TRIO Wolf Creek Distance Learning Charter School #4095
School Board Meeting Minutes
Tuesday, July 14, 2020 - 4:15 p.m.

Board Members Present:	Sandy Flint, Sue Frame, Jennifer Lake, Becki Olseen, Greg Paine, Jeff Vitali, Meagan Rathbun, and Catherine Veith-Bruno.
Board Members Absent:	None.
Ex-officio Members:	Tracy Quarnstrom.
Visitors:	Randi Stream, Elizabeth Plasynski, Robyn Vosberg-Torgerson, and Sonja Mertz.

1. **Call to Order:**
The Wolf Creek Charter School Board met virtually via Google Hangout on Tuesday, July 14, 2020. Chair Vitali opened the meeting at 4:15 p.m. A Consent Agenda was followed. Motion by Flint, seconded by Lake, to approve the Consent Agenda.
Roll Call Vote:

Flint – Yes	Frame – Yes
Lake – Yes	Olseen – Yes
Paine – Yes	Rathbun – Yes
Veith-Bruno – Yes	Vitali – Yes

Motion Carried.

2. **Roll Call and Approval of Agenda:** ***Consent Agenda Item***

3. **Consideration of Minutes of the Previous Meeting (June 9, 2020):** ***Consent Agenda Item***

4. **Open forum/Visitors:** Visitor Plasynski is a Hamline student who is working with Tracy Quarnstrom.

5. **Strategic Plan Initiatives:** ***Consent Agenda Item***
   - **A.** Meeting enrollment numbers to fulfill the needs of students and Wolf Creek's capacity through marketing efforts.
   - **B.** Curriculum review and continued enhancement toward achieving goals of engaging, flexible, differentiated, and personalized learning. To achieve this we will offer high-quality professional development to all staff members.
   - **C.** Engaging parents as partners in their student's academic progress.

6. **Consideration of Claims and Accounts:**
Quarnstrom introduced the board to the new Business Manager, Robyn Vosberg-Torgerson.
   A. **Bills:** Vosberg-Torgerson presented a handout dated July 13, 2020, listing the bills. Motion by Lake, seconded by Frame, to approve the bills dated July 13, 2020, totaling $45,299.64 (represented by checks numbered 6787 through 6819).
   Roll Call Vote:

Flint – Yes	Frame – Yes
Lake – Yes	Olseen – Yes
Paine – Yes	Rathbun – Yes

Veith-Bruno – Yes Vitali – Yes
Motion Carried.

B. **Hand-payable Report and Finance Report:** Vosberg-Torgerson presented a hand payable report in the amount of $0.80. Vosberg-Torgerson presented the Finance Report dated June 30, 2020, showing total revenues of $1,760,024.56 and total expenditures in the amount of $1,825,505.14 with expenditures over revenues in the amount of $65,480.58 leaving a cash-on-hand balance of $623,836.62 and investment of $1,239,000.00. Motion by Veith-Bruno, seconded by Flint, to approve the June 2020 Hand Payables and Financial Report.
Roll Call Vote:
Flint – Yes Frame – Yes
Lake – Yes Olseen – Yes
Paine – Yes Rathbun – Yes
Veith-Bruno – Yes Vitali – Yes
Motion Carried.

C. **Budget Moved to August:** ***Consent Agenda Item***

D. **Audit Confirmation/Fee (Abdo, Eick & Meyer):** ***Consent Agenda Item***

E. **Property, Liability, and WC Insurance/Cyber-Security Insurance:** ***Consent Agenda Item***

F. **Other:** Motion by Vitali, seconded by Lake, to approve the hiring of Erin McCullough as the new part-time Guidance Counselor.
Roll Call Vote:
Flint – Yes Frame – Yes
Lake – Yes Olseen – Yes
Paine – Yes Rathbun – Yes
Veith-Bruno – Yes Vitali – Yes
Motion Carried.

7. **Business:**
   A. **Enrollment:** Flint shared enrollment information from Swanson. There are 16 fall full-time applications being processed. For the fall 2020 enrollment, there are 126 students returning. There are 47 OLL students for Terms 1 and 2, and currently 18 OLL students for Terms 3 and 4.

   B. **Marketing**: Quarnstrom shared information about a one-on-one marketing session that she had with Treacy Information Services. She also shared an article from Blandin Foundation featuring Wolf Creek. KSTP featured Wolf Creek in a news segment and would like to do two follow-up segments, highlighting Wolf Creek as a leader in the hybrid, distance-learning model. Quarnstrom and Swanson have been focusing on Wolf Creek's online presence and are exploring new website and social media opportunities.

