

**TRIO Wolf Creek Distance Learning Charter School  
Board Meeting Minutes  
Tuesday, February 10, 2009 at 4:00 p.m.**

Board Members Present: Sandy Flint, Cassie Gaede, Dawn Janusch, Kelly Legg, Karen Paul, Tom Plocher and Brenda Swanson

Absent: Stacy Bender and Jeff Vitali

Ex-officio member, Tracy Quarnstrom

Visitors: Heidi Miller and Anita Pelzer.

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

TRIO Wolf Creek Distance Learning Charter School Board met in the board room of the school at 10363 Liberty Lane in Chisago City on February 10, 2009. Board chair, Tom Plocher called the meeting to order at 4:04 pm. The agenda was considered and Flint moved that it be accepted as presented. Janusch seconded the motion. Motion carried.

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

In consideration of the minutes from the January meeting, Quarnstrom pointed out an omission of the name of the one who seconded a motion. Legg remembered that it was she. Swanson moved the acceptance of the minutes with the correction. Gaede 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 for January 16, 2009 through February 9, 2009. She itemized the list and explained many of them. The bills for the month totaled \$47,243.26. Swanson moved that we pay the bills reflected by checks numbered 2528 through 2566. Gaede seconded the motion. Motion carried

**4B. Finance Report.** Miller presented the financial report dated February 10, 2009. The written report had two dates wrong where instead of February the report was marked January and they were both corrected. The report showed that expenditures were over revenues, in the amount of 11,316.41. Miller again emphasized that state aid is still uncertain, but Wolf Creek is in a good financial position to weather the storm. She reported that deferred payment is sure to happen this school year, but there has been no talk of tapping fund balances. Gaede moved the acceptance of the report with the date changes. Flint seconded the motion. Motion carried.

**4C. Revised Budget.** Miller presented another revised budget. Discussion focused on the revision dated 1/13/2009 with 150 students and 195 WADM. In this scenario revenue exceeded expenditures by approx. \$21,000. It was noted by Quarnstrom that we do not currently have 195 WADM so although the admin team was able to balance the budget we will need to look at year ending WADM count in July to be sure that we did balance the budget. It was pointed out that in the expenditures listing in the budget, the term "Prof/Technical Services" was unclear as to what that really is. It was agreed that it should

be changed to “Curriculum/Technical Services”. No action was taken for the budget will continue to be revised until April.

**4D.** Swanson moved that the board authorize Jack Haag, Chisago Lakes bookkeeper and Heide Miller, Chisago lakes Director of Business Services to make electronic fund transfers on behalf of Wolf Creek. Gaede seconded the motion. Motion carried

## **5. Old Business**

**5.A** Quarnstrom introduced Senate file 11, for the board’s information. This is a bill for an act relating to modifying requirements for online learning providers. The issue at stake is the need to submit course syllabi, and some language may make it more difficult for students to take online courses. She also mentioned that there new laws relating to charter schools. The new bills are summarized around the topics of accountability and governance, and also relating to services provided by the sponsor that may affect Wolf Creek and the service agreement with Chisago Lakes. Quarnstrom has been attending call in conferences from MACS and has spoken to several local legislators.

**5.B .** There has been little committee activity. The Wellness Committee will be meeting soon. The Personnel Policies Committee will meet on March 2<sup>nd</sup> from 9-1 in the Learning Suites. The Technology Committee will meet tonight after the board meeting. This committee has the addition of Lindsay Jarombek, appointed by Chair, Tom Plocher.

**5.C** Swanson reported that our enrollment stands at 146 students as of this date. Seniors number the highest at 83 and out of those, she projects that 50+ will graduate. She reported 29 juniors, 19 sophomores and 15 freshmen.

## **6. New Business**

**6.A.** Bender has requested that the date for the 2009-2010 lottery for enrollment be scheduled earlier this year, suggesting March 17, before the board meeting. This means that applications can be processed sooner. Gaede moved that the date be moved to March 17. Flint seconded the motion. Motion carried.

**6.B.** Heide Miller requested that the board designate the Wolf Creek website and the school board bulletin board as the official publication locations. Swanson so moved. Legg seconded; motion carried.

**6.C.** Miller also asked that the board designate US Bank and MN School District Liquid Asset Fund + (MSDLAF+) as the official depositories for Wolf Creek. Legg so moved. Gaede seconded; motion carried.

**6.D.** The contract with Chisago Lakes Schools for services to Wolf Creek was distributed. Quarnstrom explained that this contract is being reviewed early so that we can have a two-year contract in place early this year. No review of other service providers is being done since shopping for services was done just two years ago. Swanson moved acceptance of the contract for services with Chisago Lakes. Plocher seconded the motion. Motion carried.

**6E.** Quarnstrom introduced an addendum for Q Comp applications to deal with the inclusion of part-time staff who do not have students assigned to them, but are teaching. The addendum was approved with a motion by Swanson. Flint seconded the motion. Motion

carried. Legg did vote nay on the motion. After the motion, Legg mentioned the need to explore a possible waiver for some part-time teachers in the future.

6F. Section 504 grievance procedures was presented . It was suggested that our legal name be used as the heading, or that it be printed on letterhead so that both names, legal and informal will be used. One change was made to section B of the procedure to read, “These complaint procedures will be placed in schools and on our website and distributed to parents and students as needed.” A motion was made to accept the procedure, as amended, by Swanson. Second by Gaede. Motion carried.

7. An article on the basics of good board behavior was included in the board packet for informational purposes.

8. It was announced that Jan Rhode, MN School Board Association, is scheduled for March 17<sup>th</sup> from 5:00 – 6:30 p.m., and the board retreat is scheduled for May from 5:00 – 7:00 p.m. Lastly, an accreditation team from CITA/NCA will be reviewing Wolf Creek for accreditation processes for the “5” year cycle on March 17<sup>th</sup>.

9. The meeting was adjourned by a motion from Paul at 5:02 pm. Second by Gaede. Motion carried.

The next Wolf Creek Online High School board meeting will be held on Tuesday, March 10, 2009 at 4:00 p.m. at Wolf Creek.

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Chair, Tom Plocher

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Date