

**TRIO Wolf Creek Distance Learning Charter School #4095**  
**School Board Meeting Minutes**  
**Tuesday, July 11, 2023 - 4:15 p.m.**  
**\*Consent Agenda**

Board Members Present: Sue Frame, Chloe Jackson, Lori Nelson, Sandy Flint, Jennifer Lake, and Jeff Vitali  
Board Members Absent: Greg Paine and Catherine Veith-Bruno  
Ex-officio Members: Brenda Swanson and Tracy Quarnstrom.  
Visitors: Jolene Comstock, Cory Becker, Shawn Fondow, Robyn Vosberg-Torgerson, and Heather Johnson

**1. Call to Order:**

The Wolf Creek Charter School Board met on Tuesday, July 11, 2023. Chairperson Vitali opened the meeting at 4:20 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 by Vitali and no board members disclosed any conflict of interests. Board member Vitali moved to accept 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:** Jolene Comstock, Cory Becker and Shawn Fondow attended as visitors. Quetzalli De Hernandez attended virtually.

**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 July 11, 2023, listing the bills that totaled \$81,098.97 (represented by checks numbered 8321 through 8352). Motion by and Lake and seconded by Frame to accept the bills as presented. All voted and the motion passed.
- B. **Finance Report:** Vosberg-Torgerson presented the Finance Report dated 6/30/2023, showing total revenues of \$195,510.34 and total expenditures in the amount of \$190,851.72 with revenues over expenditures in the amount of \$4,658.62, leaving a cash

on hand balance of \$822,729.04 and investment of \$1,434,000.00. Vosberg-Torgerson also mentioned that there will be an audit at the end of September. A motion was made by Vitali and seconded by Jackson to accept the June Finance report as presented. All voted: motion passed.

C. **Lease Aid: Consent Agenda Item:** Vosberg-Torgerson reported that there was nothing new at this time but once submitted she will bring any updates back to the board.

D. **Pay the PAC Bill for Graduation: Consent Agenda Item.**

E. **Agreements Dean and Educational Specialist for August 1st: Consent Agenda Item.**

F. **Other:**

7. **Business:**

A. **Enrollment:** Swanson and Flint reported on incoming student enrollment and that projections for SY 23-24 are looking good.

B. **Staff, Student and Parent Survey Results:** Flint presented the survey given to parents and students at the end of the school year. She mentioned that the results for next year might look different due to switching the survey from Survey Monkey to Google docs.

C. **Marketing:** Quarnstrom updated that board about the billboard in Forest Lake and new ideas for the website. Wolf Creek continues to be engaged on social media.

D. **Board Member Self-Evaluations:** All board members were given the annual evaluation and asked to complete it by the Friday before the next board meeting, which is Friday August 4<sup>th</sup>. Answers will be compiled and brought to the August board meeting.

E. **Summer School Update/Processes/Completion Rates/ Enrollment Numbers:** Flint reported data to the board about Summer Session: total number of students that started was 52, with 40 passing, eight not passing, and four withdrawing. The passing rate was 83.3%.

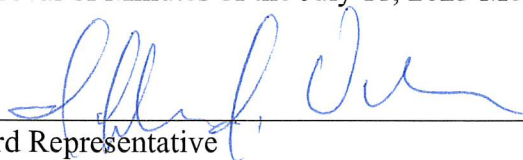
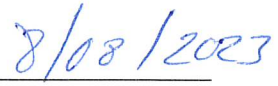
F. **Board Retreat Wrap-up: Agenda and Compiled Answers:** The board will continue to work on the strategic plan.

G. **Board Members Sign Claim Forms:** Claim forms covering January through June of 2023 were given to board members to sign.

H. **Other:** 2023-24 Out-of-Field Permission Requests for LM's, MACS Policy regarding Government Affairs Committee of which T. Quarnstrom is now a member, and the MSBA July Newsletter were all presented for the board's review.

8. **Policies and Procedures: New Charter School Policy Manual Items.** Quarnstrom and Johnson brought 28 policies to the board to begin the process of phasing out the current policy manual and replacing it with the new one from MSBA that is specifically for charter schools. The board was invited to read the versions presented and decide if it fits Wolf Creek's needs or not. This will be an ongoing project with a working group of Quarnstrom, Flint, and Johnson and any board member that wishes.
9. **Other:** The next meeting is on Tuesday, August 8, 2023, at 4:15 pm.
10. **Adjournment:** Motion by Nelson; seconded by Jackson, to adjourn the meeting at 5:09 p.m. All voted in favor; motion carried.

Approval of Minutes of the July 11, 2023 Meeting:

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Board Representative	Date

