

TRIO Wolf Creek Distance Learning Charter School
Board Meeting Minutes
Tuesday, March 17, 2009 at 4:00 p.m.

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

Absent: none

Ex-officio member, Tracy Quarnstrom

Visitors: Heidi Miller, Jan Rhode, Katie Klanderud, Sheryl Palmquist, and Lindsay Jarombek,
Student visitors: James Paul and Bryana Patzer

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 March 17, 2009. Board chair, Tom Plocher called the meeting to order at 4:01 pm. The agenda was reviewed and two changes were noted. Quarnstrom asked for the following changes: before roll call and minutes board training from MSBA will take place and after 6D a policy for Online College in the High School Classes will be presented. Swanson moved that the agenda be accepted with noted changes. Vitali seconded the motion. Motion carried.

1.A. MSBA (Minnesota School Board Association) training. Jan Rhode and assistant Katie Klanderud led the group in MSBA training on board procedures and the role of the board member.

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

In consideration of the minutes from the February meeting no changes were noted by board members. Gaede moved the acceptance of the minutes and Flint seconded the motion. Motion carried.

3. Open forum

Palmquist was noted as a speaker for Open Forum on the sign in sheet. Palmquist requested that the board consider stating the pledge of allegiance before each board meeting at future meetings. Plocher noted that the board may consider the input from Palmquist at a future meeting.

4. Consideration of claims and accounts

4A. Bills. Miller presented the bills for March 5, 2009 through March 16, 2009. She itemized the list and explained many of them. The bills for the month totaled \$32,121.31. Vitali moved that we pay the bills reflected by checks numbered 1316002567 through 1316002604. Bender seconded the motion. Motion carried

4B. Finance Report. Miller presented the financial report dated March 17, 2009. The report showed that revenues were over expenditures, in the amount of \$80,256.40. Swanson moved the acceptance of the report. Vitali seconded the motion. Motion carried.

5. Old Business

5.A Quarnstrom and Miller reported on actions on several bills affecting charter schools at the capital. Information, including the *Member Book for Legislators*, were distributed to all board members.

5.B . The Personnel Policies Committee met on March 2nd to review the **personnel policies** and make recommendations for needed changes for the 2009-2010 school year. Quarnstrom reported that all changes were emailed to board members and noted in color on the document. Questions and clarifications were given on the document. Swanson made a motion to accept the changes to the personnel policies document for the 2009-2010 school year. Flint seconded the motion. Motion carried.

- A document of **starting salaries and insurance benefit contributions** by employees was discussed next. Bender made a motion to accept the document for the 2009-2010 school year. Gaede seconded. Motion carried.
- Swanson made a motion in relation to the **compensation time** at Wolf Creek as follows; Employees who have obtained hours of compensation time will be paid on June 15, 2009 in a one- time event. The pay-out will be at the substitute rate of pay of \$150 per day or \$18.75 per hour.
After June 15, 2009 all comp time will expire, on June 15 of each year, if not used within the year in which it was accumulated. Employees will have the opportunity to take either compensation time or the \$30 per hour equivalent when being offered compensation time beginning with the 2009-2010 school year. Motion was seconded by Legg. Motion carried.
- The **Technology Committee** reported that they submitted minutes from two meetings for the board to review; the committee will make a presentation to the board at the April board meeting for further clarifications.

5.C Swanson reported that our enrollment stands at 145 students as of this date. Swanson reported that is not quite at our goal of 160 ADM's for the year, but we are still accepting students and hoping to add more students for Term 4.

6. New Business

6.A. Quarnstrom presented the first reading of policies 102, 210, 204, 404, 501, and 507. Quarnstrom noted that all of these policies are older Wolf Creek policies that are up for review. It was also noted that many older policies will be coming in the board packet for review in the next few months. Bender moved to accept the first reading of the policies noted above. Vitali seconded the motion. Motion carried.

6.B. Quarnstrom requested that all board committees designate chair people to help distribute needed information about committee work and take meeting notes to share. Swanson made a motion designating chair people for each board committee. Gaede seconded the motion. Motion carried.

Plocher appointed the following chair people to committees:

Technology/Curriculum Committee-Legg
Personnel Policies Committee-Quarnstrom
Marketing Committee-Bender
Graduation Committee-Swanson
Wellness Committee-Jarombek
Purchased Services Committee-Quarnstrom
Sex Education Committee-Palmquist

Special Education Committee-Legg

6.C. Swanson presented a procedures for student grades when withdrawing from Wolf Creek. Bender asked for more investigation to occur before Wolf Creek acts on the new procedure. Plocher appointed a new committee called the Academic Policies Committee to investigate the procedures of other local schools when students withdraw. Members of the committee are Bender, Jarombek, Swanson, and Flint. It was noted that Swanson will serve as the chair person for this committee.

6.D. Bender brought a policy for Online College in the High School to the board. It was noted that this option is similar to PSEO but will cost Wolf Creek more money than PSEO options. Due to the budget notations that come with this option the board may need to set parameters around how many students can enroll in this option. Several suggestions for revisions for the final reading were noted for Bender. Bender also noted that one Wolf Creek student is interested in starting this process now and she would like board approval of the first reading to start that needed paperwork by the April 1st deadline. Bender and Quarnstrom agreed to work on the needed changes for the second reading of the policy at the April board meeting. A motion was made by Flint to accept the first reading of the policy. Janusch seconded the motion. Motion carried.

7. Facts about OLL and Nominations for Sheryl Palmquist and Peggy Reese for a MOAAP award were announced. Quarnstrom also announced that the CITA review team was onsite at Wolf Creek all day on March 17th and indicated upon their departure that Wolf Creek would receive full accreditation for the next “5” years. It was also noted that along with CITA accreditation comes NCA accreditation automatically.

8. It was announced Quarnstrom will not be available for the May 12th board meeting and retreat. Some staff members are out on May 5th and other board members are out on May 19th. Quarnstrom suggested that all board members bring a calendar to the April meeting for further discussions.

9. The meeting was adjourned by a motion from Bender at 7:30 pm. Second by Gaede. Motion carried.

The next TRIO Wolf Creek Distance Learning Charter School board meeting will be held on Tuesday, April 14, 2009 at 4:00 p.m. at Wolf Creek.

Chair, Tom Plocher

Date