

**TRIO Wolf Creek Distance Learning Charter School  
Board Meeting Minutes  
Tuesday, August 11, 2009 at 4:00 p.m.**

Board Members Present: Sandy Flint, Cassie Gaede, Kelly Legg, Karen Paul, Brenda Swanson, and Jeff Vitali.

Absent: Stacy Bender, Dawn Janusch, Tom Plocher

Ex-officio member, Tracy Quarnstrom

Visitors: Heide Miller, Lindsay Jarombek, Sheryl Palmquist, and Anita Pelzer.

**1. Call to order and approval of agenda.**

TRIO Wolf Creek Distance Learning Charter School Board met in the conference room of the school at 10363 Liberty Lane in Chisago City on August 11, 2009. The meeting was begun with the pledge to the flag. Board vice chair, Jeff Vitali called the meeting to order at 4:05 pm. The agenda was revised by removing item 4C, presentation of the updated budget. This item will be presented and discussed at the September meeting. The agenda was approved with changes with a motion by Gaede. Vitali seconded the motion. Motion carried.

**2. Roll call and consideration of the minutes of the previous meeting.**

Gaede moved the acceptance of the minutes as presented and Flint seconded the motion. Motion carried

**3. Open forum**

There was no one for open forum.

**4. Consideration of claims and accounts**

**4A. Bills.** Miller presented the bills paid on August 4, 2009 and another listing of bills paid on August 7 and 11, 2009. Miller itemized the entries of the listings, both of them short lists. Miller pointed out that one item in the amount of \$20,413.00 was the last of the grant money, being spent on computers. She also mentioned that Excel Energy has been charging our school taxes, so a refund check will be forthcoming from that company. Flint moved the payment of bills reflected by bank checks numbered 2752 through 2770 totaling \$38,551.79, and checks 2771 through 2776 totaling \$131,912.10, for a total of 170,463.89. Vitali seconded the motion. Motion carried.

**4B. Finance Report.** Miller presented the financial report dated August 11, 2009. The report showed that expenditures were over revenues in the amount of \$132,951.70. Miller emphasized that this is because of the normal expenses of a new school year. She reported that the cash on hand to date is \$698,825.63. Swanson moved the acceptance of the report. Gaede seconded the motion. Motion carried

**5. Old Business**

**5.A. Committee News.** The Sex Education committee is still looking for parents to be part of the committee for the 2009-2010 school year.

**5.B. Committee Reports.** The shared vision pre-assessment document will be sent to the board members electronically. Emily Stull is crafting this document, using it to fulfill requirements for her master's degree. She is waiting on final approval from Augsburg on the document before distribution.

**5.C Annual Meeting/Ballot.** Quarnstrom presented current requirements for school board membership and also the ballot for the 2009/2010 school year. She announced that Tom Plocher will be running for the

community-at-large position, which means at least one person is named to run in each category. It was suggested that instructions as to how many votes should be cast in each category be added. Vitali moved the ballot be accepted with changes. Swanson seconded the motion. Motion carried. Quarnstrom reminded the board that the ballots would be handed out at orientation and a box to collect completed ballots be provided. Any family not voting at orientation will be mailed a letter and a ballot with instructions to return it by the 15<sup>th</sup> of September, when the votes will be tallied and the board will certify the election at their 4:00 meeting.

Swanson encouraged board members to review their biographies on the school website and to submit revisions to her very soon.

## 6. New Business

**6.A & B. Required Policies.** Quarnstrom presented policy 214 covering out-of-state travel by school board members and policy 521 regarding student disability nondiscrimination. These are both required policies that we did not have and they were presented for their first reading. Gaede moved the approval of the first reading of both policies. Flint seconded the motion. Motion carried.

**6.C.** Quarnstrom reported that after all required policies are adopted, any additional policies may be added as needed. She submitted her suggestions of additional policies, being presented for first readings in the upcoming board meetings. Swanson inquired about our policy on a dress code. The board remembered that it had been discussed previously not as a policy, but a procedure and was published in the student handbook. Swanson will put the dress code procedures also on the website.

**6.D & E. Summer Curriculum Review and MCA and Testing Data.** Flint presented an on-screen overview of statistics covering both curriculum data and testing results. She also distributed a handout showing the process of testing for the student, even when he/she has difficulty passing any part of the test. This showed how a student having difficulty can retest, after intervention. Our students are improving and our school is on track, with the greatest improvement still needed in math.

**6.F. Bylaw Changes.** Quarnstrom reported that MACS will be distributing suggested changes to school bylaws based on the changes to the Charter School law in legislation. When that is received, Quarnstrom will implement the changes into our bylaws and present the changes to the board. By new legislative law, online schools must now create an online course syllabus for each class. We are on track for compliance to the new law.

9. The meeting was adjourned by a motion from Flint at 4:42 pm. Second by Legg. Motion carried.

The next Wolf Creek Online High School board meeting will be held on Tuesday, September 15, 2009 at 4:00 p.m. at Wolf Creek.

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Chair, Tom Plocher

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Date