TRIO Wolf Creek Distance Learning Charter School #4095
School Board Meeting Minutes
Tuesday, September 8, 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, Chad Hanson, 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, September 8, 2020. Member Flint 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 Flint, seconded by Olseen, to approve the Agenda.
   Roll Call Vote:

Flint – Yes	Olseen – Yes
Frame – Yes	Paine – Yes
Jackson – Yes	Veith-Bruno – Yes
Lake – Yes	Vitali – absent

   Motion Carried.

3. **Consideration of Minutes of the Previous Meeting:** Motion by Flint, seconded by Olseen, to approve the minutes from the regular board meeting held Tuesday, August 11, 2020.
   Roll Call Vote:

Flint – Yes	Olseen – Yes
Frame – Yes	Paine – Yes
Jackson – Yes	Veith-Bruno – Yes
Lake – Yes	Vitali – absent

   Motion Carried.

4. **Open Forum/Visitors:** Quarnstrom introduced new Learning Manager and Music Teacher, Chad (C.J.) Hanson.

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 and Hand-payable Report and Finance Report:** Vosberg-Torgerson presented a handout dated September 8, 2020, listing the bills. Vosberg-Torgerson presented a hand-payable report in the amount of $16.08. Vosberg-Torgerson presented the Finance Report dated August 31, 2020, showing total revenues of $258,173.00 and total expenditures of $263,269.00 with expenditures over revenues in the amount of $5,096.00 leaving a cash on hand balance of $568,119.22 and investment of $1,241,000.00. Motion by Flint, seconded by Frame, to approve the bills dated September 8, 2020, totaling $52,976.14 (represented by checks numbered 6844 through 6873) and the August 2020 Hand-payables and Financial Report.
Roll Call Vote:

Flint – Yes	Olseen – Yes
Frame – Yes	Paine – Yes
Jackson – Yes	Veith-Bruno – Yes
Lake – Yes	Vitali – Absent

Motion Carried.

B. **Budget:** A revised budget will be brought to the November or December board meeting.

C. **CARES Act Funds for Wolf Creek:** Vosberg-Torgerson and Quarnstrom created a list of spending ideas for the CARES Act Funds that Wolf Creek has either already been given or is hoping to receive. Wolf Creek has been approved for $44,737 in CRF Funds. This money needs to be spent before December 31, 2020. The applications for the GEER Funds and ESSER Funds will be submitted by the end of 2020.

D. **Chisago Lakes Authorizer Fees:** The authorizer fees are due by the end of September. This will be brought to the October board meeting.

E. **Other:** None.

7. **Business**

A. **Enrollment:** Swanson reported that for the 2020-2021 school year, there are currently 166 total students (129 Full-time, 34 Supplemental, and 3 PSEO). As of right now, fifteen current students have not contacted Wolf Creek. There are sixteen new applications being processed.

B. **County Data Review (9/03/20), Minnesota School Openings Graph, and First Day of School Report:** Flint showed the results from the Fall 2020 Charter School Learning Models Survey. Swanson gave a report of a successful first day of school at Wolf Creek both on campus and virtually.

C. **COVID Coordinator with MDE:** Swanson has been designated as the COVID Coordinator for Wolf Creek. This person will work in conjunction with the superintendent to provide all needed COVID materials to all school stakeholders. She

explained that each educator has been provided access to a free saliva COVID test with instructions this week and more info to come.

D. **2020-2021 Student Handbook:** Swanson explained the IGP (Individual Graduation Plan) process to the board and that each student receives a student handbook during their IGP. This year's handbook includes a COVID addendum. Motion by Veith-Bruno, seconded by Lake, to approve the 2020-2021 Student Handbook.
Roll Call Vote:

Flint – Yes	Olseen – Yes
Frame – Yes	Paine – Yes
Jackson – Yes	Veith-Bruno – Yes
Lake – Yes	Vitali – absent

Motion Carried.

E. **Marketing:** Quarnstrom reported that there are upcoming newspaper ads. She also told the board that a new website is being developed.

F. **MAPES Update from Authorizer:** Quarnstrom and Sarah Schmidt reported that Chisago has completed their part of the authorizer application. Quarnstrom will conduct the interview later in September.

Vitali joined the board meeting at 4:50 pm.

G. **Leave Bank:** Motion by Flint, seconded by Veith-Bruno, to move the leave bank hours from the former leave bank to the new catastrophic leave bank.
Roll Call Vote:

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

Motion Carried.

H. **Staff Updates:** Quarnstrom presented new staff members: Chad Hanson, Learning Manager and Music Teacher and David Alves, ASL Instructor (hourly). Shelli Matheson will be teaching Chemistry classes. Learning Manager and Science Teacher Hanna Coleman submitted her letter of resignation to the board. Motion by Vitali, seconded by Flint, to approve the contracts for Hanson and Alves and the resignation of Coleman.
Roll Call Vote:

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

Motion Carried.

I. **TRA Employer Payroll Audit:** Wolf Creek was selected to complete the TRA (Teachers Retirement Association) Employer Payroll Audit. Anne Kral submitted the requested material.

J. **The Pandemic's Threat to the Future of Digital Learning (August 2020):** This article was provided as reference to the board.

K. **Other:** None.

8. **Policies/Procedures:** New Policy 452: Catastrophic Medical Leave Sharing Bank (with forms) was presented to the board for the second reading. New Policy 808: Face Covering Policy was presented to the board for the second reading. Revisions of Policy 522: Title IX Sex Nondiscrimination Policy, Grievance Procedure, and Process and Policy 720: Vending Machines were also presented to the board. Motion by Vitali, seconded by Veith-Bruno, to approve the second readings and revisions.
   Roll Call Vote:

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

   Motion Carried.

   Policies 401: Equal Employment Opportunity, 402: Disability Nondiscrimination Policy, 403: Discipline, Suspension, and Dismissal of Charter School Employees, 404: Background Checks, 405: Veteran's Preference Hiring, and 406/406F: Public and Private Personnel Data and Employee Authorization for Release of Information, were presented to the board for review only.

9. **Other:** The next board meeting is on Tuesday, October 13, 2020, at 4:15 pm.

10. **Adjournment:** Motion by Olseen; seconded by Jackson, to adjourn the meeting at 5:05 p.m.
    Roll Call Vote:

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

    Motion Carried.

Approval of Minutes of the September 8, 2020 Meeting:

Jeff Vitali, Chairman

10/13/2020
Date