

**TRIO Wolf Creek Distance Learning Charter School #4095**  
**School Board Meeting Minutes**

**Feb 13, 2024**

**\*Consent Agenda**

Open Meeting Law Notation: one board member attended virtually from this address:  
87220 Overseas Hwy, Islamorada, Florida 33036 and a roll call vote was used

Board Members Present:

- Sandy Flint
- Sue Frame
- Chloe Jackson
- Jennifer Lake
- Lori Nelson
- Bill Mack
- Ruth Stark
- Mark Shelton

Ex-Officio Members Present:

- Tracy Quarnstrom
- Robyn Vosberg-Torgerson

Visitors Present: Sarah Schmidt, Jolene Comstock, Heather Johnson, Bri Karnes, Sharifa Sheyba, Nicole Woodward

1. **Call to Order:** The Wolf Creek Charter School Board met on Tuesday February 13, 2024. Chairperson Lake opened the meeting at 4:16 p.m. with the Pledge of Allegiance to the flag, followed by the reading of the Wolf Creek Online High School mission and vision statements, and the Wolf Creek motto.
2. **Roll Call, Conflict of Interest Disclosure and Approval of the Consent Agenda:** Roll call was taken and it was determined that no board members had any conflicts of interest to disclose. Board member Flint moved to accept the consent agenda and Jackson seconded. A roll call vote was taken and the motion passed.
3. **Open Forum:**
  - a. Jolene Comstock voiced concerns that she had about Policy 452 - Catastrophic Medical Leave Bank and how she felt about the board passing a different version of the policy that the staff saw when they donated to the bank. She also expressed that ultimately, the number of people who determine eligibility should be three and not two, in the case of a tie.
4. **Visitors:**
  - a. Sarah Schmidt, Chisago Lakes Authorizer, reported that the Charter Assessment is completed and Wolf Creek is fully authorized. She thanked the board and the staff for thoroughly and successfully completing the rubric. A note was made of the incredible amount of data that was analyzed by staff members Sandy Flint and Shelli Matheson for this submission.
  - b. Nicole Woodward, SCRED Executive Director, introduced herself and her position to the board, explaining how the St. Croix River Education District and Wolf Creek work together. Some of the services and programs that SCRED can help a school with are: disagreement with parents/guardians, students with severe disabilities, training for staff, ADSIS, and providing school experts, like psychologists. Woodward encouraged Wolf Creek to prepare for serving

students' needs in a different manner and attracting staff through new means that will fill new job descriptions.

**5. Consideration of Previous Meeting Minutes:**

- a. December 12, 2023
- b. January 9, 2024

**6. Consent Agenda Items:**

- a. Strategic Plan Initiatives:
  - i. Ensure that all budgeted enrollment numbers are met to fulfill needs of students and Wolf Creek's capacity through marketing efforts,
  - ii. 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,
  - iii. Engage families as partners in their student's academic progress whenever possible,
  - iv. Provide a safe, comfortable and accepting environment for all students regardless of backgrounds, beliefs, or identities. Wolf Creek is committed to creating a community where everyone feels welcome and valued,
  - v. Ensure that students feel supported in academic and non-academic pursuits in a variety of ways.

**7. Consideration of Claims and Accounts/ Accounts & Finances:**

- a. Bills and Wires - Lake and Quarnstrom presented the bills paid by check and by credit card. A motion made by Frame to approve the bills and wires dated 2/13/2024, totalling \$ 35,858.40 (represented by check numbers 8497 through 8517). Stark seconded the motion and a roll call vote was taken. All voted and the motion passed.
- b. Finance and Investment Report - Quarnstrom and Lake presented the financial report dated 1/31/2024, showing total revenues of \$177,759.03 and total expenditures of \$128,223.21. The revenues over expenditures amounted to \$49,535.82, with a cash-on-hand balance of \$809,961.28 and investments at \$1,660,000.00. Motion was made by Flint and seconded by Jackson to approve the January 31, 2024 Financial Report. A roll call vote was taken. All voted and the motion passed.
- c. Policy Changes and Priorities List - Lake reported that the Personnel Policy Working Group, whose participants include Lake, Frame, Quarnstrom, Vosberg-Torgerson, and Cory Becker, would continue to go through and meet about policy and procedures throughout the year. Quarnstrom included that 2024 is a 'personnel policy' year and that staff-related policy would be a focus.
- d. 990 Form Update - Quarnstrom stated that the report was completed and submitted. A motion was made by Stark, with a second by Frame, to approve the annual 990 form and process. A roll call vote was taken; all voted and the motion carried.
- e. Other -
  - i. Fund Balance Working Group Notes - updated the board on the top three items that a fund balance would be spent on.
  - ii. Special Education Needs - a handout was presented that contained links to agreements that Wolf Creek has with SCRED and Chisago Lakes. Lake stated that as needs of students change, these agreements may need to change, as the issue would continue to come before the board. Quarnstrom noted that she will be engaging an outside consultant to analyze and prepare a mini-audit of current contracts, services, and billing for special education services. The cost of the consultant will not exceed the \$10,000 that Quarnstrom is able to spend without board approval.

- iii. Meeting with Landlord - Quarnstrom, Flint, Vosberg-Torgerson, Craig Kepler, and Mack met with the landlord to discuss the roof and HVAC needs. The landlord was given the bids that have been collected by Quarnstrom and Swanson and mentioned that he would get one of his own also. The landlord indicated that he is willing to discuss ways to make the needed repairs to the building around roofing and hvac needs that would allow for the lease to be executed in a manner beneficial to both parties.

