. The reason for the session would be to review and revise the Wolf Creek Bylaws.

f. Other:

10. Policy and Procedure:

a. Policy:
   i. Pol 618 Assessment of Student Achievement - Presented as a first read.
   ii. Pol 621 Literacy and the Read Act - Presented as a first read.

b. Procedure: None at this time.

11. Other: The next meeting will be Tuesday, February 18, 2025 at 4:30 pm.

12. Adjournment: A motion was made by Nelson to adjourn the meeting at 5:56 pm. The motion was seconded by Jackson, all voted in favor and the motion passed.

Approval of Minutes for the Jan 21, 2025 Meeting:

Jennifer Lake — 2/25/2025

Board Representative — Date