

**TRIO Wolf Creek Distance Learning Charter School**  
**Board Meeting Minutes**  
**Tuesday, May 12, 2009 at 4:00 p.m.**

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

Absent: Karen Paul

Ex-officio member: Tracy Quarnstrom

Visitors: Heide Miller, Sheryl Palmquist, Lindsay Jarombek, and Anita Pelzer.

The board assembled for their May meeting and Swanson drew attention to Director, Tracy Quarnstrom who recently earned her superintendent's license through Hamline University. The board offered their congratulations and Tracy was awarded an engraved plaque, a framed favorite poem as well as a card and flowers.

**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 May 12, 2009. Board chair, Tom Plocher called the meeting to order at 4:02 pm. The agenda was approved by a motion by Bender. Flint seconded the motion. Motion carried.

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

In consideration of the minutes from the April meeting, Quarnstrom stated that two board members had pointed out some minor punctuation errors that were corrected. Gaede moved the acceptance of the minutes with the corrections. Bender 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 April 22, 2009 through May 04, 2009, itemized in the board packet. She distributed another listing of the bills for May 12. Miller read the list, item by item and explained many of the entries. Quarnstrom asked for permission to hold the rent check this month to Liberty Lane Ventures until they come to meet with us to address some building issues. Permission was granted. Swanson moved the payment of bills reflected by bank checks numbered 2638 through 2665 totaling \$31,048.82 and checks 2266 through 2671 totaling \$18,461.18. Bender seconded the motion. Motion carried.

**4B. Finance Report.** Miller presented the financial report dated May 12, 2009. The report showed that revenues were over expenditures in the amount of 90,446.92. Miller and Quarnstrom reminded the board that many legislative changes are still possible that may affect school funding. It was noted that the legislative session is mandated to end on May 18, 2009. It was noted that this deadline seems impossible to meet and that a special session was likely. Gaede moved the acceptance of the finance report; Flint seconded the motion. Motion carried.

**4C. Budget for 2009-2010.** As part of the budget consideration for the next school year, a resolution was brought to the board that two learning manager positions be cut. One learning

manager, Peggy Reese, has resigned for next year. The other position cut was that of Kelly Vilson, terminated occurred by not offering her a letter of agreement of the 2009-2010 school year. The resolution was moved for approval by Swanson and seconded by Vitali. A roll call vote for called for to approve or disapprove the resolution. The board was polled for individual votes:

Plocher – yes

Vitali – yes

Gaede – yes

Flint – yes

Swanson – yes

Legg – yes

Bender – yes

Janush – yes

Motion carried.

## **5. Old Business**

**5.A.** Quarnstrom distributed printed copies of information on bill HF1643 and a chart with budget proposal comparisons. She also reported that the Governor has stated that there will be no caps placed on lease aid or charter schools, but also stressed that it is the legislature that has the final decision. Quarnstrom stated that she would continue to keep the board informed as she learns more as the session comes to a close.

**5.B .** Swanson reported for the Personnel Policies Committee. The committee met with insurance representative, Stein. They met to compare the coverage available through Stein Agency. The group will meet to make a final decision on May 27<sup>th</sup> and bring recommendation to the board at the June Board meeting.

Legg reported for the Technology/Curriculum Committee. They met to discuss the school's technology needs for the 2009-2010 school year. They are bringing a recommendation that we update our server, since the present one is quite old and is reaching its capacity. They also discussed staying with Windows XP or changing to Vista and whether student computers should be updated to Office 2007. The consensus was that students are comfortable with the system as it is and to not upgrade these things at this time. The committee did look into a program that would allow learning managers to communicate with students through a "white board" online. They also discussed the possibility of a system of laptop checkout/lease for students. The committee will continue to bring updates to the board as needed.

Lindsay Jarombek reported for the Wellness Committee. She described the Medica shape-up challenge currently going on with ten staff members participating. She also reported that wellness issues are being addressed in the school newsletter.

The Marketing Committee will meet in a couple weeks and will have a report in June.

**5.C** Quarnstrom reported that certain policies are to be reviewed annually, so the first readings of these policies were given to the board. She also reported that Swanson has been named "Human Rights Officer" for Wolf Creek. She will be the person to whom anyone at Wolf Creek with a human rights concern may go. The policies under annual consideration and eligible for revision are:

Policy 413 – Harassment and Violence

Policy 414 – Child Neglect/Physical/Sexual Abuse

Policy 415 – Mandated Reporting of Maltreatment of Vulnerable Adults

Policy 506 – Student Discipline

Policy 522 – Student Sex Nondiscrimination

Bender moved the acceptance of the first reading of these policies. Legg seconded the motion. Motion carried.

