

TRIO Wolf Creek Distance Learning Charter School
Board Meeting Minutes
Tuesday, September 9, 2008 at 3:00 p.m.

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

Ex-officio member: Tracy Quarnstrom

Board Members Absent: Ed Jordan

Visitors: Sheryl Palmquist, Kelly Vilson, Peggy Reese, Emily Stull, Lindsay Jarombek, Anna Egge, Karen Paul, and Anita Pelzer.

The board and guests convened at 3:00 to introduce each other to visiting parents and to receive the results of the school board election. Anna Egge and Karen Paul were present as invited guests. Quarnstrom announced that they were two of the three people who had expressed interest in the parent representative position.

School Board Election Results

Quarnstrom presented the Resolution Canvassing Returns of Votes of TRIO Wolf Creek Distance Learning Charter School #4095 held between August 1, 2008 and September 9, 2008. A total of 48 voters voted in said election of Charter School Board Members. Candidate Cassie Gaede, having received 45 votes is elected to a two year term as full-time teacher representative position. Candidate Tom Plocher, having received 46 votes is elected to a one-year community-at-large position. Candidate Jeff Vitali, having received 45 votes is elected to a two-year term as the community-at-large position. Candidate Ed Jordan, having received 37 votes is elected to a one-year parent representative position.

The open parent position received 2 votes. (one vote for Karen Paul and one vote for Dawn Janusch) Due to the tie, it was recommended that a second ballot, with all of the interested candidates in the position listed, be mailed to parents and results presented at the October board meeting.

All terms begin on September 9, 2008. The motion for adoption of the resolution was made by Swanson, seconded by Bender. On a roll call vote, six voted in favor, zero voted against, whereupon said resolution was declared duly passed and adopted.

Election of School Board Officers was conducted with nominations for Tom Plocher as Chair; moved by Bender, seconded by Flint. Motion carried. Nomination for Jeff Vitali as Vice Chair; moved by Gaede, seconded by Plocher. Motion carried. Nomination for Brenda Swanson as Secretary/Treasurer; moved by Gaede, seconded by Legg, motion carried.

Quarnstrom noted that since the school board spends public dollars, they want the elections to show more evidence of wide participation of eligible voters. Quarnstrom also noted that our voting numbers went from 13 in 2007 to 48 in 2008.

The annual meeting will continue to be held in September from this point on for more consistency in terms for school board candidates.

1. Call to order and approval of agenda.

TRIO Wolf Creek Distance Learning Charter School Board met in the blue lab of the new building at 10363 Liberty Lane in Chisago City on September 9, 2008. Board Chairman, Tom Plocher called the meeting to order at 3:12 p.m. A motion to approve the agenda was made by Swanson, and seconded by Bender. Motion carried.

2. Roll call and consideration of minutes of previous meeting

Quarnstrom pointed out that some last minute corrections had been made to the minutes and the revised copies were available. Flint moved the acceptance of the minutes with the needed changes. Vitali seconded the motion. Motion carried.

3. Open forum

No one present

4. Consideration of claims and accounts

4.A. Quarnstrom presented the bills for August in the absence of Miller. She itemized the expenses and noted those which would be charged to the grant for reimbursement. Swanson moved the acceptance of the report of checks numbered 2316 through 2355 in the amount of \$89,276.05. Second by Gaede. Motion carried.

4.B The financial report, dated September 9, 2008 did not include the last eight (8) checks in the check register report because these checks were written too late for Miller's report. The financial report again reflects expenditures over revenue in the amount of 15,229.01. This was explained that the claims on the grant are still being processed, and Quarnstrom again emphasized that Miller sees our financial status as sound and being in good shape. A motion to accept the report was made by Bender and seconded by Plocher. Motion carried.

4.C Quarnstrom reported a capital outlay of \$38,000 for items and services for the new building. \$9,584.42 is still left in this fund. Some items are still on order and there has been discussion and quotes for a TV with cable connection for the great room. Quarnstrom pointed out that in addition, there are reserve capital funds available, and we should be prioritizing our spending to wisely use this money in a timely fashion. There was a lengthy discussion about what the school's priorities are and how much of the reserve funds should be used at this time. A motion was made by Bender that \$50,000 of the available funds and reserve funds be used now with priority given to technology improvements. Second by Legg. Motion carried.

4.D Quarnstrom reviewed the board directive that the funds for summer curriculum writing was to come from student aid from the summer session, after summer school staff stipends had been paid and 5% had been set aside. The summer school revenue totaled \$72,000. Costs for salaries, curriculum writing and other costs totaled 47,942.50. After setting aside \$3,600 (5%) for reserve, the revenue from summer school was \$20,457.50. Quarnstrom stressed that summer school was highly successful and expressed appreciation for the work that was put into it.

