

TRIO Wolf Creek Distance Learning Charter School
Board Meeting Minutes
Tuesday, July 8, 2008 at 3:00 p.m.

Board Members Present: Stacy Bender, Sandy Flint, Cassie Gaede, Lindsay Jarombek, Tom Plocher, Emily Stull, Brenda Swanson, Jeff Vitali

Ex-officio member, Tracy Quarnstrom

Absent: Kelly Legg

Visitors: Heide Miller, Anita Pelzer

1. Call to order and approval of the agenda

TRIO Wolf Creek Distance Learning Charter School Board met in charter school blue lab on July 8, 2008. Jeff Vitali called the meeting to order at 3:03 p.m. A revised agenda was presented and a motion to accept was made from Bender. Seconded by Gaede. Motion carried.

2. Roll call and consideration of minutes of previous meeting

Flint questioned the minutes, saying that the second page was missing. Swanson verified the accuracy of page two of the minutes, even though the copies in the board packets did not have it. Swanson moved the minutes be accepted, Bender seconded the motion. Motion carried.

3. Open forum

No items

4. Consideration of claims and accounts

4.A. Miller presented the bills for June 2008 in the amount of \$17,142.28. After reviewing the expenditures, of which many were graduation expenses, motion made by Gaede, seconded by Flint to approve check numbers 1316002248 through 1316002268 in the amount of \$17,142.28. Member Swanson questioned a check to Chibardun Telephone Coop. in the amount of \$1473.28. This invoice was for additional and replacement telephone for TRIO that Ken Orwoll has ordered for the new site. Motion by Swanson, seconded by Flint to accept the invoice. Motion carried

4.B. Miller reported that revenues through June 30, 2008 totaled \$1,112,281.90. Expenditures through June 30, 2008 were \$822,052.16. Revenues exceeded expenditures by \$290,229.74. There is \$754,710.82 cash on hand as of June 30, 2008. Bender moved the financial report be accepted. Swanson second.

4.C. Miller reported that audit costs have increased. Last year the total cost was \$6,750. This year it was \$7,300 plus \$900 for form 990. The process will be completed and the bill paid by November or December. The information was just presented to update the board on the additional costs at this point.

4.D. No copies of the budget had been distributed, so Miller gave an oral update. Available revenue for 2008/09 is \$1,579,035. Which includes \$51.00 per student in additional aid as passed by the legislature. There were several changes this year: para salaries were adjusted to reflect the combining of some duties; there has been discussion of increasing the stipend of board members, perhaps to \$50. per month; career counseling has been shifted to another's job description; more funds have been budgeted for benefits than

expenses will be, however it was noted that Wolf Creek was notified of a 22% increase in its Medica expenses this next year. If any benefit changes need to be made in the future, we hope to address these by March of 2009 as there have been a number of increases in fringe benefits this year. There has been a 403b increase from 7 to 8 people. Miller will email budgets to all and action will be taken at the August meeting.

5. Old Business

5.A. New space updates

Swanson showed projected photos of the progress of our new building. Quarnstrom said that Greystone is creating a plaque for the new building and she was verifying the spelling of the board members' names. August 8 is still the completion date for the building and final walk through for Wolf Creek. The roof is to be finished this week and landscaping is being worked on. Swanson reported interviewing three moving companies. One bid was for \$3,000. And the other was \$5,000. She recommended the less expensive one, for their procedure was more convenient for our staff. Vitali moved the hiring of AAA Movers Inc (Phone 612-588-6683) with expenses not to exceed \$3,500. Gaede seconded. Motion carried.

5.B. Sponsor contract with Chisago Lakes Schools

We were urged to implement the contract. Swanson moved to approve. Vitali seconded. Motion carried.

It was noted that the same contract was discussed at the June board meeting and revisions were made at that time.

5.C. Q comp annual report and revisions for 2008-2009

The annual report for Q comp was presented and moved to be accepted by Bender. Seconded by Gaede. Motion carried.

The revisions for the 2008-2009 Q comp were noted. The major change was moving from the NWEA testing to MCA II testing for school goal purposes. A motion to accept the changes was made with a motion from Swanson. Seconded by Bender. Motion carried.

5.D. The Strategic Planning Update

Quarnstrom presented the Strategic Planning Update. Rod Haenke will come to the August meeting if he is needed. The staff is to read the update and report approval or needed clarifications.

5.E. School board election-ballots-stipends-board composition

School board election will take place at the August open house.

