

TRIO Wolf Creek Distance Learning Charter School
Board Meeting Minutes
Tuesday, August 12, 2008 at 3:00 p.m.

Board Members Present: Stacy Bender, Sandy Flint, Cassie Gaede, Ed Jordan, Kelly Legg, Tom Plocher, Brenda Swanson, Jeff Vitali

Ex-officio member, Tracy Quarnstrom

Visitors: Sheryl Palmquist, Kelly Vilson, Peggy Reese, Heide Miller, Lindsay Jarombek, Emily Stull, and Anita Pelzer

Board and guests convened at 2:50 to formally introduce new staff members, Peggy Reese, who is a leaning manager in physical education, and Kelly Vilson who is a language arts learning manager. All present were also introduced to them.

1. Call to order and approval of the agenda

TRIO Wolf Creek Distance Learning Charter School Board met in the Chisago Lakes Library on August 12, 2008 due to the move to the Liberty Lane location. Board Chairman, Tom Plocher called the meeting to order at 2:55 p.m. A revised agenda was presented and accepted by a motion from Bender. Second by Swanson. Motion carried.

2. Roll call and consideration of minutes of previous meeting

Flint noted that some changes had been made to the minutes. Quarnstrom verified the changes and the minutes with changes were accepted by a motion from Gaede; seconded by Flint. Motion carried.

3. Open forum

No one present

4. Consideration of claims and accounts

- 4.A.** Miller presented the bills for July in two printings due to the timing of the last board meeting for bill paying purposes. Miller went through the list of expenses, itemizing and explaining many of the entries. The first printing dated 7/19/08 included checks numbered 2269 through 2293 and totaled \$48,054.55. Flint moved acceptance of this report; Swanson seconded. Motion carried.

The second printing dated 8/12/08 included many expenses from the new building that will be reimbursed with funds from the grant. Quarnstrom pointed out that budget modification will be completed with MDE in the next month so that grant funds are received and applied to these bills. Swanson moved the acceptance of the report of checks numbered 2294 through 2315 in the amount of \$150,801.49. Jordan seconded the motion. Motion carried.

- B.** The financial report, dated August 12, 2008, actually reflects revenues and expenditures through that date rather than July 31. Miller reported that total expenditures over revenues through August 12 was \$155,005.22. This is because it is a new school year and the claims on the grant that have not yet been reconciled. Miller emphasized that we are in good financial shape and the numbers will more accurately reflect that at our next meeting. Bender moved to accept the report. Legg seconded the motion. Motion carried.

- C. Miller presented the revised budget for the school year. It was pointed out that the budget is based on starting school with 175 students. We now have 140 enrolled, and Quarnstrom and Swanson both are assured that we will have a number of new students enroll before the first day of school. The revenue listing includes a one-time grant of \$51.00 per pupil as approved by the legislature in the last session. Additional expenses because of the change in location; such as cleaning, mowing, and plowing have been considered and included in the budget. The new budget also reflects the changes made this year in insurance benefits. Swanson moved acceptance of the budget. Gaede seconded the motion. Motion carried.

5. Old Business

- 5.A. Swanson reported that the building has been completed on time and that the move was also completed. The landscaping will begin in September and after that is completed a second layer will be applied to the parking lot. There is still some minor projects in the building to be completed by Greystone Construction. Small updates needed were listed and distributed by Quarnstrom. The board was invited to a tour of the new building after the meeting today.
- 5.B. Quarnstrom reported that our school is being advertised in the *Peach* and she is still working with the *Pioneer Press*, which will result in more Internet hits to our website through a system called Traffic Maxing. Our request for a sign on Highway 8 was denied, due to space issues. The city, however, is considering either a street sign marking Liberty Lane or a TWC sign at the corner of Liberty Lane. It was suggested that the sign from the old building may be useable somehow in front of the distribution company.
- 5.C. Plocher and Bender met as a task force and returned the recommendation that a stipend of \$50.00 per month be paid each board member for their services and for meeting attendance. They also recommended that for any other non-board meeting event that meets during a work day, each non-staff board member be paid \$150.00. Swanson moved acceptance. Flint seconded. Motion carried.

