

**TRIO Wolf Creek Distance Learning Charter School #4095**  
**School Board Meeting Minutes**  
**Tuesday, May 9, 2023 - 4:15 p.m.**  
**\*Consent Agenda**

Board Members Present: Sandy Flint, Sue Frame, Chloe Jackson, Jennifer Lake, Lori Nelson, Greg Paine, Catherine Veith-Bruno, and Jeff Vitali.

Board Members Absent: None.

Ex-officio Members: Brenda Swanson and Tracy Quarnstrom.

Visitors: Renee Anick, Becki Olseen, Robyn Vosberg-Torgerson, and Heather Johnson

1. **Call to Order:** The Wolf Creek Charter School Board met on Tuesday, May 9, 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, Conflict of Interest Disclosure, and Approval of Consent Agenda:** Roll call was taken. A new item to the agenda, the Conflict of Interest Disclosure, was discussed and the board agreed that it was a good idea to include it on future agendas. Board members would still be allowed to discuss and vote on items as long as they disclose their relationship to the item being discussed first. This is different from the Conflict of Interest forms needed for the Lease Aid Package. Board member Vitali moved to accept the inclusion of the Conflict of Interest Disclosure and the Consent Agenda; Flint seconded. All voted in favor; motion carried.
3. **Consideration of Minutes of the Previous Meeting:** Consent Agenda Item.
4. **Open forum/Visitors:** Learning Managers, Renee Anick and Becki Olseen presented slides on Social Studies classes and electives they are in charge of. The board heard about trends and visions for the future of the department and the areas where students excel.
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 reports dated May 9, 2023, listing the bills and the wires. Motion by Lake, seconded by Veith-Bruno, to approve the bills dated 5/9/2023, totaling \$57,266.40 (represented by checks numbered 8262 through 8287). All voted in favor; motion carried.

- B. **Finance Report:** Vosberg-Torgerson presented the Finance Report dated April 30, 2023, showing total revenues of \$163,627.31 and total expenditures in the amount of \$142,853.24 with revenues over expenditures in the amount of \$20,774.07 leaving a cash on hand balance of \$775,325.37 and investment of \$1,448,000.00. Motion by Vitali, seconded by Veith-Bruno, to approve the 4/30/23 Financial Report. All voted in favor; motion carried.
- C. **ESEA Letter from MDE:** Vosberg-Torgerson/Quarnstrom A letter was presented to the Board stating that Wolf Creek did not spend sufficient state and local funds for general education and the maintenance of effort requirements were not met. Quarnstrom reported that a May 23, 2023 meeting will take place to find out why and to correct the problem and the board will be updated.
- D. **Leave of Absence/Paternity Letter:** Learning manager, CJ Hanson, submitted a letter stating his intent to take Paternity leave from August 28th through September 25th, 2023. The board decided not to vote on this as it brought up different issues with Leave-Bank, PTO, Bereavement, and Medical Leave of Absences, but did give Quarnstrom the ability to deal with Hanson's request without board approval.
- E. **Other:** Staffing Updates; Agreements to come at the June Board meeting. The board was told about Renee Anick accepting the full-time counselor position.

7. **Business:**

- A. **Enrollment:** Swanson reported there are a total of 231 students (206 full-time students; 21 supplemental students; 0 tuition; and 4 PSEO.)
- B. **Data:** Flint said there is nothing new to report at this time.
- C. **Graduation by Cohort Data:** Flint showed the board graduation statistics.
- D. **Strategic Planning Updates:** Quarnstrom reported that surveys, discussions, and worksheets have been taking place with input coming from all areas: School Board members, Staff, Students and families. The compiled data will be presented at the June board meeting and board retreat.
- E. **Service Agreements with Lake Center:** Two signed contracts were presented that showed the agreements for two support groups: A Teen Mental Health and Coping Skills group and a Teen Grief Support group, between Wolf Creek and Lakes Center for Youth and Families. Quarnstrom felt it was important for the board and staff to know that we offer services like this and we are proud to talk about it in the community.
- F. **Graduation 203 Updates:** Swanson reported that we are still looking for senior speakers and musicians but everything else was in place. She still anticipates 38 students walking at the ceremony on June 9.

G. **MACS Monthly Newsletter/Legislation Updates:** All were encouraged to stay informed about things happening at the state capitol. Quarnstrom and LM, Matheson, will be attending the annual MACS meeting on Thursday May 11, 2023.

H. **Picture of School Board Members:** This happened and turned out great.

I. **Staff Retreat Wrap-up:** Quarnstrom Agenda and Pictures were shown to the Board

J. **Date Set for Board Retreat:** June 14, 2023 directly after the regular board meeting.

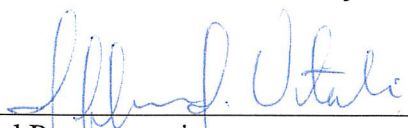
K. **Other:** MSBA Monthly Newsletter, SHIP Newsletter

8. **Policies and Procedures:** Policies 532: Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds, 533: Wellness Policy, 535 Service Animals in School, 536: Lottery Policy, 616: Charter School System Accountability, and 806: Crisis Management Policy were brought before the board as Consent Agenda Items. Procedure 128: Waiting List, was presented with changes and a motion was made by Vitali to accept it as written. The motion was seconded by Frame; all voted and the motion passed. A new procedure, Procedure 138: Summer School, was presented as a new procedure. This is wording that was previously attached to the Waiting List Procedure but Quarnstrom and Swanson felt that it needed to become its own procedure.

9. **Other:** The next meeting is on Tuesday, June 13, 2023, at 4:15 pm.

10. **Adjournment:** Motion by Vitali; seconded by Frame, to end the meeting at 5:19 p.m. All voted in favor; motion carried.

Approval of Minutes of the May 9, 2023 Meeting:

  
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Board Representative

6/13/23  
Date

