

**TRIO Wolf Creek Distance Learning Charter School #4095**  
**School Board Meeting Minutes**  
**Tuesday, December 13, 2022 - 4:15 p.m.**  
**\*Consent Agenda**

Board Members Present: Sandy Flint, Sue Frame, Chloe Jackson, Jennifer Lake, Becki Olseen, Greg Paine, and Catherine Veith-Bruno

Board Members Absent: Jeff Vitali

Ex-officio Members: Brenda Swanson and Tracy Quarnstrom.

Visitors: Robyn Vosberg-Torgerson, Darci Peckman-Krueger, Lindsay Coppernoll and Heather Johnson

1. **Call to Order:** The Wolf Creek Charter School Board met on Tuesday, December 13, 2022. Board member Frame opened the meeting at 4:18 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 Flint moved to accept the Consent Agenda; Lake seconded. All voted in favor; motion carried.
3. **Consideration of Minutes of the Previous Meeting:** Consent Agenda Item.
4. **Open forum/Visitors:** Lindsay Coppernoll, Learning Manager showed the board what is going on in the science department with a presentation on what and how she teaches, including a new Global Foods class.
5. **Strategic Plan Initiatives:** Consent Agenda Items
  - 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.
  - D. Annual Report
  - E. Authorizer Accountability Template
  - F. WBWF Summary and Achievement and Integration
6. **Consideration of Claims and Accounts:**
  - A. **Bills and Wires:** Vosberg-Torgerson presented a handout dated December 13, 2022, listing the bills. Motion by Lake, seconded by Veith-Bruno, to approve the bills dated 12/13/2022, totaling \$59, 028.25 (represented by checks numbered 8125 through 8145). All voted in favor; motion carried.

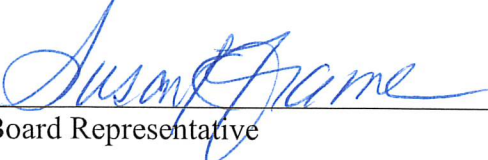
- B. **Finance Report:** Vosberg-Torgerson presented the Finance Report dated November 30, 2022, showing total revenues of \$166,926.61 and total expenditures in the amount of \$179,705.63 with revenues over expenditures in the amount of (\$12,779.02) leaving a cash on hand balance of \$900,980.88 and investment of \$1,220,000.00. Motion by Lake seconded by Veith-Bruno to approve the 11/30/22 Financial Report. All voted in favor; motion carried.
- C. **Investment Working Group/ Year Over Year Finance Report:** A report that showed investment comparisons from the previous year (November 2021) was presented as a new way to see the Finance Report. After discussion, a motion was made by Veith-Bruno to continue viewing the Finance report this way. Jackson seconded the motion; all voted and the motion passed.
- D. **ABC Working Group Update: IRS Letter & Appraisal Process Updates:** Quarnstrom reported that the process is ahead of schedule with the IRS status and the appraisal getting done. However, the working group will not present anything to the board until the landlord has been brought up to date. Another reason to wait is to see if legislation, that would potentially allow a school to own its building without being non-profit, will be passed.
- E. **Other:** The board was shown the renewed letters of membership for Quarnstrom to continue with both MACS and Chisago Lakes Chamber.

7. **Business:**

- A. **Enrollment:** Swanson reported there are a total of 250 students (206 full-time students; 39 supplemental students; 0 tuition; and 5 PSEO.) This was determined to be the largest enrollment that Wolf Creek has ever had. Swanson told the board that we are able to “close” enrollment anytime by grade, and that one reason for that happening would be if the Special Education numbers keep growing.
- B. **Marketing/Website:** Nothing new to report at this time. We will continue to move forward with the suggestions of the web designer and make changes to the website based on feedback.
- C. **Director Eval 2022 Results:** Quarnstrom told the board she was fine with keeping the meeting open while the results of the Director Eval were discussed. A motion to accept the results as presented was made by Lake and seconded by Veith-Bruno. All voted and the motion passed.
- D. **Dress Code Working Group (Policy 504):** Swanson showed the board the changes made to the dress code policy and said that this would always be a policy that required review. After discussion, a motion was made by Veith-Bruno and seconded by Jackson to accept the policy. All voted; motion passed.

- E. **Intentions of Board Members to Serve Another Term:** It was determined that Heather Johnson would reach out individually to board members and they would let her know of their intentions.
- F. **February 14<sup>th</sup> to be 2023 Annual Meeting:** The Annual Meeting will be held on February 7<sup>th</sup>, 2023. The need for the change is due to Quarnstrom not being able to attend on Feb. 14. A motion to change the meeting was made by Frame and seconded by Flint; all voted and the motion passed.
- G. **Staff Appreciation Padlet for Salary Augmentation:** The staff at Wolf Creek wrote thank you notes to the board for the generous augmentation that came right before the winter break and presented them on a Padlet.
- H. **Master Augmentation Procedure:** Quarnstrom explained how a teacher's salary is augmented while they are getting a Master's Degree. After some discussion, a motion was made by Veith-Bruno to accept the "red" changes to the wording and was seconded by Paine. All voted and the motion passed.
- I. **Strategic Plan to be Moved to Spring:** Quarnstrom told the board that a committee would be forming in January to begin work on the mission, vision and strategic plan for Wolf Creek.
- J. **Letter from Board Chair Vitali:** Board Chair Vitali officially told the board that he was having knee surgery and would not be at a meeting until March 2023.
- K. **Other:** December newsletter from MSBA
8. **Policies and Procedures: Consent Agenda Item** Policies 501: Weapons Policy, 502: Search of Possessions, 503: Student Attendance, 503.1: Religious Accommodations, 505: Distribution of Non-school Sponsored Materials, 506: Student Discipline were presented as review-only.
9. **Other:** The next meeting is on Tuesday, January 10, 2023, at 4:15 pm.
10. **Adjournment:** Motion by Olseen; seconded by Lake, to adjourn the meeting at 5:17 p.m. All voted in favor; motion carried.

Approval of Minutes of the December 13, 2022 Meeting:

  
Board Representative

  
Date