## 8. Reports and Business:

- a. Director Report - The monthly report was presented by Quarnstrom highlighting areas that need attention at Wolf Creek.
- b. Enrollment Report - The number of students continues to change but at meeting time they were: 188 full-time, 25 supplemental, 5 PSEO, and 1 tuition for a total of 229. A note was made that Wolf Creek is still closed for enrollment until Term 4 at this point.
- c. Marketing Report - nothing new to report.
- d. Board Elections - Canvassing of the Ballots, Oath of Office and Elections of Officers Resolution were presented by Quarnstrom and the new board members were sworn in. A total of 25 votes were tallied:
  - i. Candidate Jennifer Lake, having received 24 votes, is elected to a two-year term as a Community-at- Large Representative,
  - ii. Candidate, Susan Frame, having received 21 votes, is elected to a one-year term as a Community-at-Large Representative,
  - iii. Candidate William Mack, having received 23 votes, is elected to a one-year term as a Community-at-Large Representative,
  - iv. Candidate Ruth Stark, having received 19 votes, is elected to a one-year term as a Community-at-Large Representative,
  - v. Candidate Sandra Flint, having received 24 votes, is elected to a two-year term as a Teacher Representative,
  - vi. Candidate Becki Olseen, having received 1 vote, is not elected to a two-year term as a Teacher Representative,
  - vii. Candidate Hannah Edblad, having received 1 vote, is not elected to a two-year term as a Teacher Representative,
  - viii. Candidate Mark Shelton, having received 6 votes, is elected to a one-year term as a Parent Representative
  - ix. All terms begin on February 13, 2024. Board member Frame, with a second by Flint, nominated Jennifer Lake for Board Chair. Lake, with a second by Jackson, nominated Susan Frame for Board Co-Chair. Jackson, with a second by Lake, nominated Sandra Flint for Board Secretary and Treasurer. A roll call vote was taken; all voted, none opposed and the motion carried. Board Chair Lake performed the Oath of Office for all school board members present.
- e. Charter Assessment Rubric - Schmidt and Quarnstrom showed the board the annual document that Chisago Lakes, as our authorizer, uses to determine eligibility for the next school year. Schmidt indicated that the data links numbers over 80 and the work put into the data analysis was exceptional.
- f. Board Governance: - A powerpoint presentation entitled "Data Practices Considerations for Charter Schools" from Craig Kepler, attorney with Best & Flanagan, LLP., was shown to the board. Quarnstrom presented this as the annual data training for the board.

- g. Personnel Policy Update - Quarnstrom reiterated that 2024 is a year to redo policies related to staff. Meetings with Learning Managers and surveys are two ways that she is collecting data, and this will be brought to future meetings.
- h. School Board Winter Survey - Quarnstrom presented the board with a survey and asked them to have it completed by the March board meeting. The survey covers areas such as: meeting times and locations, the board packets and agendas, how policy is presented and more. Data will be shown at the March board meeting.
- i. Leave of Absence Letter - Learning Manager, Shelli Matheson, requested an immediate leave for medical reasons. A motion by Frame was made, and seconded by Flint, to approve the leave. A roll call vote was taken, all voted and the motion passed.
- j. Other - Teacher Evaluation Updates Quarnstrom made a request to the board to focus on teacher evaluations this year with so much else needing attention at Wolf Creek. In doing this she requested that the dean and support staff evaluations change for this year only to review previous years, needs and future goals. Frame made a motion to allow this process. Jackson seconded the motion, a roll call vote was taken with no one opposing, and the motion passed.

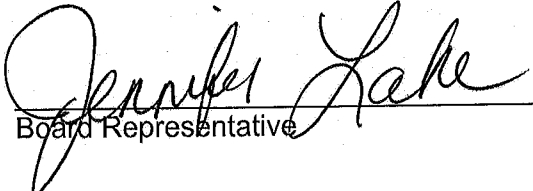
**9. Policy/Procedure:**

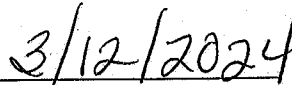
- a. Policy 452 Catastrophic Medical Leave Bank policy has been brought to the board several times this year due to legal changes to the policy. Discussion ensued around who would make up the Committee that handles the claims, the timeline of changes that were made and a minimum and maximum amount of hours that a person can donate. The board decided to leave Section 3.E. and change Section 6.B. Quarnstrom also noted that she would bring the policy back again in the fall of 2024 for other needed changes when the timeline for those changes would make more sense to all staff members.
- b. Procedures 107-Data Privacy Request, 109-Enrollment Application Retention, 112-Family Medical Leave and Sexual Health Ed, 114-Law Enforcement Posting, 115-Maternity/Paternity Leave were reviewed and require no changes. Pro 113-Chromebook and Hotspot Checkout was determined to need updates. A motion was made by Frame to accept policy and procedure with discussed changes and seconded by Jackson. A roll call vote was taken, all voted in favor and the motion passed.

**10. Other:** The next meeting will take place on March 12, 2024.

**11. Adjournment :** Nelson made a motion to adjourn the meeting at 6:05pm, with a second from Jackson. A roll call vote was taken; all voted and the motion passed.

Approval of Minutes for the Feb 13, 2024 Meeting:

  
 Board Representative

  
 Date