

TRIO Wolf Creek Distance Learning Charter School #4095
School Board Meeting Minutes
Tuesday, October 10, 2023 - 4:15 p.m.
***Consent Agenda**

Board Members Present: Sandy Flint, Sue Frame, Chloe Jackson, Jennifer Lake, Lori Nelson, Catherine Veith-Bruno
Board Members Absent: None.
Ex-officio Members: Brenda Swanson and Tracy Quarnstrom.
Visitors: Robyn Vosberg-Torgerson, Jolene Comstock, Bill Mack, Ruth Stark, and Heather Johnson

1. Call to Order:

The Wolf Creek Charter School Board met on Tuesday, October 10, 2023. Board member Frame 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 and it was decided that item 7.d. Strategic Plan would be taken out of consent agenda and brought up for discussion. Board member Frame moved to accept; Nelson seconded. All voted in favor; motion carried.

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

- 4. Open Forum, Visitors and Presentations:** Bill Mack and Ruth Stark attended the meeting as possible future board members. Jolene Comstock was also a visitor.

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 September 18 - October 10, 2023 listing the bills and the wires. Motion by Veith-Bruno, seconded by Flint to approve the bills dated 9/18, 10/2/, 10/4/ and 10/10/2023, totaling \$48,330.39 (represented by checks numbered 8404 through 8428). All voted in favor; motion carried.
- B. **Finance Report:** Vosberg-Torgerson presented the Finance Report dated September 30, 2023, showing total revenues of \$182,560.97 and total expenditures in the amount of \$170,638.92 with revenues over expenditures in the amount of \$11,922.05 leaving a cash on hand balance of \$1,035,607.07 and investment of \$1,424,000.00. Motion by Frame

seconded by Veith-Bruno, to approve the 9/30/23 Financial Report. All voted in favor; motion carried.

C. Lease Aid Application Progress: Vosberg-Torgerson

D. Agreement for Educational Assistant: Quarnstrom reported to the board that a new paraprofessional named Stacey Hall was hired to help with the SPED department. Stacey's first day was October 3rd, 2023 and she will work on Tuesdays and Thursdays. A motion was made by Flint and seconded by Jackson to accept the agreement for the new Para. All voted; motion passed.

E. Other:

7. Business:

A. Director Report – Quarnstrom presented a new report to the board that will become a standing item. The report highlighted areas at Wolf Creek that were new or needed attention and will take the place of the Learning Managers coming in person to board meetings this school year.

B. Enrollment: Swanson reported that as of meeting time there were 217 total students with 180 being full-time, 33 supplemental, and 4 PSEO. Students continue to enroll and the current ninth-grade class was our largest one ever.

C. Marketing: Quarnstrom told the board that WC's web designer, Tait Chambers, would be starting Search Engine Optimization again to get more students to enroll. The billboard is still up in Forest Lake.


D. Strategic Plan Initiatives Final Version Discussions: Quarnstrom, along with Lake, updated the board on the strategic plan progress. Lake said she is comfortable with the reworked language and now wants the board to prioritize and create timelines that turn into action plans. A motion by Jackson was made to accept the strategic plan initiatives with a caveat to have changes made as they come up. Frame seconded; all voted and the motion passed.

E. Personnel Policies Timeline: Quarnstrom

F. Mental Health Resources 2023-24: The board was shown a list of resources that Wolf Creek compiles and keeps updated and was told of the Mental Health First Aid training all staff went through. A suggestion was made to bring in-person Mental Health speakers to campus.

- G. **Summer Curriculum Review Specifics:** Quarnstrom showed the board “where we put our money and time” and the board agreed that it was good to review our relationship with Chisago Lakes periodically so we can stay effective.
- H. **Data:** Flint presented four different sets of data to the board’s attention: the Hope Survey, the On-Track Graduate, the Early-On Time-Late Graduate, and the new Q-Comp Goal. Discussion ensued around how to interpret and use the data. Some ideas were to have a rep from the Hope Survey come to a board meeting and to use the data from Fastbridge testing in our marketing endeavors.
- I. **PLC Goals for Admin and Clerical:** The board reviewed the way that clerical staff and admin get paid for their PLC goals. A motion was made by Jackson and seconded by Frame to accept the pay structure for the 2023-2024 school year.
- J. **Director Evaluation 2023:** Flint previewed the Director Evaluation with the board and said it would be presented at the November meeting for board members to fill out. Flint will update the eval with the new goals set forth in the strategic plan.
- K. **Working Groups and Committees Review:** Quarnstrom reviewed the working groups and committees that are active at Wolf Creek. A new working group will be formed called “School Environment” and will work towards the goal of implementing the comments from the strategic plan process.
- L. **Other:**
- M. **Resources:** SPARK featuring Wolf Creek, MACS Membership Packet, MACS Grassroots Efforts Volunteer Group,
8. **Policies and Procedures:** A motion was made by Veith-Bruno, and seconded by Frame, to accept the 15 policies and one procedure that were presented to the board. The policies continue the conversion into the state’s Charter School Policy Manual project and complete the list of mandatory policies. Procedure 135, Suicide, was updated with new wording. All voted and the motion passed.
9. **Other:** The next meeting is on Tuesday, November 14, 2023, at 4:15 pm.
10. **Adjournment:** Motion by Nelson; seconded by Veith-Bruno, to adjourn the meeting at 5:36 p.m. All voted in favor; motion carried.

Approval of Minutes of the October 10, 2023 Meeting:



Board Representative

11/14/2023
Date

