

**TRIO Wolf Creek Distance Learning Charter School  
Board Meeting Minutes  
Tuesday, April 14, 2009 at 4:00 p.m.**

Board Members Present: Stacy Bender, Sandy Flint, Cassie Gaede, Lindsay Jarombek, Kelly Legg, Karen Paul, Tom Plocher, Brenda Swanson and Jeff Vitali

Absent: Dawn Janusch

Ex-officio member, Tracy Quarnstrom

Visitors: Heide Miller, Sheryl Palmquist, Anita Pelzer, Trisha Perron, Jamie Hawkins, Coleen Hawkins, Sam Janusch.

**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 April 14, 2009. Board chair, Tom Plocher called the meeting to order at 4:00 pm. The agenda was approved.

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

In consideration of the minutes from the March meeting, Flint pointed out minor errors. Gaede moved the acceptance of the minutes with the corrections. Flint seconded the motion. Motion carried.

**3. Open forum**

Student, Jamie Hawkins and her mother, Colleen Hawkins spoke of their concerns regarding the prom policy. Colleen Hawkins pointed out that there was confusion as to which term was a consideration for a student's qualification to go to prom. She also expressed the opinion that since a truancy policy is already in place and students who conform to it should be eligible to attend. She would like to see the policy become less "shame based" and based more on a rewards system. Quarnstrom assured her that she would get the results of any decision made at the board meeting.

Two CNA students, Samantha Janusch and Trisha Perron were also present. They both spoke, expressing their appreciation to the board for making it possible for them to take the CNA course. They both said that they could have not have taken the class had it not been for the financial assistance. They both said that the clinical part of the course, the hands-on experience was the best part of the class.

**4. Consideration of claims and accounts**

**4A. Bills.** Miller presented the bills for March 27, 2009 through April 13, 2009. They were itemized on two separate sheets, one, included in the board packet, for bills paid from March 27, 2009 through April 6, 2009, and the other, distributed at the meeting, was for April 13, 2009. She itemized the list and explained many of the items. Swanson moved the payment of bills reflected by bank checks numbered 2605 through 2631 totaling \$24,818.11 and checks 2532 through 2637 totaling \$10,626.52. Vitali seconded the motion. Motion carried.

**4B. Finance Report.** Miller presented the financial report dated April 14, 2009. The report showed that revenues were now over expenditures in the amount of 62,952.17. Miller reminded the board that many legislative changes are expected and the overage will be used.

Quarnstrom reminded the board that there is still a grant balance of about \$21,000 which must be spent by July 3. Bender moved the acceptance of the finance report; Vitali seconded the motion. Motion carried.

**4C. Revised Budget.** Miller presented another preliminary budget, dated 4/9/09 for the 2010 school year. This scenario reflected 130 students and \$182.46 WADM. Many entries were discussed, both revenue and expenditures. Miller and Quarnstrom both emphasized again the possible changes that would be necessary as the Legislature moved through its education agenda. Quarnstrom also stated that one learning manager has resigned after this school year and the staff will still have to be reduced by one more learning manager.

Vitali asked a question about student numbers, so Swanson was given permission to give her enrollment report at this time. She reported that right now we have 135 students receiving general student aid. 36 of these are graduating. In attempting to poll remaining students, only 44 could be counted as a “yes, I am returning to Wolf Creek”. Discussion centered on the difficulty of recruitment because of many online schools now starting, and how much we should market our school

Miller stated that the budget will continue to be revised and brought back as a more sure budget for next year. Swanson moved the passing of the preliminary budget, dated 4/9/09. Vitali second. Motion carried

## **5. Old Business**

**5.A.** Quarnstrom reported some of the considerations of the State Legislature, including the possibility of a “personal finance” course requirement in high school. This will probably not get very far, but more legislation is coming very quickly. She has not heard much about the cutting of Q Comp and/or lease aid funds. Quarnstrom will send emails to the board as she learns more.

**5.B .** Quarnstrom reported for the Personnel Policies Policy. Insurance vendors are being interviewed. More will be reported next month.

Legg reviewed her written report for the Technology/Curriculum Committee. The committee has divided all the curriculum being used now into tiers 1-3, according to the extent of its use. The cost for each tier of curriculum was also noted. The committee listed recommendations so that the best use of our purchases will be realized. Some future possibilities were discussed, including “College in the Schools” which will be discussed later in the meeting. Quarnstrom stressed the importance of making curriculum requests for next school year now! Legg suggested the greater use of [moodle@triowolfcreek.com](mailto:moodle@triowolfcreek.com) for anyone to learn how our school operates.

**5.C** Enrollment updates were given by Swanson during the discussion of the budget.

**5.D.** Swanson presented the revision of student withdrawal/grades procedure, as requested by the board in a previous meeting. The revisions were presented in written form and Swanson stated that the policy would be posted on the school website. Bender moved that the revisions be approved. Flint seconded the motion. Motion carried.

