

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

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

Absent: Sandy Flint, Cassie Gaede

Ex-officio member, Tracy Quarnstrom

Visitors: Heide Miller, Sheryl Palmquist, 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 July 14, 2009. Board chair, Tom Plocher called the meeting to order at 4:00 pm. The agenda was revised by adding a G to item 6 under New Business to bring to the board a proposal for new lab hours. The agenda was approved with changes by a motion by Swanson. Janusch seconded the motion. Motion carried. The board then proceeded with the pledge to the American Flag.

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

In consideration of the minutes from the May meeting, Quarnstrom stated that item 4E was completed with the name of the person seconding the motion as Swanson. Swanson moved the acceptance of the minutes as corrected and Janusch 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 June 12, 2009 through July 14, 2009, itemized in two handouts. Miller clarified several entries in the listing, including check number 2732, in the amount of 71.76, which was written in error to Tracy Quarnstrom and thus voided. Swanson moved the payment of bills reflected by bank checks numbered 2715 through 2737 totaling \$32,511.73, and checks 2738 through 2751 totaling \$30,207.14, for a total of 32,439.97. Bender seconded the motion. Motion carried.

4B. Finance Report. Miller presented the financial report dated July 14, 2009. The report showed that revenues were again over expenditures in the amount of \$325,072.83. She reported that the cash on hand to date is \$880,111.72. The specifics of this report were received by board members by email after the meeting. Swanson moved the acceptance of the report when received. Janusch seconded the motion. Motion carried

4.C. Insurance Notations. A proposal for commercial property insurance from Indiana Insurance, a member of Liberty Mutual group, was presented by Miller. She reported that the premium would be about the same as previously with the addition of additional umbrella coverage. The lawsuit limits for schools has risen, so additional umbrella coverage is now necessary. Bender moved that the board accept the insurance recommendation. Legg seconded the motion; motion carried

The committee decision for health and dental care to be provided by Health Partners was announced. The premium rates are very competitive and the board was assured that the coverage is very good.

4.D. Federal Stimulus Money. Miller reported that Wolf Creek did get some federal stimulus stabilization money. This is not any new money, and it covers expenses for general education. During the next school year, Wolf Creek will receive 73% of the money initially and the rest in October and November. Wolf Creek will not need to borrow money to cover the delayed 27% for we have a good cash flow. The federal moneys should be used and labeled as “impact aid” so that it can be used as we wish, and then apply for reimbursement. The turnaround time for receiving the reimbursement is unclear.

4.F. Facilities Grant Update. Miller reported that all but \$13,858.16 of the Facilities Grant has been used. This money remaining will be used for computers. Some invoices, in the amount of \$1,787.19 were paid, but were not eligible for grant reimbursement.

5. Old Business

5.A. Parent Student Survey Results. Quarnstrom presented responses to both parent and student surveys. The responses in each were fairly similar. Most were happy with orientation, but as a result of responses about the use of jump drives, it was decided to not use them again. Parents are happy with the amount and quality of contact with the learning managers and most really liked the weekly reports. Both parents and students indicated the necessity of deadlines and both desire more email contact. Quarnstrom stated that detailed responses for particular questions will be able to be read in the annual report.

5.B . Committee Reports. Sheryl Palmquist presented an update on the sex education committee’s work. Wolf Creek renewed our membership in MOAPP (Minnesota Organization on Adolescent Pregnancy, Prevention and Parenting) and the committee would like to move forward with some of the information and resources she and Quarnstrom learned of while attending their conference. The committee plans to review Wolf Creek’s health I and II courses to see what is covered and to determine if standards are being met. They are also studying the possibility of adding another elective class that would delve deeper into the subject than do the health classes. The committee has also decided to work toward more parent involvement on the committee. The committee’s handout also included results of parent opinions about sex ed and what they would like their children to be taught.

It was announced that the responsibilities of the health and safety committee be added to those of the crisis management committee and not add another committee and thus more people.

Emily Stull reported that the shared vision action plan would include a pre-assessment in August, with all following assessments being done electronically September through December. A final report will be given at the January board meeting.

5.D Contracts for Staff. Quarnstrom reported that two staff contracts did not follow exact board standards, so action would need to be taken before these are issued. Sheryl Palmquist’s contract to serve as Community Coordinator/Clerical Specialist was presented. Bender moved the acceptance of the contract. Swanson seconded the motion. Motion carried.

