

**TRIO Wolf Creek Distance Learning Charter School  
Board Meeting Minutes  
Tuesday, June 9, 2009 at 4:00 p.m.**

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

Absent: Kelly Legg, Jeff Vitali

Ex-officio member, Tracy Quarnstrom

Visitors: Lindsay Jarombek, 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 June 9, 2009. Board chair, Tom Plocher called the meeting to order at 4:02 pm, followed by the pledge to the American flag. The agenda was revised by Quarnstrom by adding an E to item 4 under Accounts and Finances. Item E was needed to include audit notations. She also expanded item 8, Other, explaining that summer board meeting dates would be addressed during the discussion of this item. The agenda was approved with changes by a motion by Swanson. 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 May meeting, Quarnstrom stated that board members had pointed out some minor errors that were corrected before distribution. Swanson moved the acceptance of the minutes as written. Flint 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 May 15, 2009 through June 2, 2009, itemized in the board packet. She distributed another listing of the bills for June 3, 2009 through June 9, 2009. Miller offered to clarify any entry in the board packet listing. She itemized the items in the distributed list and explained some of the entries. Swanson explained the entry of payment to Lorenz Corporation. Lorenz is also Jostens and the payment was for graduation gowns. She explained that some gowns from last year were used, and the students walking in graduation each paid a \$20.00 participation fee, so \$800.00 of this expense was covered by the students. Swanson moved the payment of bills reflected by bank checks numbered 2672 through 2704 totaling \$28,523.84 and checks 2705 through 2714 totaling \$2,608.33. Bender seconded the motion. Motion carried.

**4B. Finance Report.** Miller presented the financial report dated June 9, 2009. The report showed that revenues were over expenditures in the amount of 165,384.48. Miller and Quarnstrom reminded the board that grant monies are still coming in. After hearing from MDE on our last submission, the grant money use will be finalized and any overage in funds will be used on computers for the approved testing center. Bender moved the acceptance of the finance report; Gaede seconded the motion. Motion carried.

**4C. Budget for 2009-2010.** The preliminary budget for year 2009/2010 was again presented with adjustments. Since there has been no decrease in general education aid, that expense

was added back into the budget. The budget is very close to being balanced with 130 students in the fall. Miller explained that the Legislature will again be holding back funds, this time 27% until October 15. Miller also stated that Wolf Creek has a good cash flow and will not have a problem. Flint moved the budget be adopted. Janusch seconded the motion. Motion carried.

**4.D. Insurance Notations for Budget.** The insurance committee reported that the new insurance plan to be offered will be similar to the present plan. The Medica plan as we have it will be changing also and the costs will increase. Quotes from Health Partners and BCBS are being considered, both of which are similar to Medica. The hope is to also offer a high-deductible plan so that participants can choose the plan that meets their needs. The committee asked for board approval to make a decision about a plan since time is so short. Bender moved that the committee be allowed proceed to make the necessary decisions about insurance and bring the report to the July board meeting. Janusch seconded the motion. Motion carried.

**4.E. Audit Notations.** Miller reported that the cost of audit for this coming year will be \$7,600.00, compared to \$7,300.00 this year. Miller said that she would do the IRS form 990 which will save \$950.00. The audit expenses are included in the budget, but are not a line item. Swanson moved that we again hire Abdo Eick & Meyers for audit and add the cost to the budget as a line item. Swanson seconded the motion. Motion carried.

## **5. Old Business**

**5.A. Legislative Updates.** Quarnstrom reported that there have been changes to the charter school laws. One significant change is that a charter school must now meet at least two of the six purposes of becoming a charter school. These purposes must be listed in the school's annual report. Another change is that new members of the charter school boards must have prescribed training. She also pointed out that children of licensed teachers of a charter school will be given preference for admission to that school. This does not include all school staff – just licensed teachers. Many items of change will need clarification throughout the summer. The Omnibus bill is very lengthy and will take awhile to get to each point, but one item of importance is the guidelines being established for director succession. More information will be coming to the board from both MDE and MACS on needed changes. All changes take effect on August 1, 2009.

**5.B . School Calendar.** Swanson presented the 2009/2010 school calendar, reminding the board that our calendar follows that of Chisago Lakes Schools. Quarnstrom brought attention to the October 15-16 MEA dates, stating that this is a school release for the purpose of teachers attending a union teachers' conference (MEA) and we are not a union school. She brought up the question of whether we could use these two days for professional development for our staff. She pointed out that since staff may have already made plans for those dates this year, she would like to be flexible this year, changing the days to professional development but knowing that any plans for staff will be asynchronous. The plan would be to implement the use of the days for the 2010 year in a synchronous fashion if needed. Plocher moved that the MEA dates for Wolf Creek in the future be used as a staff development day, and to change the note on the calendar starting now. Janush seconded the motion; motion carried.

**5.C. Committee News.** Quarnstrom presented the Personnel Committee report by presenting a printout of additional duties for the 2009/2010 school year. The list included each LM's assignments for the coming year of both unpaid and paid duties. One new paid duty has not

yet been assigned. Anyone interested in the JSAC Coordinator position should contact Quarnstrom. \$7000.00 has been budgeted for paid additional duties, but projected costs indicate that these expenses will be under-budget.

Flint reported for the Wellness Committee. She presented the year's accomplishments, always trying to present healthy options to students and staff. She also gave a report of future plans which will focus more on the use of drugs, alcohol and tobacco awareness/wellness. The committee would also like to sponsor another shape-up challenge next year.

