

TRIO Wolf Creek Distance Learning Charter School #4095
School Board Meeting Minutes
May 28, 2024
***Consent Agenda**

Board Members Present:

- Sandy Flint
- Sue Frame
- Chloe Jackson
- Jennifer Lake
- Lori Nelson
- Bill Mack
- Ruth Stark
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Ex-Officio Members Present:

- Tracy Quarnstrom
- Robyn Vosberg-Torgerson

1. **Call to Order:** The Wolf Creek Charter School Board met on Tuesday, May 28, 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 Frame moved to accept the consent agenda and Stark seconded. All voted and the motion passed.
3. **Open Forum:**
 - a. Lindsay Coppernoll - Virtual
 - b. Becki Olseen - In person
 - c. Jolene Comstock - In Person
 - d. Bri Karnes - In Person
4. **Visitors:**
 - a. Renee Anick - Virtual
 - b. Hannah Edblad - Virtual
 - c. CJ Hanson - Virtual
 - d. Randi Stream - Virtual
 - e. Chris Wallin - In Person
 - f. Corey Becker - In Person
 - g. Sarah Schmidt - In Person
 - h. Brenda Swanson - In Person

5. Consideration of Previous Meeting Minutes: A motion was made by Frame and seconded by Stark to accept the minutes of the previous meetings: regular meeting on 4-23-24 and special meeting on 5-7-24. All voted and the motion passed.

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 - Vosberg-Torgerson presented the bills paid by check and by credit card in four different reports. A motion made by Frame to approve the bills and wires dated May 13, 15, and 28, 2024, totalling \$52,756.51 (represented by check numbers 8564 through 8592). Mack seconded the motion and a roll call vote was taken. All voted and the motion passed.
- b. Finance and Investment Report - Vosberg-Torgerson presented the financial report dated 4/30/2024, showing total revenues of \$169,512.40 and total expenditures of \$119,322.56. The revenues over expenditures amounted to \$50,189.84, with a cash-on-hand balance of \$990,182.89 and investments at \$1,660,000.00. Motion was made by Flint and seconded by Jackson to approve the April 30, 2024 Financial Report. All voted and the motion passed.
- c. FY25 Budget Presentation - Vosberg-Torgerson presented the preliminary budget for the 2024-2025 school year. She stated that Wolf Creek's main expenses were salaries and benefits, maintenance, insurance costs and supplies. After some discussion, a motion was made by Stark to accept the preliminary budget. Frame seconded the motion; all voted and the motion passed.
- d. Personnel Policies Working Group Information -
 - i. Staffing Needs for 2024-2025:
 - ii. Clerical/Support Personnel: The personnel policy for support staff was presented and, after discussion, a \$3.00 increase to hourly rates was agreed upon. Holiday hours and PTO still needed to be finalized, but a motion was made by Jackson and seconded by Frame to accept the agreements so Intent to Return forms could be sent out. All voted and the motion passed.
 - iii. Open Position Updates:
 - iv. Director Selection Updates: May 30, 2024 was the deadline to accept applications, Becker mentioned that he would like three or four staff members to be present during interviews.
- e. Other -

8. Reports and Business:

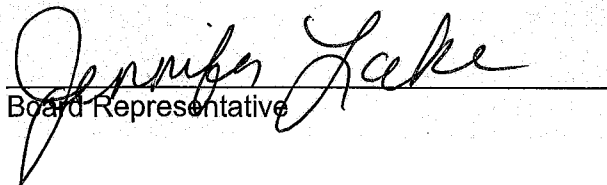
- a. Director's Report - Quarnstrom reported that the staff was busy with graduation and end-of-year tasks.
- b. Enrollment Report - Flint reported that, at meeting time, there were 200 students enrolled: 159 full-time, 35 Supplemental (OLL), 5 PSEO, and 1 tuition. She stated that the OLL students are currently counted as a .5 credit but, due to so many now consistently taking three and four classes instead of the traditional one or two, maybe that credit should change to a 1.0. This would change Wolf Creek's enrollment numbers and reflect the extra work put in by staff.
- c. Graduation Data - Flint updated the board on graduation data released by MDE. While our 4 year graduation data decreased slightly from 54.9% in 2022 to 54.1% in 2023, our 5 year graduation data increased from 4.2% in 2022 to 13.9% in 2023.
- d. Marketing Report - Quarnstrom reported that things were the same as last month: newsletters, word of mouth, and people searching the internet were the top ways that students found Wolf Creek. She mentioned that the 'Employment Opportunities' tab on the website was also getting mentioned.
- e. Agreement with F.B.T.A. - The annual contract with Family Based Therapy was presented to the board for consideration. The agreement again includes tele-health sessions in the summer. A motion was made by Frame, and seconded by Stark, to enter into the new contract with F.B.T.A. All voted and the motion passed.
- f. Board Governance Items Review - Quarnstrom told the board that members Nelson and Stark would be attending a training on June 10, 2024 and that MSBA would be attending the board retreat on July 16, 2024 to lead a training session.
- g. School Board Needs and Changes Discussions - Lake/Quarnstrom
- h. Staff lunch at Mack's - Due to inclement weather, this was postponed until Fall 2024.
- i. Other - MACS monthly newsletter for review.

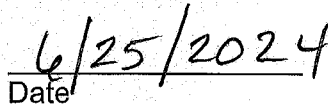
9. Policy and Procedure:

- a. Policy - 613 Graduation Policy: Flint brought the current policy to the board with proposed changes. It was decided that more time was needed and the policy would be brought to the June board meeting.
- b. Procedure - None at this time.

10. **Other:** The next Regular Meeting will be June 25, 2024.

Approval of Minutes for the May 28, 2024 Meeting:


Board Representative


Date

