TRIO Wolf Creek Distance Learning Charter School #4095
School Board Meeting Minutes
Tuesday, August 11, 2020 - 4:15 p.m.

Board Members Present:	Sandy Flint, Sue Frame, Jennifer Lake, Becki Olseen, Greg Paine, Catherine Veith-Bruno, and Jeff Vitali.
Board Members Absent:	None.
Ex-officio Members:	Brenda Swanson and Tracy Quarnstrom.
Visitors:	Sarah Schmidt, Chloe Jackson, Erin McCullough, Bri Karnes, Renee Anick, Robyn Vosberg-Torgerson, and Sonja Mertz.

1. **Call to Order:**
   The Wolf Creek Charter School Board met in person and virtually via Google Meet on Tuesday, August 11, 2020. Chair Vitali opened the meeting at 4:15 p.m. with the pledge of allegiance to the flag, followed by the reading of the Wolf Creek Online High School mission statement, the vision statement, and the Wolf Creek motto.

2. **Roll Call and Approval of Agenda:** Roll call was taken. Motion by Vitali, seconded by Frame, to approve the Agenda.
   Roll Call Vote:
   Flint – Yes Paine – Absent
   Frame – Yes Veith-Bruno – Yes
   Lake – Absent Vitali – Yes
   Olseen – Yes
   Motion Carried.

3. **Consideration of Minutes of the Previous Meetings** (August 4, 2020 and July 14, 2020):
   Motion by Vitali, seconded by Flint, to approve the minutes from the regular board meeting held Tuesday, July 14, 2020, and the minutes from the special board meeting held Tuesday, August 4, 2020.
   Roll Call Vote:
   Flint – Yes Paine – Absent
   Frame – Yes Veith-Bruno – Yes
   Lake – Absent Vitali – Yes
   Olseen – Yes
   Motion Carried.

4. **Open Forum/Visitors:** Quarnstrom introduced the new staff Wolf Creek staff members: Bri Karnes (Special Education Learning Manager), Renee Anick (Social Studies Learning Manager), and Erin McCullough (Guidance Counselor).
   Member Jennifer Lake joined the meeting at 4:25 pm.

Quarnstrom shared the second in the series of three KSTP News videos that feature Wolf Creek. They are planning on filming the last of the series on the first day of school and hope to interview students.

5. **Strategic Plan Initiatives**
   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 / Accounts and Finances**

   A. **Bills:** Vosberg-Torgerson presented a handout dated August 11, 2020, listing the bills. Motion by Vitali, seconded by Flint, to approve the bills dated August 11, 2020, totaling $180,915.93 (represented by checks numbered 6820 through 6843.)
   Roll Call Vote:
   Flint – Yes Paine – Absent
   Frame – Yes Veith-Bruno – Yes
   Lake – Yes Vitali – Yes
   Olseen – Yes
   Motion Carried.

   B. **Hand-payable Report and Finance Report:** Vosberg-Torgerson presented a hand-payable report in the amount of $0.86. Vosberg-Torgerson presented the Finance Report dated July 31, 2020, showing total revenues of $132,454.88 and total expenditures of $94,820.44 with revenues over expenditures in the amount of $37,634.44 leaving a cash on hand balance of $635,475.85 and investment of $1,241,000.00. Motion by Vitali, seconded by Frame, to approve the July 2020 Hand-payables and Financial Report.
   Roll Call Vote:
   Flint – Yes Paine – Absent
   Frame – Yes Veith-Bruno – Yes
   Lake – Yes Vitali – Yes
   Olseen – Yes
   Motion Carried.
   Member Greg Paine joined the meeting at 4:35 pm.

   C. **Personnel Policies:** Quarnstrom presented the 2020-2022 Personnel Policies for Licensed Employees, Administrative Staff, and Clerical Staff. Motion by Vitali, seconded by Veith-Bruno, to approve the 2020-2022 Personnel Policies.
   Roll Call Vote:
   Flint – Yes Paine – Yes
   Frame – Yes Veith-Bruno – Yes
   Lake – Yes Vitali – Yes
   Olseen – Yes

Motion Carried.

