

TRIO Wolf Creek Distance Learning Charter School #4095
School Board Meeting Minutes
Tuesday, September, 12, 2023 - 4:15 p.m.
Consent Agenda

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

Board Members Absent: None.

Ex-officio Members: Brenda Swanson and Tracy Quarnstrom.

Visitors: Christian Shafer, Robyn Vosberg-Torgerson, Jolene Comstock, Cory Becker, Sarah Schmidt and Heather Johnson

1. Call to Order:

The Wolf Creek Charter School Board met on Tuesday, September 12, 2023. Board Director Vitali opened the meeting at 4:30 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 with the addition of Bills and Wires being added to 6.E. Other and a letter of resignation under 7.H. Other; Veith-Bruno seconded. All voted in favor; motion carried.

- 3. Consideration of Minutes of the Previous Meeting:** Consent Agenda Item.

- 4. Open forum/Visitors:** Jolene Comstock, Sarah Schmidt, and Cory Becker were visitors and Christian Shafer 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. **Personnel Policy Revisions:** Attorney for Wolf Creek, Christian Shafer attended the meeting to update the board about changes made to personnel policy in regards to Family Medical Leave Act. He explained that because Wolf Creek is a company with less than 50 employees, it does not qualify for the full FMLA but will offer something that mimics it. After discussion, a motion was made by Lake to pass the current work and continue to make small changes. Jackson seconded; all voted and the motion passed.

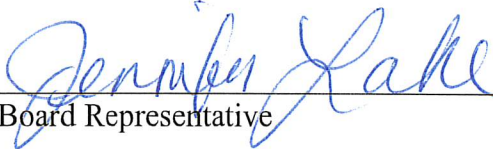
- B. **Finance Report:** Vosberg-Torgerson presented the Finance Report dated August 31, 2023, showing total revenues of \$170,398.64 and total expenditures in the amount of \$195,586.80 with revenues over expenditures in the amount of (\$25,188.16) leaving a cash on hand balance of \$885,616.70 and investment of \$1,429,000.00. Motion by Lake seconded by Veith-Bruno, to approve the 8/31/23 Financial Report. All voted in favor; motion carried.
- C. **Lease Aid Application:** Vosberg-Torgerson reported that the final two pieces had been gathered to turn the application in and that she would do it later in the week.
- D. **Audit Progress:** Vosberg-Torgerson updated the board on the progress of the state auditors. She said that they were in the field August 21-23 and she would have more information at the November board meeting.
- E. **Other:** Letter about General Fund Balance was provided for reference, **Bills and Wires:** Vosberg-Torgerson presented handouts dated September 12, 2023, listing the bills and the wires. Motion by Lake, seconded by Veith-Bruno, to approve the bills dated 9/12/2023, totaling \$26,678.22 (represented by checks numbered 8384 through 8403). All voted in favor; motion carried.

7. **Business:**

- A. **Enrollment:** Swanson and Flint reported that as of meeting time, total enrollment was 214: 178 Full-time, 32 OLL, and 4 PSEO students. Swanson told the board that the data was flexing due to it being so early in the school year and that the numbers brought to the October board meeting would be more accurate.
- B. **Marketing:** This continues to be ongoing with discussion about optimizing search engines in the summers pre-back to school time. Quarnstrom told the board that a new working group had been created consisting of L. Nelson and H. Edblad, both Learning Managers at Wolf Creek.
- C. **Results of the Student Survey and Comment Sheet:** After presenting the parent survey results to the August meeting, Flint brought the student portion of the survey to the board for comments or questions. She reported that 70.3% of the student body took the survey.
- D. **Wolf Creek to Chisago lakes Fee Schedule:** The board was shown a list of the fees that go between Wolf Creek and Chisago Lakes as our authorizer.
- E. **Strategic Plan Update:** Quarnstrom updated the board on the strategic plan work.
- F. **Board Chair Vacancy and Nomination:** September 12, 2023 marked Jeff Vitali's last board meeting. Board Member Frame nominated Jen Lake to be Board Chair, who accepted. A roll-call vote was taken with the following results: Flint – yes, Frame- yes, Jackson-yes, Lake -abstain, Nelson – yes, Veith-Bruno – yes. Motion passed.

- G. Results of Board Member Self-Evaluation Survey:** The results of the survey that board members took in July were compiled and presented. Discussion ensued about how to bring up the lowest scores; fundraising and scholarships were brought up.
 - H. Other:** FAQs about and an invoice for Cognia, which is an “umbrella organization for three of the six regional accreditors in the US” were shown to the board. A letter of Resignation from board member, Greg Paine, was added that is effective immediately. A motion was made by Frame and seconded by Flint to accept the letter of resignation. All voted; motion passed.
 - I. Resources:** Three different handouts and newsletters were listed for the board’s information: MDE Digital Instruction Quality Indicators, and the SHIP and the MSBA’s monthly newsletters.
- 8. Policies and Procedures:** 37 policies were brought to the board for review and adoption as the Policy working group continues to convert the policy manual from the “school district” to the “charter school” version through MSBA. Board members are encouraged to read the policy list prior to board meetings and pull any that they feel need discussion or revisions. This will continue for several more meetings. The Catastrophic Medical Leave Sharing Bank Policy, and how it relates to FMLA was also discussed.
 - 9. Other:** The next meeting is on Tuesday, October 10, 2023, at 4:15 pm.
 - 10. Adjournment:** Motion by Vitali; seconded by Nelson, to adjourn the meeting at 5:35 p.m. All voted in favor; motion carried.

Approval of Minutes of the September 12, 2023 Meeting:

	10/10/2023
Board Representative	Date