**5.E.** The revised policies 102, 210, 204, 501 and 507 were presented by Quarnstrom for their second reading. Policy 404, criminal background checks, was discussed, especially the form

used for the gathering of information in this procedure. Quarnstrom was especially concerned that our Wolf Creek logo be on the form to avoid confusion to the applicant. Miller offered to send Quarnstrom the form used by Chisago, so that ours may be revised to reflect the same information, but have our logo in the corner. Swanson moved the 2<sup>nd</sup> reading of all the policies, with all revisions as needed. Bender seconded. Motion carried.

**5.F.** Bender presented the program, “College in the Schools” and its possible implications for inclusion in the Wolf Creek curriculum. The one difficulty for our students is the short deadline for withdrawal, which is necessary to conform to the college calendar. The cost of the program was also discussed, comparing it to PSEO. She reported that we have one student interested in College in the Schools for next year, and her involvement will be a good test of the program’s effectiveness. Gaede moved approval of going ahead with the program. Legg seconded the motion. Motion carried.

## **6. New Business**

**6.A.** Sheryl Palmquist presented suggested changes to the Focus times planned for our students. These Focus activities have been held during lab hours and the disruption in the academic work day was considered. The changes suggested were to have fewer Focus times, but make them bigger events, during a time when lab would be closed for a time and all would attend. The success of the crock pot cooking class was noted and it would be a good class to hold again. In order to continue the crock pot class it was expressed that we will need donations of 20 or more crock pots for fall of 2009. Palmquist asked for continued input from staff for ideas and for ways to finance the additional expense these expanded events would require.

**6.B.** Two options for next years’ school calendar were presented, the difference being the start date for school in the fall. It was stressed that our calendar must be the same as the school calendars of Forest Lake and Chisago Lakes schools. Bender moved that both options be approved and that our calendar be the same as Chisago’s when passed. Swanson seconded. Motion carried

**6.C.** Quarnstrom presented the option of sending students to a CNA class starting May 12. She has been notified that there are two opening which we could use if we choose to do so. She pointed out a previous decision by the board to send four students to the CNA class this year, and that quota has been filled. One of these students has asked for financial help to take the test, which would be \$180.00. A consensus was reached that we would not add to our previous decision of 4 students. Vitali moved that we pay the expenses of the one student’s test. Gaede second. Motion carried.

**6.D.** The very positive CITA review report was accepted by a motion by Bender with a second by Legg. Motion carried.

**6.E.** Quarnstrom presented the letter of commendation to our school for its licensure compliance.

**6.F.** Our continuous learning year has been studied and we have been commended for our procedures. We are a model for the state in many ways as expressed by MDE personnel.

**6.G.** An academic integrity statement was presented by Quarnstrom. This is a step to keep the importance of this issue before our students. The statement will be added to the TWC

news, website, and future student handbooks. Swanson moved that the statement be accepted and posted. Second by Flint. Motion carried.

**6.H.** Quarnstrom has made available several articles as well as guiding questions to read in preparation for the May 12 visioning meeting. She urged reading as much of the material as possible and to bring ideas to the next meeting. The May 12 meeting will include the board retreat from 5:00 – 6:30.

7. Articles of interest were distributed, including newspaper articles about charter school directors and home schooling.

8. The board was given the resignation letter of Peggy Reese, effective at the end of her contract term. Flint moved the acceptance of the resignation and Gaede seconded the motion. Motion carried

There was a short discussion about the prom policy in response to the questions raised in “open forum”. It was pointed out that since Wolf Creek students are guests at their prom, Chisago High School appreciates our standards and policy. It was recalled that the policy was created in a way that the director could use discretion in the decision regarding individual students. It was noted that for this year due to the confusion noted by families that students were allowed to use either Term 3 or Term 4 grades, which was to their advantage.

Quarnstrom reported that she contacted several other neighboring schools and that although they do not have academic policies for attendance they do have restrictions; such as un-served detentions, suspensions, or in-school suspensions that do not allow students to attend prom. Wolf Creek does not employ detentions or other models so it is difficult to compare the policies. Quarnstrom reported that the last day for ticket sales are April 16<sup>th</sup> and to her knowledge all students interested in purchasing tickets have been able to do so with the current policy. Quarnstrom and Gaede also noted that they agree with the open forum comments that prom is too expensive for many students, and we should work to fundraise and help with those costs as a reward measure in the future. The prom policy will be brought to the next board meeting to consider changes in fund raising for prom and to try to include more positive reinforcement to make attending prom a reward.

During open forum at the March meeting, Palmquist suggested opening the board meetings each month with the pledge to the flag. The board discussed it, and since there is a flag displayed in our board meeting room, and other boards and groups are opening meetings in this way, it was moved by Swanson that our board also open its meetings with the pledge of allegiance to the flag. Gaede seconded the motion and the motion carried. Bender abstained from the vote.

9. The meeting was adjourned by a motion from Vitali at 5:53 pm. Second by Bender. Motion carried.

The next Wolf Creek Online High School board meeting will be held on Tuesday, May 12, 2009 at 4:00 p.m. at Wolf Creek. The board retreat will be from 5:00-5:30 p.m. on that day.

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Chair, Tom Plocher

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Date