## **6. New Business**

**6.A.** Swanson reported that the Graduation Committee has decided that graduation 2009 would be better served at a different location than at our campus. The decision has been made to hold graduation 2009 at Lakeside Elementary School gym/auditorium. This will be at no cost to us and most of the physical setting up of the chairs, stage etc. will be done for us through Chisago Lakes. It has been decided that a donation will be made to the school in appreciation for their services.

A senior slide show is being prepared and pictures are being collected from senior students. Rehearsal for graduation will be held on the day of the event. Lunch and cake will be served to the students and the caps and gowns will be distributed at that time. A local photographer is being engaged to take pictures of individual graduates during diploma distribution and also a group picture. Swanson encouraged all board members to attend the graduation on June 5<sup>th</sup> at 6:30pm.

**6.B.** A listing of summer term course offerings were distributed in the board packet. Quarnstrom requested that the financial procedure for this year continue as has been done in previous years: 5% of monies brought in from summer school revenue will be set aside for the general fund, after that salaries of teachers of summer school and supplies will be paid, finally the remainder will be used to finance curriculum writing. Flint moved that the resolution to continue the financial arrangement used in previous years be adopted for this year also. Gaede seconded the motion. Motion carried. Quarnstrom noted that the proposal forms to determine what curriculum is most in need of review are due May 12<sup>th</sup> by 3:00 pm.

A proposal was presented to the board to consider hiring a “grading teacher” for the next school year. Some discussion revealed that the learning managers on staff for the coming year represent licensure areas sufficient to fulfill all requirements from the board of teaching. Some discussion surrounded whether this was even a decision for the board or something for the Director to decide based on salary limits given to her in the budget. It was also noted that it has always been our mantra that all LMs are full time and available all day, and no one sees any reason to change that at this point.

**6.C.** Quarnstrom reported contacting three civic groups in the Chisago Lakes area, with Wolf Creek participation in mind. The Chamber of Commerce membership is \$110.00. Wolf Creek would be on their website and included in publications. As a new member someone could speak at their June luncheon and we may make the papers as a new Chamber member. The Rotary Club has invited Quarnstrom to speak for 20 minutes at their May 19<sup>th</sup> luncheon. She has not gotten a response from the Lions Club as yet.

The board consensus was that Wolf Creek should join the Chamber of Commerce and since the cost is below what the Director can spend without board approval, Quarnstrom agreed to proceed with that application.

**6.D.** Quarnstrom reported that in 2008 the board passed a resolution that costs for professional development in this school year not exceed the amount of \$10,120. Professional development conferences, retreats and activities totaled only \$6,720 this year, resulting in a significant savings.

**6.E.** Quarnstrom presented a letter of invitation from MACS to renew our membership with them. The cost is \$3,051.08, based on our student numbers. The value of being a MACS member was discussed and the cost over the last several years was noted. Bender moved that we again become a member of MACS. Janush seconded the motion. Motion carried.

**6.F.** Q-Comp review document was presented to the board for approval. It was noted that as a level three school, Wolf Creek can choose to have an individual review of our Q-Comp rather than a review by a committee appointed by MDE. This year the review was conducted by Sue Frame, Chisago Lakes Q-Comp Director. The board discussed the experience as being positive and that Ms. Frame was very helpful and encouraging. Swanson moved that the board accept the report of Sue Frame. Flint seconded the motion. Motion carried. The board discussed moving forward with changes per Ms. Frame's suggestions. Quarnstrom presented a list of said changes highlighted one Lead LM for the 2009-2010 school year and the creation of a new position called the Q-Comp coordinator. Swanson moved that the board approve the changes so that the committee can proceed. Janush seconded the motion. Motion carried.

**6.G.** A written report on the recent staff retreat on April 29-30 was presented. The participants agreed that the retreat was very worthwhile. They appreciated the accommodations, accomplished much planning, and built community among the staff.

**7.** Quarnstrom made some communication from MSBA available for information.

**8.** Quarnstrom announced that a meal is available after adjournment and the board would reconvene afterwards for their retreat until 7:30.

**9.** The meeting was adjourned by a motion from Bender at 5:08 pm. Second by Legg. Motion carried.

The next Wolf Creek Online High School board meeting will be held on Tuesday, June 9, 2009 at 4:00 p.m. at Wolf Creek.

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Chair, Tom Plocher

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Date