

**TRIO Wolf Creek Distance Learning Charter School #4095**  
**School Board Meeting Minutes**  
**Tuesday, March 14, 2023 - 4:15 p.m.**  
**\*Consent Agenda**

Board Members Present: Sandy Flint, Sue Frame, Chloe Jackson, Jennifer Lake, Lori Nelson, Catherine Veith-Bruno, and Jeff Vitali.  
Board Members Absent: None. Greg Paine was virtual.  
Ex-officio Members: Brenda Swanson and Tracy Quarnstrom.  
Visitors: Robyn Vosberg-Torgerson, Jolene Comstock, Shelli Matheson, Sarah Schmidt, and Heather Johnson

**1. Call to Order:**

The Wolf Creek Charter School Board met on Tuesday, March 14, 2023. 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 Chair Vitali 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:** ADSIS Behavior Ed. Assistant, Jolene Comstock, and ADSIS Coordinator, Shelli Matheson, presented to the board what they do at Wolf Creek.

**5. Strategic Plan Initiatives:** Consent Agenda Item

- 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 two handouts dated 3/14/2023, listing the monthly bills and wires. Motion by Lake, seconded by Veith-Bruno, to approve the bills dated 2/20/2023, totaling \$6,930.42 (represented by checks numbered 8197 through 8203) and dated 3/14/2023, totaling \$48,827.78 (represented by checks numbered 8205 through 8227). All voted in favor; motion carried.
- B. **Finance Report:** Vosberg-Torgerson presented the Finance Report dated February 28, 2023, showing total revenues of \$162,770.00 and total expenditures in the amount of \$141,634.87 with revenues over expenditures in the amount of \$21,135.13 leaving a cash



on hand balance of \$713,839.42 and investment of \$1,207,000.00. Motion by Veith-Bruno, seconded by Frame, to approve the 2/28/2023 Financial Report. All voted in favor; motion carried.

**C. Charter Finance Training/Budget:** This will be moved to the April meeting.

**D. Other:**

**7. Business:**

**A. Enrollment:** Consent Agenda Item. Swanson reported that enrollment continues to keep her busy. At present there are 231 students (207 full-time, 20 OLL, and 4 PSEO) with a possible 50 to graduate in June. Data was also presented that showed charter school enrollment in Minnesota is up 2%.

**B. Learning Model Considerations:** Consent Agenda Item. County Data review, Minnesota Charter News, and updates from DART Meeting were linked for the board's review.

**C. Marketing:** Quarnstrom: Consent Agenda Item. Nothing at this time.

**D. Strategic Plan and Timeline:** Quarnstrom reiterated that work on TWC's strategic plan was underway. She told the board to expect data and surveys and that the issue would be brought to both the April and May board meetings. The issue will also be the main topic at the board retreat in June.

**E. Committees and Working Group:** Quarnstrom reminded the board that all committees (and who is on them) are listed on the website and encouraged everyone to think about changes to the Strategic Plan that will be the focus of the board retreat in the spring.

**F. MACS: Guide to State & Federal Health and Safety Laws:** A document from MACS was shown to the board with the understanding that all board members will use the document or guide as a reference tool to understand the health and safety laws that the school follows. "The Guide identifies state and federal health and safety laws, provides a brief statement of the significant requirements of the law, denotes the statutory reference so you can look up the law, and indicates whether the law requires the school to have a written policy."

**G. Graduation Updates:** Consent Agenda Item. Swanson reported that committees were meeting and the website has current information. The graduation ceremony will be at the Performing Arts Center at Chisago Lakes High School at 6:30pm on Friday June 9th and she anticipates around 50 graduates.

**H. RFP Updates:** Quarnstrom updated the board on the RFP process saying that there have been some inquiries and that the deadline for accepting proposals was March 31, 2023. Further information will be brought to the board at the April meeting.



**I. DLAC Recap:** Quarnstrom told the board she received good information and presented five times while she was at the conference in Austin, TX.

**J. Leave of Absence Letter from LM Karnes:** A motion was made by Lake and seconded by Veith-Bruno, to accept the leave of absence letter from Learning Manager, Bri Karnes, stating that she is taking a maternity leave sometime in June of 2023.

**K. School Board Picture:** This will take place at a later date due to not all members attending the meeting.

**L. Other:** Consent Agenda Item. MSBA Weekly Update linked for review.

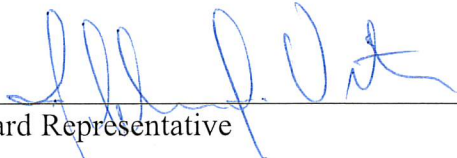
**8. Policies and Procedures: Consent Agenda Item.** The following policies were brought to the board for review only: pol 523 Policies Incorporated by Reference, pol 525 Violence Prevention, pol 526 Hazing Prohibition, pol 527 Student Use and Parking of Motor Vehicles; Patrols, Inspections & Searches.

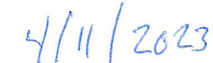
**Policy 4.10 Whistleblower Policy** was brought to the board for a second read. A motion was made by Veith-Bruno and seconded by Lake, to adopt policy 4.10. All voted and the motion passed.

**9. Other:** The next meeting is on Tuesday, April 11, 2023, at 4:15 pm.

**10. Adjournment:** Motion by Vitali, seconded by Lake, to adjourn the meeting at 5:55 p.m. All voted in favor; motion carried.

Approval of Minutes of the March 14, 2023 Meeting:

  
\_\_\_\_\_  
Board Representative

  
\_\_\_\_\_  
Date

