

**TRIO Wolf Creek Distance Learning Charter School  
Board Meeting Minutes  
Tuesday, October 13, 2009 at 4:00 p.m.**

Board Members Present: Sandy Flint, Cassie Gaede, Terri Kraiter, Kelly Legg, Sheryl Palmquist, Karen Paul, Tom Plocher, and Brenda Swanson.

Board Members Absent: Dawn Janusch and Jeff Vitali

Ex-officio member, Tracy Quarnstrom

Visitors: Lindsay Jarombek, Heide Miller, Anita Pelzer, and Emily Stull.

**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 October 13, 2009. Chair, Tom Plocher, called the meeting to order at 4:02 pm and began the meeting with the pledge to the flag. Director, Tracy Quarnstrom, recommended a change in the agenda. She asked that item F, under Old Business, "Parent representative to the board updates" be moved to the beginning of the meeting. She then introduced Terri Kraiter. Kraiter and one other parent were nominated as representatives during the board election. The other parent is now not interested in serving on the board, so Quarnstrom requested that Kraiter be named our new parent representative. Quarnstrom read her biography and Swanson moved that a roll call vote be taken to appoint Kraiter to the board in the vacant parent position which is a one year term. Plocher seconded the motion; motion carried. The results of the roll call vote were: Palmquist, yes; Gaede, yes; Paul, yes; Plocher, yes; Swanson, yes; Flint, yes; Legg, yes. Members welcomed Kraiter to the board.

The remainder of the agenda was approved by a motion by Gaede; second by Swanson. Motion carried

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

Swanson moved that the minutes of the September meeting be posted as written. Palmquist seconded the motion. Motion carried.

**3. Open forum**

There was no one for open forum.

**4. Visitors**

None

**5. Consideration of claims and accounts**

**5A. Bills.** Miller presented the bills in two separate listings. Those paid on September 11, 2009 through October 5, 2009 totaled \$17,976.90, and those paid on October 7, 2009 through October 13, 2009 totaled \$11,810.24. Miller itemized the entries of the listings, explaining many of them. Flint moved the payment of bills reflected by bank checks numbered 2807 through 2825 totaling \$17,976.90 and bank checks numbered 2826 through 2833 totaling \$11,810.24. Legg seconded the motion. Motion carried.

**5B. Finance Report.** Miller presented the financial report dated October 13, 2009. The report showed that expenditures were over revenues in the amount of \$48,294.97, again explaining this being because of the beginning of the school year. She reported that the fund balance is in good shape and there is no present need

for Wolf Creek to borrow money and she foresees no need in the future for this year. Swanson moved the acceptance of the report. Palmquist seconded the motion. Motion carried.

**5C. Updated Budget.** Miller presented for the board's review updates to the 2010 budget. Actual 2009 school-year expenses are now listed and the figures are now accurate. Auditors are working on the report and another revised 2010 budget will be presented for review and revisions. Quarnstrom asked whether the College in the Schools program could be financed through the gifted and talented funds. Miller agreed that it could.

## **6. Old Business**

**6.A. Committee News.** Sandy Flint is now the chair of the marketing committee. She submitted reports of two meetings. These meetings were organizational in nature and also a sharing of ideas and goals. They are aware of mid-year graduations and realize that we must continue to strive for new students. Ads in the local papers, contact with local Chamber of Commerce groups, and an open house all were activities during September. The board discussed the value of Wolf Creek radio ads that compete with ads of other online schools that have corporate sponsors. That will continue to be studied. Lindsay Jarombek has volunteered to be a member of the marketing committee. She was appointed by Chair, Tom Plocher. The Marketing Committee consists of Sandy Flint, Cassie Gaede, Lindsay Jarombek, Sheryl Palmquist, and Tracy Quarnstrom.

Jarombek reported for the Wellness Committee, stating that the flu and the health of our students are the current focus of the committee. She reported that Chisago has said that the district has 10% of its students out with illness and many of our students are also ill. Our school is working diligently to keep the flu from spreading by urging hand washing, staying home when ill, providing hand sanitizer, wiping surfaces with disinfectant, etc. The committee has also worked with school administrator to implement an attendance line for students out sick this year. Student should call the Attendance Line (651 -213-2032) every day they are sick. Students cannot return to campus until they are fever free for 24 hours at any time. If students are sick they should not come to campus.

**6.B . Shared Vision Action Plan.** Emily Stull reported no updates from the previous board meeting. More will be coming in November.

**6.C Annual Report to MDE for 2008-2009.** Quarnstrom reported that the deadline for the charter school annual report to the MDE is not until January. Ours was submitted by the previously published deadline of October 1 since Quarnstrom did not find out about the deadline change until after October 1<sup>st</sup> and wanted to be in full compliance. She also noted that she, as the director, does not need to submit professional development plans, due to the fact that she holds a MN administrative licensure. She does not expect a response to the report until April or May when it will be promptly submitted to the board.

Quarnstrom announced that in November, Tom Gallagher from our insurance company will be here at 3:30 to meet with staff before the next board meeting. He will explain the types of insurance we have and answer questions about school coverages for board members.

**6.D. Enrollment Report.** Swanson reported that we currently have 140 students, 15 of which are supplemental students. She noted that sometimes supplemental students move to full-time status. One student has used an OLL coupon offer of a free class, offered to schools throughout the state. This student is from Ely.

