

**TRIO Wolf Creek Distance Learning Charter School #4095**  
**School Board Meeting Minutes**  
**Tuesday, November 8, 2022 - 4:15 p.m.**  
**\*Consent Agenda**

Board Members Present: Sandy Flint, Sue Frame, Chloe Jackson, 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: Robyn Vosberg-Torgerson, Jolene Comstock, and Heather Johnson

**1. Call to Order:**

The Wolf Creek Charter School Board met on Tuesday, November 8, 2022. Chairperson 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 Consent Agenda:** Roll call was taken. Board member Lake moved to accept the Consent Agenda; Board Member Frame seconded. All voted in favor; motion carried.

- 3. Consideration of Minutes of the Previous Meeting:** Consent Agenda Item.

- 4. Open Forum/Presentations/Visitors:** Director, Tracy Quarnstrom, took the board through the Annual Director Survey.

**5. Strategic Plan Initiatives:**

- A. Meeting enrollment numbers to fulfill 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:**

- A. **Bills and Wires:** Vosberg-Torgerson presented a handout dated November 8, 2022, listing the bills. Motion by Lake, seconded by Flint, to approve the bills dated 11/8/2022, totaling \$40,621.28 (represented by checks numbered 8100 through 8123). All voted in favor; motion carried.
- B. **Finance Report:** Vosberg-Torgerson presented the Finance Report dated October 31, 2022, showing total revenues of \$195,967.28 and total expenditures in the amount of \$187,983.03 with revenues over expenditures in the amount of \$7,984.25 leaving a cash on hand balance of \$1,402,669.03 and investment of \$741,000.00. Motion by

Veith-Bruno seconded by Frame, to approve the 10/31/22 Financial Report. All voted in favor; motion carried.

- C. **Salary Augmentation: Choices and History:** The board was shown three examples of augmenting the staff salaries but then came up with their own version. A very generous motion was made by Veith-Bruno to pay full-time staff \$4000, part-time staff \$2000 and staff who have been recently hired \$1000. Paine seconded the motion; a roll-call vote was taken and the motion passed with votes falling in the following way:

Frame: Yes	Veith-Bruno: Yes	Flint: Abstain
Jackson: Abstain	Vitali: Yes	Lake: Yes
Olsee: Abstain	Paine: Yes	

- D. **Lease Aid Approval Letter from MDE:** After a discussion about the IRS getting back to the ABC Working Group, a motion was made by Chair Vitali to accept the Lease Aid, as written. Veith-Bruno seconded; all voted and the motion passed.

- E. **Updates to Investments Working Group:** Many board members had questions and input about how and where to invest at this time, and Vosberg-Torgerson told the board she would bring more details to a future meeting. Chair Vitali put forth a motion, based on a recommendation from Board Member Paine, to set up a two-month 'rolling ladder', where we invest funds every two months. The motion was seconded by Lake, all voted and the motion passed.

F. **Other:**

7. **Business:**

- A. **Enrollment:** Swanson reported there are a total of 240 students (199 full-time students; 36 supplemental students; 0 tuition; and 5 PSEO.) She also reported that four students graduated after Term 1 and new applications were coming in at a fast rate for term 2 and beyond.

- B. **Enrollment Data: Flint** Graphs, charts and data were presented showing enrollment, retention, exit reasons, and credit analysis for 21-22 students. At risk results and campus attendance were reviewed for 22-23 students.

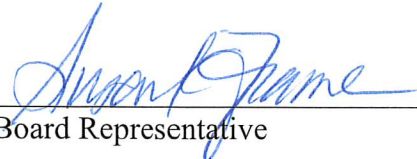
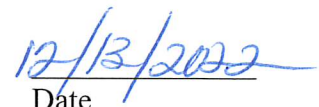
- C. **Marketing:** Quarnstrom – The board was shown a Website Tracking report from WebDuck Designs used to determine which word/words get used to search for online education. Wolf Creek is treading in the right direction but we will continue to use tools like this so that, hopefully, there will be no large lapses in future enrollment.

- D. **Board Member Survey Results: Quarnstrom** A compiled list of results from the Board Member Survey were shown and will be given to our Authorizer.

- E. **Director Eval: Flint** This will be sent to board members to complete along with a strict deadline for completion, probably before the Thanksgiving break. Paper copies will be available to any who want one.
  - F. **Dress Code Working Group: Swanson** The working group has five members and a draft of any changes to Policy 504 will be brought to the December meeting.
  - G. **New Picture of current Board Members:** This happened and turned out great! Thanks to all.
  - H. **Other:** Wolf Creek Weekly Newsletter and the Chisago County Public Health Newsletter were attached to show ways to find information.
8. **Policies and Procedures:** Policy 722 was revised by MSBA because they were hearing from school districts who had questions regarding the district's policies on individuals' requests for data about themselves or their child. It was determined that the simplest approach would be to include all the legal definitions related to data and to add the Minnesota statutory language on data subjects to the policy. Flint made a motion to accept the revisions to the policy; Veith-Bruno seconded and the motion passed.

<b>Review Only Policies</b>
Policy 430 – Outside Employment
Policy 450 – Social Networking and Media Use for Staff
Policy 451- Salary Augmentation
Policy 452 – Catastrophic Medical Leave Sharing bank
<b>Policy that needs a motion to accept the Redlined version from MSBA</b>
Policy 722 – Public Data Requests

- 9. **Other:** The next meeting is on Tuesday, December 13, 2022, at 4:15 pm.
- 10. **Adjournment:** Motion by Olseen; seconded by Veith-Bruno, to adjourn the meeting at 5:29 p.m. All voted in favor; motion carried.

Approval of Minutes of the November 8, 2022 Meeting:	
 _____ Board Representative	 _____ Date