School Board elections will be held during open house on August 26th and August 28th. Ballots will be available for each family and for those who do not attend, a ballot will be mailed. The following positions are open:

- 2 year Community-at-Large Representative
 - 1 year Community-at-Large Representative
 - 1 year Full-Time Teacher Representative
 - 1 year Parent Representative
 - 1 year Parent Representative
- 5.D. Flint reported data on Wolf Creek test scores with a series of projected charts and graphs. She pointed out the future use and also the results of two tests: the MCA II and the Graduation portion of the same test. Math scores still showed some discrepancy with state results, so we will be working very hard with students to improve these scores. The reading scores compared more favorably. Those students struggling to pass can be tested every two months until they pass. Flint emphasized that testing only 13 students made comparison difficult. Individual data is available if learning managers want to find out

information about a particular student.

6. New Business

- 6.A.** Swanson reported that there are 140 students enrolled as of today.
- 6.B.** One TWC student has requested that she be able to participate in girls soccer at CLHS. Per MSHA it will be necessary to join the State High School League at the cost of \$190.00 for soccer. Quarnstrom will also need to complete a cooperative agreement with Chisago Lakes. Legg moved that we join MSHS and for the coop. Jordan seconded. Motion carried.
- 6.C.** Quarnstrom reviewed the changes in the insurance benefits. The long term disability with Assurant Company and Life and AD&D with Medica have been cancelled. This was necessary to obtain short and long term disability plus life insurance from Lincoln Financial. This request to gain short term disability coverage came from staff members during the passing of the personnel policies document at the July board meeting and this is the follow up from Quarnstrom. Lincoln gave us a two-year fixed rate that was better than the previous coverage, as well as adding short term disability. Flint moved acceptance of this change. Gaede seconded. Motion carried.
- 6.D** Quarnstrom distributed an equipment list, which included items still needed for full operation in our new building. She indicated beside each item the progress being made for it. Funds for these things will be available gradually, and they will be purchased when funds are in-hand. Some of them will have to be purchased at a later date. Quarnstrom asked the board to make a motion as to how much of the capital outlay funds can be utilized at this time. The board made a motion for Quarnstrom to have access to \$38,000 from the capital outlay funds. Legg moved acceptance. Seconded by Flint.
- 6.E & F** Policies 205 and 419, second readings, will be made at the next meeting.
- 6.G.** Two offices in our new school are designated for community office space. One of these will be used by Bob Downs, a licensed marriage and family therapist. The agreement for the use of the office has been drawn up in a letter of agreement between TRIO Wolf Creek and Bob Downs. He will pay for the use of the space by giving hours of his time to our students. Thirty (30) hours of Mr. Downs time will be made available to our students and staff during the school year in payment of monthly rent for the office. Additional hours will be submitted to TWC for payment for his services. Office furniture will be made available to him from our available items, or he can supply his own furniture. Swanson moved acceptance of the agreement. Jordan seconded. Motion carried.
- 6.H.** Policy 806, Emergency Action Guide Policy, is being changed to reflect differences due to our new location. The changes include: address, emergency exits and destinations, phone numbers, names, and different lock-down procedures. Flint moved acceptance of the first reading. Vitali seconded. Motion carried.
- 6.I.** Funds used for summer school and summer curriculum writing will be specifically outlined next month. Both are well within the allotted dollar amount passed by the board in May.

7. Lindsay Jarombek has requested a maternity leave commencing November 10, 2008 and ending January 19, 2009. Swanson moved the leave be granted. Gaede seconded. Motion carried.

8. The annual school board retreat was discussed. November was the preferred month and Wednesday, early in the month was suggested. Swanson chose Wednesday, November 12 as the date unless someone found a conflict.

A motion to adjourn was given by Swanson at 4:04 p.m.

The next TRIO Wolf Creek board meeting will be held on Tuesday, September 9, 2008 at 3:00 p.m. at TRIO Wolf Creek's new school, 10363 Liberty Lane, Chisago City, MN.

Chair, Tom Plocher

Date