**6.E. Laptop check-out policy review.** Emily Stull presented the revised laptop checkout procedures. There are no longer any fees or fines associated with checkout of a laptop, except for a \$50.00 deposit, which is refunded when the laptop is returned in good condition. Some points in the procedure have been clarified: a copy of a driver's license and a SS number will be collected, the refund of the deposit will be returned to the person who wrote the check, and adequate progress in school work must be made while using a school computer. The board discussed whether a late fee should be assessed. It was agreed that a \$5.00 per day late fee was fair and this should be stated in the policy.

## **7. New Business**

**7.A - D. Required Policies.** Quarnstrom presented the first reading of Policy 304 regarding the Superintendent contract, Policy 403 regarding student discipline, Policy 519 regarding interviews of students by outside agencies and Policy 520 regarding student surveys. Swanson moved the approval of the first reading of these policies. Second by Flint. Motion carried. Quarnstrom asked that suggested changes be submitted to her by marking the hard copy or by email.

**7.E Curriculum Review.** Gaede presented a review of the new NovaNET US history lessons. She demonstrated the full multi-media lessons, emphasizing the improvements, including student instructions, time-line of lessons, a glossary of terms, and notation of "history makers". She pointed out that the lessons are specific, focused on the right topics, have an audio component, include more critical thinking and have multiple choice tests, which NovaNET grades. The staff is looking forward to the new NovaNET science curriculum said to be out the fall/winter and the new web-based NovaNET.

**7.E. Special Ed Monitoring Information.** Kelly Legg explained that MDE conducts a compliance monitoring process every three years, and Wolf Creek will be evaluated this year on October 20th. They will look at staff working with a particular student as well as reviewing all files for compliance. In April a written report will be issued from MDE and we will have one year to conform to any needed improvements are required by MDE.

**7.G. Energy Efficient Walk-Through.** Swanson reported that Tim Burton came and did a walk-through of our building and offered suggestions for improvement in energy efficiency. He offered many suggestions which will be implemented as much as possible. He will also look at our bills and evaluate our energy usage. One of the suggestions was to install blinds or shades in the offices to be closed at night, to preserve heat. Gaede moved that we look at quotes for installing blinds or shades in our LM offices. Legg seconded the motion. Motion carried.

**7.H. H1N1 Updates.** Jarombek and Miller reported that at the end of October, an in-school shot clinic will be held at Chisago Lakes for middle and high school students. Elementary clinics will be held in the evening and children will be accompanied by parents. Students 10 years and older will receive one shot; Nine and under will get two shots. Wolf Creek will make sure our students are included in these free shot clinics.

**7.I. Professional Development set aside.** Quarnstrom announced that in the 2010 budget we did set aside 2% of the budget for professional development even though it is not required by law this year. Quarnstrom requested that the board continue to set aside the 2% due to the money being available in the budget for professional development. Swanson moved that we keep that 2% in the budget. Flint seconded the motion. Motion carried.

**7.J. New Charter law Updates/Virtual Schools Update.** Quarnstrom announced that new charter school laws mandated training for new board members, but long delays at MDE are making conformity to the law very difficult. No one is certified yet to offer the trainings except MDE. MDE has sent out save the dates which look like two full days of trainings for new board members. Quarnstrom will continue to pursue

information and will try to get at least some of our board trained. Miller requested that Quarnstrom write a letter to MDE explaining our particular situation where the majority of board members are now “newly elected” but returning board members and ask what the requirements for board trainings are for those board members.

Quarnstrom also outlined the problem of new virtual schools which are backed by corporations and are not in compliance with school laws. She outlined the concern that they will not comply with laws and when problems arise, the legislature will again be changing laws to fix the problems for all online schools. The board was receptive to Quarnstrom continuing to investigate these schools in order to protect the reputation of Wolf Creek in the future.

**7.K. Classes graded by LM graphs.** Quarnstrom presented a graph showing numbers and percentages of classes and students managed by each learning manager. This tool is to help determine consistency and balance in class size and course offerings.

**7.L. Letter of agreement with Beth Jones.** Quarnstrom presented a letter of agreement for Beth Jones for work with the Girls with Purpose group on campus for the 2009/2010 school year. Palmquist moved the acceptance of the agreement. Gaede seconded the motion. Motion carried.

**7.M. Letters on behalf of the board to Bender and Jarombek.** Quarnstrom presented two letters sent to Stacy Bender and Lindsay Jarombek. The letters outlined their contributions to the board and expressed appreciation for their work and dedication.

**7.N. Board Awards for 2009-2010 subcommittee.** Quarnstrom requested the formation of a subcommittee that would plan for the celebration and recognition of board members throughout the year. Plocher appointed a committee consisting of Gaede, Legg, Quarnstrom, and Swanson.

**8. Communications.** Quarnstrom presented a memo requesting under Minnesota’s Open Meeting law, a copy of the minutes from our most recent charter school board meeting. Quarnstrom reported that she did supply the MN 20/20 organization with the minutes on the day of the request. Quarnstrom also reported that she kept copies of the submission of the request in a timely manner.

The next Wolf Creek Online High School board meeting will be held on Tuesday, November 10, 2009 at 4:00 p.m. at Wolf Creek. Tom Gallagher will meet with board and staff at 3:30 and strategic planning will follow the meeting, dinner will be served. The meeting was adjourned at 5:27 pm with a motion by Swanson and a second by Gaede. Meeting adjourned.

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Chair, Tom Plocher

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Date