5. Old Business

5.A New space updates. Swanson reported that the landscaping around the building is progressing and it should be completed by next week. The patio area is done; a slab has been laid for the pavilion, and flagstone laid for the butterfly garden/science area. A slab on the west side of the building for a plaque and flag is also done. Some things, like screens and folding doors are not yet installed, but are coming.

5.B Quarnstrom and Swanson reported that our enrollment is hovering at 140, with changes every day. They pointed out that we need 175 students to meet our budget, so we need to see student numbers increase throughout the year. They are optimistic that this will happen.

6. New Business

6.A Quarnstrom reminded the board that we have a responsibility to honor the plan to make our new facility available to the community for use. At our next meeting we will discuss the use of our facilities by the community and set up guidelines for that to happen. Anyone interested in helping Quarnstrom prepare these documents before the next meeting should contact her for input.

6.B Quarnstrom reported that due to the time and money that it takes to register with the Minnesota State High School League and form a cooperative agreement with Chisago Lakes, she brought the following recommendation to the board:

TWC requires that students interested in participating in sports through the cooperative agreement with Chisago Lakes must notify the Charter School Director at least one month before the first practice for the sport. In addition, the TWC student must pay \$50.00 for the paperwork involved in registering with the MSHSL. If the student participates in the sport for at least one month they will be refunded \$25.00 from TWC. All other Chisago Lakes fees pertaining to sports will apply to the student as well.

Two changes in the language of the proposal were suggested. “The TWC student must pay \$50.00 to TWC for the paperwork. . . , and that the word “sport” be changed to “*sport/activity*”. A motion was made by Vitali that this procedure be adopted, with noted changes. Second by Swanson. Motion carried.

It should be noted that after the meeting in consultation with MSBA and Miller it was decided that a public hearing should be held for any fees so the school will have a public meeting on October 14 at 2:45 with another motion to follow the public meeting.

6.C The student information packet for 2008-09, which was distributed during orientation, was presented. Minimal changes were pointed out. Term ending dates are now Thursday at 3:00 p.m. and additional student incentives have been created. All are outlined in the packet. Swanson moved approval of the information packet. Bender seconded. Motion carried.

6.D A memo outlining the distribution of staff duties during term one of this school year was presented. Those learning managers with fewer than 25 students will be expected to work more curriculum hours in term one. Vitali moved acceptance of the memo as written; Gaede seconded the motion. Motion carried.

6.E Policy 305, Crisis Management Policy, was presented for its second reading. The changes noted were those necessary to reflect the new location, new phone numbers and small detail changes. Gaede moved the adoption of the policy with needed changes. Flint seconded. Motion carried.

6.F Quarnstrom reported that there has been considerable interest in the **certified nursing assistant course this school year**, and two spots are being reserved for us in the winter quarter and two more in the spring quarter. If more students than this show interest, student

essays and grades will be considered to award the spots to the most deserving students. Wolf Creek pays for the class, but the students pay for the test needed for certification. It was pointed out that assistance is available for the cost of the test also, but it must be applied for. Summer school can also be considered for taking the course if more students are interested. Legg moved that four of our students be awarded the opportunity to attend the CNA class. Second by Bender. Motion carried.

6.G The contract for the hiring of Taran Warren as a paraprofessional/clerical lab monitor was presented. The contract was accepted by a motion from Flint. Second by Swanson. Motion carried.

6.H Legg will give a demonstration of Moodle after the board meeting to anyone interested.

7. Q comp annual report that is due to MDE on October 1st was discussed. Quarnstrom noted that we are changing our school wide goal to move from NWEA testing to MCA II testing in the area of reading. If 45% of students meet the proficiency goal for the MCA II reading test the teachers will receive 100% of the stipend for that area of the goal. Swanson moved the acceptance of the new form and Gaede seconded. Motion carried.
8. Quarnstrom passed around the article in the local paper about our new building, along with a picture of our new learning managers. A discussion followed trying to determine the most effective way to market our school with the resources we have available to us. It was pointed out that our school is unique in that we have a location, visible teachers and a lab setting, which other online schools do not. It was proposed that our marketing committee be allowed \$8,500.00 to be used to create a mailable brochure or whatever they determine will be the most effective way to market our school. This is the amount already allotted in the budget for this year but the board wanted to reinforce that the marketing committee has these funds and we need to market now to get students. Legg moved the proposal be adopted; Flint seconded the motion. Motion carried.

An October open house was announced and Quarnstrom suggested it be October 14, the date of the next board meeting.

Legg moved to adjourned the meeting at 4:42 and second by Bender. Motion carried.

The next TRIO Wolf Creek board meeting will be held on Tuesday, October 14, 2008 at 3:00 p.m. at TRIO Wolf Creek.

Chair, Tom Plocher

Date