The auditor's report indicates that schools should not have a teacher majority on their boards. Bender suggested that in the interest of working toward the goal of not having a teacher- majority board, we add a board position by recruiting two parents for the board. This was moved by Bender and seconded by Flint. Motion carried.

We are actively seeking people to fill vacancies on the board:

One 2-year community at-large candidate

One 1-year community at-large candidate

Two parent candidates

One learning manager candidate

The election is being prepared, ballots printed etc. Quarnstrom polled other schools to determine the practice of others in paying their board members a stipend. There was no consistency in practice or amount and the charter schools polled essentially offered no stipend. Due to rising travel costs a discussion seemed to favor offering something to our board members. Swanson asked Quarnstrom for a suggested amount and she suggested \$50.00 per month. Bender suggested forming a small committee of two people to draft a proposal for adopting a stipend policy. Bender and Plocher agreed to serve on the committee. They will submit their proposal 8 days before our next meeting.

Quarnstrom pointed out that MSBA training is again available, with the first session to be August 13 at the Sheraton Hotel in Bloomington.

6. New Business

6.A. Staff contracts for 2008-2009

Quarnstrom reported the status of staff contracts for the coming school year. Sheryl Palmquist's para position was revised somewhat with some lab monitoring added. Due to the resignation of Kim MacKenzie, a lab monitor position is now open. One clerical position is filled and a new learning manager has been hired, Peggy Reese who has a teaching emphasis in physical education. Swanson moved acceptance of this report. Bender seconded. Motion carried.

6.B. Response to intervention team updates

Wolf Creek is creating goals to measure the success of our students. The learning managers are encouraged to show evidence of intervention behavior at different tier levels to encourage that success. Notes on the committee meeting currently being attended by Quarnstrom, Flint, and Legg were distributed for communication purposes.

6.C. Personnel policies

Personnel policies have been written and reviewed by our attorneys. They will be posted on the web and be in the staff handbook. Bender moved acceptance. Gaede seconded. Motion carried.

6.D. Marketing efforts update

Quarnstrom reported that an advertisement for Wolf Creek is in the current issue of the *Peach* and another will be in a mid-August issue. She has contacted the *Pioneer Press* for information so that Wolf Creek can use their web enhancing features for a small fee. Pioneer Press will send quotes of the cost.

6.E. Enrollment updates

Swanson reported that in the 2007-08 school year we served the following full-time students:

115 - seniors and 12+

81 - grade 11

30 - grade 10

10 - grade 9

New applications are coming in. She will have another update in August.

6.F. MCA testing results and AYP updates

Swanson and Quarnstrom reported that test results have been posted on the web. Our school has improved its scores, but still is lacking mostly in reading and especially math.

Math was discussed and it was pointed out that our students who took the test probably did not have the courses necessary for them to score well on the test. It was noted that Wolf Creek did not make AYP in the area of math this year. More data will be presented in this area at the August meeting.

6.G. Policy 205 Open Meeting-first reading

The handout indicated policy changes in bold print

6.H. Policy 419-Tobacco Free Environment-first reading

More changes are coming. This will be revisited in August. Swanson moved approval of the first reading of both of these policies. Seconded by Bender. Motion carried.

6.I. New IRS rate in effect as of July 1st at 58.5 cents per mile.

The board was informed that the school mileage rate has been adjusted to the current IRS rate per mile.

7. Communications

The OLL data sheet has been submitted to MDE as a report which shows students and course registrations for the 2007-2008 school year.

8. Other

The resignation letter from Renee Mussetter was submitted. Gaede moved to accept her resignation. Swanson seconded. Motion carried.

An article on online education cast as disruptive was distributed and also had been distributed via email. A response by Susan Patrick, President and CEO of the North American Council for Online learning was also included. Quarnstrom emphasized that anyone who chooses may also respond to the article.

Board meeting dates for the coming school year were distributed. Swanson moved to accept them. Flint seconded. Motion carried. The meeting dates will be posted as follows:

Aug 12, 2008

Sept 9, 2008

Oct 14, 2008

Nov 11, 2008

Dec 9, 2008

Jan 13, 2009

Feb 10, 2009

March 17, 2009

April 14, 2009

May 12, 2009

A motion to adjourn was given by Bender at 4:16 p.m. Swanson seconded. Motion carried.

The next TRIO Wolf Creek board meeting will be held on Tuesday, August 12, 2008 at the Chisago Library, due to the move to the new site.

Chair, Tom Plocher

Date