C. **Course Completion Data:** Flint shared and explained the most recent course completion data. Olseen shared a summary of the informal data collected about how Wolf Creek students' academics compared between Terms 1/2 and Terms 3/4.

D. Summer School Update/Processes/Completion Rates/Enrollment Numbers: Rathbun told the board that six students graduated at the end of summer school 2020. Sixty-six students were enrolled at the beginning of summer school, but there were some drop-outs and non-completions.

E. **Fall Plans for Returning to School:** Quarnstrom presented the Hybrid and Virtual plans for returning to school in the fall. She informed the board that the DART has been meeting to discuss plan implementation options. Quarnstrom also shared the summary of the MDE School Planning Guidance Document and the considerations that Wolf Creek administration and DART have determined for reopening. She presented the need for the board to meet after the July 27th declaration that will be made by the Governor and before the next scheduled board meeting in August. She suggested the next meeting be held on Tuesday, August 4th.

F. **Surveys:** Quarnstrom presented the most recent surveys. The technology staff survey resulted in 90% of the staff saying that the technology stipend was adequate and that a majority of the staff used their stipend for home internet services.
Flint presented the results from the Spring Student and Parent Survey. This survey was designed to learn about overall satisfaction with Wolf Creek, communication with Learning Managers, topics of interest, and other data that helps administration and staff determine next steps at Wolf Creek.
Quarnstrom and Flint presented the results of questions from the surveys given to students and families regarding how they felt about the possibility of Wolf Creek opening in the fall of 2020. Data about how they felt about their safety, access to resources, and other areas of concern was collected.

G. **Rathbun Resignation:** Learning Manager, Meagan Rathbun, has accepted a position in another school district and submitted her letter of resignation to the board. Motion by Vitali, seconded by Frame, to accept Rathbun's letter of resignation.
Roll Call Vote:

Flint – Yes	Frame – Yes
Lake – Yes	Olseen – Yes
Paine – Yes	Rathbun – Abstain
Veith-Bruno – Yes	Vitali – Yes

Motion Carried.

H. Wolf Creek Three-year MDE 2020 Review: ***Consent Agenda Item***

I. FY21 Lease Aid: ***Consent Agenda Item***

J. Building Update: Quarnstrom told the board that Wolf Creek is installing new carpet in the Great Room and in some offices. A new vending machine has been purchased and some offices will be moved.

K. **Designate Tracy Quarnstrom as Identified Official with Authority for MDE (IOWA):** ***Consent Agenda Item***

L. **MSBA Annual Fee:** ***Consent Agenda Item***

M. **MAPES Process for Chisago Lakes Cohort #2 (First Submission in August):** ***Consent Agenda Item***

N. **COVID-19 Resources from CPICS (Coalition of Public Independent Charter Schools):** Documentation was provided to the board as informational. Equity Working Group – "The Board's Role in Governing with Equity". Flint shared material from a webinar that she attended: Looking Forward: Planning for the School Year Ahead.

O. **Other:** MDE Guidance on July 27th on Fall School Options. It is suggested that the board meet on August 4th to prepare. Motion by Flint, seconded by Lake, to hold a special board meeting on August 4, 2020, at 4:15 pm.
Roll Call Vote:

Flint – Yes	Frame – Yes
Lake – Yes	Olseen – Yes
Paine – Yes	Rathbun – Abstain
Veith-Bruno – Yes	Vitali – Yes

Motion Carried.

Lake provided information about virtual MSBA sessions that are being held in August. Quarnstrom offered to pay for any board members that would like to attend. Registration information will be sent to all board members.

8. **Policies and Procedures:** ***Consent Agenda Item***
Wolf Creek Policies were provided to the board for review only.
Policy 205: Open Meetings and Closed Meetings
Policy 207: Public Hearings
Policy 208: Development, Adoption, and Implementation of Policies
Policy 209: Code of Ethics
Policy 210.1: Conflict of Interest – Charter School Board Members

9. **Other:** The next meeting will be a special meeting on Tuesday, August 4th, 2020, at 4:15 pm. The next regular board meeting is on Tuesday, August 11, 2020, at 4:15 pm.

10. **Adjournment:** Motion by Rathbun, seconded by Olseen, to adjourn the meeting at 6:10 p.m.
Roll Call Vote:

Flint – Yes	Frame – Yes
Lake – Yes	Olseen – Yes
Paine – Yes	Rathbun – Abstain
Veith-Bruno – Yes	Vitali – Yes

Motion Carried.

Approval of Minutes of the July 2020 Meeting:

Jeff Vitali, Chairman

8/11/2020
Date