The Marketing Committee, was reported by Bender. The biggest recommendation from the committee this year has been the change of the school name to Wolf Creek Online High School, used for marketing purposes. The committee has tried many things and has found that informal/word of mouth contacts have been the most effective means of getting Wolf Creek's message out to prospective students. For this next year they are proposing that most of the budgeted dollars be spent on radio spot ads. Since many students listen to KDWB, it was decided to run spot ads on the station from mid-July through August. The committee is asking for approval of the KDWB ad campaign. Swanson moved that the committee be allowed to proceed with the campaign. Gaede seconded the motion; motion carried.

Bender added another piece of the marketing strategy. The committee is suggesting that WC offer a maximum of 25 supplemental classes to districts outside our own at no charge to the district. The plan would be to offer one student, one class per district, that we will not add to the OLL Excel sheet. The hope is that these students will spread the news of their positive experience to friends and more supplemental students will be the outcome. Quarnstrom pointed out that Bender has been given the duty of managing supplemental students, so all paperwork will be done by one person. Bender will be initially assigned fewer students so that she can then absorb additional students as they come through the program. Swanson moved that we award 25 coupons to outlying districts for this next year. Gaede seconded the motion. Motion carried. Quarnstrom mentioned that this will be added to our charter policy and the revised policy will be presented at the July board meeting.

**5.D Policy Readings** Quarnstrom presented the second reading of selected revised policies:

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

Policy 404 – presented for its 3<sup>rd</sup> reading

Bender moved the adoption of the policies with minor changes as they occur. Flint seconded the motion. Motion carried.

**5.E. Graduation Summary.** Swanson thanked all those who worked to make graduation a huge success again. The ceremonies were held at Lakeside school and staff, parents and students were pleased with the event. Wolf Creek had 55 graduates and 40 of them walked. Swanson also announced that a ½ page ad about graduation plus a report of WC year-in-review will be appearing in each of two papers – the Search Shopper and the Chisago Co. Press.

Swanson mentioned the help and kindness offered to our school by Lakeside school and its staff and maintenance personnel. In recognition of this, Swanson moved that we send \$300.00 donation to the school. Bender seconded the motion; motion carried.

**5.F. Staff Retreat.** Quarnstrom presented a report of thoughts and notes from the staff retreat this spring. Many changes in class offerings, class requirements and carrying over classes were presented to the board. Since these changes reflect major change it was decided that we start small, perhaps changing standards based classes for 9<sup>th</sup> graders first, then include newly written standards based classes for 10-12<sup>th</sup> grades and bring back a report to the July meeting. Also, they would like to start working on the “contract for grades” concept. It was moved by Swanson to approve all 10 of the presented points with needed changes at the director’s discretion. Second by Bender. Motion carried.

**5.G. Summer Session .** Bender reported that 130 students are enrolled in summer session ; six teachers are working and about 20 classes are being offered with a few based on senior needs. Summer school will begin June 23. The students are from a variety of locations and represent many types of learners being served by our continuous leaning year.

Summer curriculum writing budget notations was also presented. The board approved the necessary spending for Tiers 1 and 2 at the May meeting with our new enrollment numbers. Quarnstrom reported that since summer enrollment keeps increasing a board motion may or may not be necessary for additional funds, but she will give an update at the July board meeting.

**5.H.** Emily Stull presented the tentative TWC Mission Action Plan. The plan suggests examination of each piece of the mission at board meetings from July through January. These discussions would be followed up with electronic communication. It was suggested that we combine some steps for efficient time use.

August - preassessment

September –after board meeting

October –before board meeting ( 3pm)

November-after board meeting

December-before board meeting (3pm)

Final report at January board meeting

## **6. New Business**

**6.A.** Quarnstrom presented the annual Q Comp report form. Bender moved the report be accepted. Gaede seconded the motion. Motion carried.

Quarnstrom also announced that Bender would be the lead Q Comp coordinator next year and Emily Stull will be the new lead learning manager.

**6.B.** The MDE is in the process of revising the visual arts standards. Arts Standards are locally controlled and Wolf Creek will need to adopt or change these standards once they are revised from MDE. When the new standards are finalized and approved, Wolf Creek will revise our standards as needed.

**6.C.** A very long list of accomplishments for this year has been developed. The list was presented for information.

**6.D.** Quarnstrom expressed her appreciation to the board for their patience and work during the very long meetings necessary this school year.

**6.E.** Quarnstrom reported that she along with our Special Education Director Holly Windram has written the Alternative Service Delivery application and submitted it to MDE. She explained that there are funds available to help students avoid having to use SpEd services. She asked for approval to apply for funding for one person to work with students to this end. Swanson moved the approval of the application. Janusch seconded the motion. Motion carried.

**6.F.** A written procedure for student reunification with parents to be implemented in case of a school emergency was presented. Minor grammar and punctuation changes were suggested. Swanson moved the adoption of the procedure, with changes. Flint seconded the motion. Motion carried.

**7.** The original charter document outline, with goals, was included in the board packet for information purposes. It was also noted that our original purpose is included in the document for review. The preliminary data from the parent and student surveys were reported from Quarnstrom. More information will be distributed for the July board meeting.

**8.** Summer board meeting dates were determined: July 14, August 11, and September 15 at 4:00 in the conference room. Swanson moved acceptance of these dates; Gaede seconded. Motion carried.

**9.** The meeting was adjourned by a motion from Bender at 6:02 pm. Second by Flint. Motion carried.

The next Wolf Creek Online High School board meeting will be held on Tuesday, July 14, 2009 at 4:00 p.m. at Wolf Creek.

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Chair, Tom Plocher

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Date