D. **Learning Manager Benefits Summary for 2019-2020:** Quarnstrom presented the 2019-2020 Benefits Summary for the Learning Managers.

E. **Other:** None.

7. **Business**

A. **Enrollment:** Swanson reported that for the 2020-2021 school year, there are 169 total students (133 Full-time, 33 Supplemental, and 3 PSEO). There are 24 full-time and 13 supplemental applicants waiting for completion.

B. **Safe Schools Plan and County Data Review (8/06/20), Minnesota School Openings Graph:** Quarnstrom and Flint provided data regarding the main three-county COVID case rates we enroll students from. Quarnstrom explained that she and Swanson will continue to monitor the case rates as the first day of school approaches.

C. **Staffing Updates:** Quarnstrom again mentioned the new staff members and discussed the in-person training that has been happening with new and returning staff over the past two days.

D. **Marketing:** Quarnstrom shared the newest Wolf Creek Flyer.

E. **MAPES Update from Authorizer:** Quarnstrom and Sarah Schmidt presented the Authorizer Rubric and the Charter School Reauthorization Application. Motion by Flint, seconded by Vitali, to approve the Authorizer Rubric and Reauthorization Application that will be sent to Chisago Lakes as presented.
Roll Call Vote:
Flint – Yes Paine – Yes
Frame – Yes Veith-Bruno – Yes
Lake – Yes Vitali – Yes
Olseen – Yes
Motion Carried.

F. **Payment to Chisago Lakes for 2019-2020:** Quarnstrom explained the details of the annual payment that is made to the Chisago Lakes School District for the services that they provide to Wolf Creek.

G. **Board Training Schedule:** Quarnstrom provided the board training schedule as a reminder of the yearly trainings that are offered to the board and that the trainings will continue for the remainder of the year, either in-person or virtually.

H. **Filling Open Teacher Director Position:** Learning Manager Chloe Jackson presented a letter of interest to the board to fill the open teacher director position. Vitali appointed

Jackson as the new teacher director. Motion by Vitali, seconded by Frame, to approve the appointment.
Roll Call Vote:
Flint – Yes Paine – Yes
Frame – Yes Veith-Bruno – Yes
Lake – Yes Vitali – Yes
Olseen – Yes
Motion Carried.

I. **Fall Board Retreat Discussion:** A survey will be coming soon from Quarnstrom to determine when a fall board retreat will take place.

J. **Board Meeting Format Discussion:** Quarnstrom told the board that we will continue to offer the virtual option for attending board meetings, until further notice. If any board member needs additional accommodations, please let Quarnstrom, Swanson, or Mertz know and they can provide assistance.

K. **Other:** None.

8. **Policies/Procedures:** The Policy Review Schedule was shared with the board.
New Policy 452: Catastrophic Medical Leave Sharing Bank (with forms) was presented to the board for the first reading. New Policy 808: Face Covering Policy was presented to the board for the first reading. Since Policy 808 is required in order to comply with Governor Walz's mandate regarding facial coverings in public buildings, the policy will go into effect immediately without a second reading, although the board will make a motion for the second reading at the September board meeting. Motion by Vitali, seconded by Lake, to approve the first readings of Policy 452 and Policy 808.
Roll Call Vote:
Flint – Yes Olseen – Yes
Frame – Yes Paine – Yes
Jackson – Yes Veith-Bruno – Yes
Lake – Yes Vitali – Yes
Motion Carried.

Policies 300.1: Record Retention/Destruction, 300.2: Administration of the Minnesota Government Data Practices Act, 303: Charter School Director Selection, and 304: Charter School Director Contract, Duties, and Evaluation, were presented to the board for review only.

9. **Other:** The next board meeting is on Tuesday, September 8, 2020, at 4:15 pm.

10. **Adjournment:** Motion by Olseen; seconded by Flint to adjourn the meeting at 5:05 p.m.
Roll Call Vote:
Flint – Yes Olseen – Yes
Frame – Yes Paine – Yes

Jackson – Yes
Lake – Yes
Motion Carried.

Veith-Bruno – Yes
Vitali – Yes

Approval of Minutes of the August 11, 2020 Meeting:

Jeff Vitali, Chairman

9/24/2020
Date