The application for funding of the Alternative Delivery of Specialized Instructional Services (ADSIS) from the State of Minnesota was not approved. Quarnstrom stressed the importance of this position, and stated that she would continue to attempt to get funding for the position, and Miller is working on putting the position in the budget. Swanson moved the recommendation that we continue to strive to retain the contract for this position. Janusch seconded the motion. Motion carried.

5.E. Teaching Standards from iNACOL. Quarnstrom presented a handout presenting the standards of the North American Council for Online Learning. (iNACOL) Swanson moved that we use these standards at Wolf Creek. Legg seconded the motion. Motion carried.

6. New Business

6.A. Q-Comp Change Document. An informational sheet outlining recommended changes in Q comp for the coming school year was included in the board packet once again and Quarnstrom stated that it will be turned into MDE as our change document by August 1, 2009. Bender moved acceptance of the proposal. Janusch seconded the motion. Motion carried.

Quarnstrom presented information on our site goal for the 08-09 school year and our new goal for the 09-10 school year to the board. Again this will be submitted to MDE as required under the law for Q-Comp.

This year, 52% of eligible 10th graders passed the GRAD portion of the MCA II test. A school-wide goal for Q-Ccomp of at least 57% of all eligible 10th graders to pass the graduation portion of the MCA II reading test was recommended for the 2009-2010 school year. Swanson moved approval. Legg seconded. Motion carried

6.B. In recognition of the work of the Wolf Creek Board members, thank you cards imbedded with flower seeds were presented to each member.

6.C. OLL Policy 624 was presented. The policy must be revised and submitted on July 15. Swanson moved the policy, with revisions, be approved and submitted. Second by Vitali. Motion carried.

6.D. Annual Meeting, Election and Board Composition. Quarnstrom announced that the ruling on board elections is now complete that they must be conducted during the school year, when school is in session. It was decided that we will post ballots by August 8 as stated in our bylaws of 30 days before the election. Nominations are currently being sought for all positions as stated in the bylaws also. The ballots will be dated September 8 and the election will run until September 15. The present board serves until the new one is in place. The new board composition is as follows:

Open positions include the following:

- Community at large-1 year position (staff or non-staff-parent or nonparent eligible)
- Community at large-1 year position (staff or non-staff-parent or nonparent eligible)
- Teacher representative-2 year position. (Must be a teacher at charter school)
- Teacher representative-2 year position. (Must be a teacher at charter school)
- Community at-large-2 year position (Non-staff and non-parent required for this position only)

- Community at large-2 year position (Staff or non-staff-parent or nonparent eligible)Second
- Two-(2)Parent representative positions- both-1 year positions. (Must be a parent with a student enrolled in the charter school
- Positions not currently up for election include the teacher rep filled by Gaede and the Community at large rep filled by Vitali.

Bender moved the changes be made. Janusch seconded the motion. Motion carried.

6.E. Donation Requests for 2009-2010 School Year. Quarnstrom announced that businesses are being contacted with requests for donations to our school; ShopKo, Target, WalMart and Rival Crockpots among others. We have asked for donations for things like crock pots for our crock pot cooking class, and funding for field trips. Taran Warren is going to continue to pursue donations along with grant writing assistance from Quarnstrom.

6.F. iNACOL Conference Expenditures. Quarnstrom presented the need for \$4,000 to fund the expenses for Quarnstrom, Swanson and Emily Stull to attend and present at the iNACOL conference in Texas in November. Quarnstrom is presenting for MNOLA as well. Bender moved to fund the trips. Janusch seconded the motion. Motion carried.

6.G. Lab Hours. The hours for open lab have been reviewed and it is being recommended that the hours be changed to coincide more closely with the bus schedule. Legg moved that we change the lab schedule to 7:30 AM – 2:00 PM on Tuesday and Thursday and 7:30 AM – 7:00 PM for late lab days. Janusch seconded the motion. Motion carried.

7. Communications – A sheet reporting the Math and Reading MCA II tests, across the state was distributed.

9. The meeting was adjourned by a motion from Swanson at 5:25 pm. Second by Bender. Motion carried.

The next Wolf Creek Online High School board meeting will be held on Tuesday, August 11, 2009 at 4:00 p.m. at Wolf Creek.

Chair, Tom Plocher

Date