TRIO Wolf Creek Distance Learning Charter School #4095
School Board Meeting Minutes
Aug 19, 2025
*Consent Agenda & Annual Meeting

Board Members Present:

- ☐ Sandy Flint
- ☑ Sue Frame
- ☑ Lindsay Coppernoll
- ☑ Jennifer Lake
- ☑ Lori Nelson
- ☑ Bill Mack
- ☑ Ruth Stark
- ☑ Brianna Karnes

Ex-Officio Members Present: ☑ Mike Hamernick

1. **Call Meeting to Order:** The Wolf Creek Charter School Board met on Tuesday, August 19, 2025. Board Chair Lake opened the meeting at 4:35 pm with the Pledge of Allegiance, followed by the reading of Wolf Creek's mission and vision statements and the Wolf Creek motto.

2. **Roll Call, Acronyms, Conflict of Interest, and Approval of Agendas:** Roll call was taken, and it was determined that Sandy Flint was absent, Lindsay Coppernoll was attending virtually, and no board members had conflicts of interest to disclose. Before approving the agenda, Frame and Stark asked that the bills and wires in the consent agenda be moved to 6.B. for discussion. Stark made a motion to approve the changes and accept the agenda. Mack seconded the motion. A roll-call vote was taken, and all members voted, with the motion being unanimously passed.

3. **Open Forum:** None.

4. **Visitors:**
    a. In-Person:
        i. Robyn Vosberg-Torgerson
        ii. Jolene Comstock
    b. Virtual:
        i. Chris Wallin

5. **Consent Agenda Items:**
    a. Strategic Plan Initiatives -
        i. Ensure that all budgeted enrollment numbers are met to fulfill the needs of students and Wolf Creek's capacity through marketing efforts,
        ii. Provide high-quality curriculum options to students by continually reviewing curriculum options and promoting enhancements toward achieving the goals of engaging, flexible, differentiated, and personalized learning. To achieve this, all staff members will be offered high-quality professional development,
        iii. Engage families as partners in their students' academic progress whenever possible,

iv. Provide a safe, comfortable, and accepting environment for all students regardless of backgrounds, beliefs, or identities. Wolf Creek is committed to creating a community where everyone feels welcome and valued,
v. Ensure that students feel supported in academic and non-academic pursuits in a variety of ways.

b. Bills and Wires - Moved to 6.B. for discussion.

c. Policy - Reviewed and revised by the Policy Working Group:
i. 516.5 Overdose Medication
ii. 612.1 Development of Parent and Family Engagement Policies for Title 1 Programs
iii. 721 Uniform Grant Guidance Regarding Federal Revenue Sources
iv. 721.1 Purchasing, Procurement, and Contracting
v. 808 Face Coverings

6. Presentation of Finance and Investments:

a. Finance and Investment Report - Vosberg-Torgerson presented the Finance Report dated July 31, 2025, showing total revenues of $166,960.88 and total expenditures of $116,587.63, with revenues over costs in the amount of $50,373.25, leaving a cash on hand balance of $1,827,176.56 and investment of $968,000.00. A motion by Stark, with a second by Frame, was made to approve the 7/31/2025 Financial Report. A roll-call vote was taken, and all voted unanimously in favor; the motion carried.

b. Bills and Wires for Payment - Vosberg-Torgerson presented the bills and wires, dated August 12th and 19th, represented by check numbers 8943 - 8970, for approval. The total amount was $129,907.54. Board members had several questions for Vosberg-Torgerson and Hamernick regarding fees and late charges. It was explained that a problem with a Wolf Creek credit card was to blame and was fixed. A motion was made by Stark to approve the bills and wires, with a second by Coppernoll. A roll-call vote was taken, all voted unanimously in favor, and the motion passed.

7. Reports:

a. Director Evaluation Presentation: Hamernick's August report included summer school data, the progress on the new authorizer and the purchasing of the building, the hiring of a third SPED teacher, and marketing strategies that are being tried.
b. Data: Flint
i. Enrollment - Hamernick reported that the numbers were very fluid, but at meeting time, enrollment stood at 178 full-time, 33 part-time, and 6 PSEO.
ii. Summer School 2025 - The board was shown the attendance and courses offered, passed, and withdrawn from the two sessions of summer school.

8. Business:

a. Consideration of Minutes from Previous Meetings: A motion was made by Frame and seconded by Stark to approve the minutes from the regular board meeting on July 15, 2025. A roll-call vote was taken, and all voted unanimously in favor; the motion carried.

b. Lease Aid for SY 25-26: The 2025-26 lease aid request was approved by MDE, and a motion was made by Stark and seconded by Karnes to accept the amount. A roll-call vote was taken, and all voted unanimously in favor; the motion carried.

c. QComp Teacher Observation Rubric: The board revisited the rubric that the QComp team uses to evaluate the teaching staff. After discussion and questions for Chris Wallin, Karnes stated that the staff felt the rubric was fair and all were able to participate in creating and using it. A motion was made by Frame, and seconded by Coppernoll, to approve the Teacher Observation Rubric. A roll-call vote was taken and all voted unanimously in favor; the motion carried.

d. New Hire, Susan Engelbrecht: Hamernick was happy to report the hiring of a new Special Education teacher, Sue Engelbrecht. A motion was made by Karnes and seconded by Stark to approve the hire. A roll-call vote was taken and all voted unanimously in favor; the motion carried.

9. **Policy and Procedure:**
   a. Policy: Consent Agenda Item

   b. Procedure: None

10. **Board Member Reports:** Lake recapped the board retreat and study session held on July 29th. She reminded the board of the need to start reworking the strategic plan.

11. **Other:** The next meeting will be Tuesday, September 16, 2025, at 4:30 pm.

12. **Adjournment:** A motion was made by Frame to adjourn the meeting at 5:20 pm. The motion was seconded by Karnes. A roll-call vote was taken and all voted unanimously in favor; the motion carried.

Approval of Minutes for the Aug 19, 2025 Meeting:

Jennifer Lake
Board Representative

9/16/2025
Date