

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

**\*Consent Agenda**

Board Members Present: Sandy Flint, Sue Frame, Chloe Jackson, Jennifer Lake, Lori Nelson, and Catherine Veith-Bruno, Bill Mack and Ruth Stark

Board Members Absent: None.

Ex-officio Members: Tracy Quarnstrom and Robyn Vosberg-Torgerson.

Visitors: Brenda Swanson and Heather Johnson

**1. Call to Order:**

The Wolf Creek Charter School Board met on Tuesday, December 12, 2023. Chairperson Lake opened the meeting at 4:18 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 determined that no board members had any conflict of interest to disclose. Chair Lake wanted to move sections 8.H and 8.I to the end of the meeting; Board member Veith-Bruno moved to accept the Consent Agenda with the changes; Board Member Flint seconded. All voted in favor; motion carried.

**3. Open Forum / Visitors:**

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

**5. Consent Agenda Items:**

**Strategic Plan Initiatives:**

- A. Ensure that all budgeted enrollment numbers are met to fulfill needs of students and Wolf Creek's capacity through marketing efforts,
- B. Provide high-quality curriculum options to students by continually reviewing curriculum options and promoting enhancements toward achieving goals of engaging, flexible, differentiated, and personalized learning. To achieve this, all staff members will be offered high-quality professional development,
- C. Engage parents/guardians as partners in their student's academic progress whenever possible,
- D. Provide a safe, comfortable, and accepting environment for all students regardless of background, beliefs, or identities. Wolf Creek is committed to creating a community where everyone feels welcome and valued,
- E. Ensure that students feel supported in academic and non-academic pursuits in a variety of ways.

- A. **Director Report:** Quarnstrom updated the board on events going on at the school like Winter-themed days and the return of a late-lab for students to attend on campus until 6pm.
- B. **Enrollment:** Swanson reported there are a total of 229 students (187 full-time students; 38 supplemental students; 0 tuition; and 4 PSEO.) There will be a number of students graduating after term 2 and enrollment reopened for term three.
- C. **Marketing:** Quarnstrom – Website Tracking report from WebDuck, social media, the continuing use of a billboard in Forest Lake, and participating in the Chisago Lakes Home Show were all discussed. It was noted that Swanson, Johnson, and Quarnstrom met with WebDuck’s President, Tait Chambers to review our campaign and make needed changes to paid clicks. Board member Frame mentioned that tapping into the Homeschool market might be a good place to recruit new students.
- D. **Approval of Annual Meeting on February 13, 2023:** A motion was made by Flint and seconded by Jackson to set the Annual meeting date to February 13, 2024.
- E. **Music Learning Manager Pilot Program Evaluation:** Quarnstrom explained to the board that the new program will be evaluated by the staff, students and families via a “branching evaluation” on a Google form. The pilot starts on January 8, 2024.
- F. **Building Needs and Repairs:** The board was shown a document outlining the needs of the school and discussion ensued about ABC, the “triple-net” lease we currently operate under, and several meetings between Swanson, Quarnstrom and the landlord, Liberty Lane Ventures, LLC. It was determined that a new roof with new heating and cooling systems was the most imperative item. Frame then made a motion to start exploring the costs for the project and bring the item back to the board at a later date. Jackson seconded the motion, all voted in favor and the motion passed.
- G. **MACS Grassroots Network Action Team:** Quarnstrom and Veith-Bruno introduced a plan to create a state-wide grassroots action team to let more people know about charter schools. It would make contacting a legislator easier and allow a place for charter schools to tell their ‘stories’. Wolf Creek is interested in four or five people to help with this.
- H. **CLOSED Meeting for Director’s Evaluation:** Lake
- I. **Director Agreement:** Lake
- J. **Other:** The Chisago Lakes Rotary Club generously awarded Wolf Creek a \$250.00 scholarship in addition to money that was donated and given to families of Wolf Creek students.
- K. **Resources:** MDE article, **The Cost of Authorizing Minnesota’s Chartered Public Schools for 2022-2023: Annual Authorizers’ Income and Expenditures Compilation Report**, was given to all board members to read.