

**TRIO Wolf Creek Distance Learning Charter School #4095**  
**School Board Meeting Minutes**  
**Tuesday, August 8, 2023 - 4:15 p.m.**  
**\*Consent Agenda**

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

Board Members Absent: None.

Ex-officio Members: Brenda Swanson and Tracy Quarnstrom.

Visitors: Jolene Comstock and Heather Johnson; Robyn Vosberg-Torgerson was absent

**1. Call to Order:**

The Wolf Creek Charter School Board met on Tuesday, August 8, 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. Board member 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:** Jolene Comstock was a visitor.

**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:** Quarnstrom presented a handout dated Aug 8, 2023, listing the bills and wires for the month. Motion by Vitali, seconded by Flint, to approve the bills and wires dated 8/8/23, totaling \$128,265.70 (represented by checks numbered 8353 through 8374). All voted in favor; motion carried.

B. **Finance Report:** Quarnstrom presented the Finance Report dated July 31, 2023, showing total revenues of \$157,289.67 and total expenditures in the amount of \$113,636.53 with revenues over expenditures in the amount of \$43,653.14 leaving a cash on hand balance of \$805,586.66 and investment of \$1,434,000.00. Motion by Vitali, seconded by Lake, to approve the 7/31/23 Financial Report. All voted in favor; motion carried.

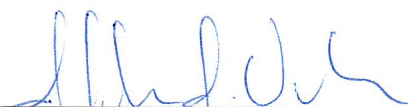
- C. **Lease Aid Application:** Vosberg-Torgerson will present the letter of approval at the next board meeting as she is still waiting on approval from the state.
- D. **Audit Progress:** Vosberg-Torgerson told the board that this was underway and would be completed by November. An audit team will be at Wolf Creek in a couple of weeks. The team will meet with Quarnstrom and Vosberg-Torgerson to get access to needed information.
- E. **Learning Managers Benefits Summary for 2022-23:** The board was shown the sheet that Learning Managers receives in August that breaks down their compensation and benefits package. This consists of many elements including the following: salary, additional duties, PTO, and Q Comp, among other things. The board has expressed an interest in having each staff member view a comprehensive compensation sheet each year as the school year begins.
- F. **Personnel Policies for Staff:** Quarnstrom reported that personnel policy will come up several times a year and the board was shown changes made to the Dean of School policy. A motion was made by Frame to accept the changes with a second by Jackson. All voted and the motion passed.
- G. **Other:** Resignation letter from Chair Vitali was presented to the board, effective September 12, 2023. A motion was made by Flint to accept the resignation and to assign new positions at the September meeting. Jackson seconded, all voted and the motion passed.

## 7. Business:

- A. **Enrollment:** Swanson reported that the student enrollment numbers appear to be adequate at this time and students continue to inquire about and submit applications to Wolf Creek. With the new Learning Manager, Naomi, we can accept 90 new students for the teachers to be at capacity; current numbers are 52 full-time and 24 part-time.
- B. **Marketing:** The Wolf Creek open house will be on August 29<sup>th</sup> and the ecommerce page on the website should be active soon.
- C. **Parent Survey:** Flint presented, in greater detail from last month's meeting, data from the survey that parents were asked to fill out. A comment sheet was also presented for board members to write questions, thoughts or comments on. The student-only part of the survey will come to the September meeting.
- D. **Legislative Changes 2023: slides, article, and resource page:** Quarnstrom felt that due to the extensive changes from the 2023 session, this would be a good topic to bring to the board more than once.

- E. Board Goals and Strategic Plan Update:** With the goal of finishing this project in September Quarnstrom and Lake will meet and present the board with “options” they can vote on.
- F. Yass Prize 2022 and Wolf Creek Grants and Funds Summary:** A motion was made by Vitali and seconded by Veith-Bruno to allow Quarnstrom to apply for this grant. All voted and the motion passed.
- G. Cognia Review Specifics:** Quarnstrom showed the board the specifics of Cognia, which is a set of performance standards that Wolf Creek uses in finding areas where we can improve in several areas. This is a standing bill that we pay.
- H. Other:** Preferred Name Change form, Chisago Country Public Health Newsletter
8. **Policies:** A first round of new Charter School policies from MSBA was passed with the exception of new policy 621 – the Read Act policy. Board member Lake will review this one and bring comments to the September meeting. A motion to adopt the policies was made by Jackson and seconded by Vitali. All voted and the motion passed.
9. **Other:** The next meeting is on Tuesday, September 12, 2023, at 4:15 pm.
10. **Adjournment:** Motion by Nelson; seconded by Vitali to adjourn the meeting at 5:08 p.m. All voted in favor; motion carried.

Approval of Minutes of the August 8, 2023 Meeting:

  
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Board Representative

09/12/23  
Date

