TRIO Wolf Creek Distance Learning Charter School #4095
School Board Meeting Minutes
Feb 25, 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 February 25, 2025. 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 Agenda:** Roll call was taken and it was determined that Sue Frame was absent and Bill Mack was attending virtually with a posted address. Director Hamernick added three items to the agenda under 8.E., 9.D., 9.E. A motion was made by Flint and seconded by Stark, to approve both the regular and consent agendas with changes. All voted and the motion passed.

3. **Open Forum:** None

4. **Visitors:**
   a. In-Person:
      i. Board members, Chloe Jackson and Lori Nelson, who are also the Learning Managers for English department, presented Language Arts Curriculum to the board. They explained how they divide up the work by grade level, the tools they use, and classes being re-written to comply with the legislative changes.
      ii. Jolene Comstock - ADSIS Behavior Education Assistant
   b. Virtual:
      i. Denise Martin
      ii. Renee Anick
      iii. Chris Wallin
      iv. Hannah Swenson
      v. Bri Karnes

5. **Consideration of Minutes from Previous Meetings:** A motion was made by Jackson and seconded by Flint, to approve the minutes from the January 21, 2025 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. Accounts and Finances:
        i. Bills and Wires - Monthly bills and wires were presented for consideration from dates: February 4th and 10th, 2025. The bills were represented by check numbers 8791 - 8807 and the totals of the bills was $20,915.38. The Wires total for February 2025 was $38,065.61.
        ii. Finance and Investment Report - The Finance Report dated January 31, 2025, showing total revenues of $196,120.62 and total expenditures in the amount of $181,933.58 with revenues over expenditures in the amount of $14,187.04 leaving a cash on hand balance of $1,350,738.02 and investment of $1,209,000.00

    c. Policy - Reviewed and revised by the Policy Working Group:
        i. 201 Legal Status of the Charter School Board of Directors
        ii. 408 Subpoena of a Charter School Employee
        iii. 536 Lottery Policy for Charter School Admissions
        iv. 701.1 Modification of Charter School Budget
        v. 807 Health and Safety

7. **Presentation of Accounts:**
    a. Bills and Wires - Three additional checks were presented to the board, represented by check numbers 8808 - 8810 and totaling $4,954.43. A motion was made by Flint to approve the bills and Jackson seconded the motion. All voted in favor and the motion passed.

8. **Reports:**
    a. Director Report - Hamernick updated the board on several items including the concerns about any changes the Federal Government might make to educational programs, enrollment numbers and working with a waitlist, the Minnesota Association of Alternative Programs Conference, and the fact that Wolf Creek is looking for a new authorizer.
    b. MACS Membership Innovator Award - Wolf Creek once again submitted an application for the MACS Innovator award with the PLP Learner Profile implementation 24-25. Winners will be announced
    c. Optional Thursdays Curriculum Writing Pilot for LMs - Hamernick reported the data on the pilot program that would allow Learning Managers to work from home alternating Thursdays to write curriculum, saying he thought it was a wash. The board will discuss this further at future meetings.

d. Data - Flint
   i. Enrollment - 240 total: 204 full-time with 6 on a waitlist, 28 Supplemental with 16 on a waitlist, and 8 PSEO

e. Authorizer Letters from Chisago Lakes - Hamernick reported to the board that two letters had been sent by the Chisago Lakes School District in regard to the continuation of being an authorizer of a charter school. One went to the Commissioner of Education and one was for parents and families. Hamernick assured the board that this was standard procedure and that he had several promising leads for a new authorizer.

9. Business:

a. Extend Terms for Board Members - After discussing new legislation that requires training all board members by July 1st, a motion was made by Nelson to extend the terms for current board members until June 30, 2025. Stark seconded the motion, all voted and the motion passed.
b. Study Session Recap - All who attended the study session agreed it was productive and beneficial and would be used in the future when certain agenda items needed more discussion.
c. New Bylaw Adopted - The revised bylaws were the focus of the study session and the board decided, with a motion made by Stark and seconded by Flint, to adopt them. All voted and the motion passed.
d. 2023-2024 Charter Assessment Rubric - Hamernick wanted the board to know that this report was complete and signed. A motion was made by Nelson to submit it to the authorizer. Jackson seconded it, all voted and the motion passed.
e. SY26 Transportation Agreement - Hamernick told the board that Wolf Creek would be keeping the transportation money it receives from the state. Nelson made a motion to accept this with a second by Flint. All members voted and the motion passed.
f. Other: Graduation is on June 6th, 2025 at 6:30 pm and several board members said they would like to attend and participate if needed.

10. Policy and Procedure:

a. Policy: Pol 618 Assessment of Student Achievement and Pol 621 Literacy and the Read Act were adopted after a second read. Stark made the motion, Nelson seconded. All voted in favor and the motion passed.
b. Procedure: Pro 519.1 Third Party Student Interview Requests by Government Agency was presented as a first read and was recommended by MSBA to go hand in hand with policy 519. Flint made a motion to bring this to the March board meeting for adoption. Jackson seconded, all voted and the motion passed.

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

12. Adjournment: A motion was made by Nelson to adjourn the meeting at 5:47 pm. The motion was seconded by Jackson, all voted in favor and the motion passed.

Approval of Minutes for the Feb 25, 2025 Meeting:

Jennifer Lahr — 3/18/2025

Board Representative — Date