

*"Rekindling our hope, exploring our world, seeking our path, while building our community"*

**Board Meeting – Northwest Passage High School #4049 August 21st, 2018.**

Board members in attendance: Kurtis Heerema, Jason Olson, Jennifer Braun, Vashti Pearson, Sara Anderson, Charlotte Elva, Debbie Theisen, Lisa Heille

Others in attendance: Peter Wiczorek, Dona Fehr

Absent:

Call to order: 5:32 pm

**Approval of June Board Minutes:** With the amendment to change "Thiesen" to "Theisen" and in the expenses to \$2,370,347.00 in place of \$2,408,255.96, a motion to move the minutes from Jason, seconded by Vashti. Motion goes 9-0.

**Public Comment:** No Public Comment.

**Treasurer's Report:** Total Revenue Budget for June is \$199,059.09 vs June Actual Revenue of \$171,017.56. Total Expense Budget for June was \$191,734.34 vs June Actual Expenses of \$370,756.01. Cash total for all accounts at the end of June was \$566,906.72 (\$574,524.81 as of May 31st). Our cash projection report shows a projected cash balance of \$630,730.03 as of August 31, 2018. For the month of June with actual expenses of \$171,017.56 and actual revenue of \$174,410.59 our net loss was \$88,561.92. Motion to approve the treasurer's report made by Charlotte, seconded by Jennifer. Motion goes 9-0.

**Program Highlights:**

- **Staff Retreat** NWPHS held a three day summer staff retreat. Staff prepared and planned for the upcoming school year and did team building.
- **Expeditions** The Men's and Women's BWCA expeditions went out this summer. They returned last week and had a good time.
- **Community** At the summer staff retreat we planned to reach out to our community more often during the school year. So far we are hosting a fundraiser at Panera and are part of the Coon Rapids Farmer's market.
- **LMS** We are in the process of switching our learning management system from Project Foundry to Edio. The platform and customer service with Edio will fit better with what we are doing at NWPHS. The platform is intuitive and is a tool to manage students projects throughout the project process.
- **New Student Orientation** Tomorrow is our new student orientation. We have about 30 students coming from 12:30-4:30. Staff are planning activities and setting up for orientation.
- **All School Picnic** We are setting up for a community picnic. NWPHS staff will set up booths for student and parent information such as expeditions and advisory.
- **Legislative** There are new crisis management report in place. Deb is in charge of this plan.

**Old Business:**

- **Committee Report/Questions**
  - **Parent Committee**
    - Any members or parents who would like to work at a booth at the all school picnic is more than welcome to manage the parent committee booth.
  - **Marketing Committee**

- Brandi and Peter have been working with Hubbard Broadcast to market our school. Hubbard is beginning to update our school website focusing on making it cell phone and tablet friendly. They are also going to make the website easier for staff to update on their own.
- This summer NWPHS held extra informational meetings.
- At the summer staff retreat staff created a list of community outreach events to set up and attend. This Friday we have a fundraiser at Panera in Coon Rapids. In December we have a fundraiser set up at Chipotle in Coon Rapids. We are also participating in the Anoka Halloween parade and fun run.
- Staff continue to work on Social Media marketing. Jennifer A continues to work on newspaper articles targeting the Coon Rapids area.
- **20th Anniversary (New Ad Hoc Committee)**
  - Next summer NWPHS will be celebrating their 20th year as a charter school. Anyone interested in heading this committee should contact Sara.

**New Business:**

- **Board Election Announcements**
  - The Annual Meeting is on October, 16th at 6:30 after the regular board meeting. Jennifer, Kurtis, Lisa, and Jason are up for re-election. If any of these board members would like to continue on the board, let Sara know by September 13th so that the ballots are prepared for Sept. 18th.
- **Annual Meeting**
  - The Annual Meeting is October, 16th at 6:30 after our regular board meeting.
- **Approval of Staff Hires**
  - We have two new paraprofessional hires. Jay has experience and will meet minutes. Kit also has a lot of background in youth work and wilderness camp. Our team felt like these two were great additions to our school. Motion to approve the hire of Jay and Kit made by Vashti, seconded by Jason. Motion moves 9-0.
- **Approval of 2018-19 Board Calendar** Motion to approve made by Charlotte, seconded by Kurtis. Motion goes 9-0.
- **Letter to City of Coon Rapids - Signage**
  - There are no "school zone" signs in front of our school. A group of Dave's students realized this and started a project on it. Students used a speed gun for data collection. The zone already has a high speed limit at 40 mph, and students caught many cars driving 50 mph+. NWPHS has written a letter to the City of Coon Rapids requesting signage. A motion to approve this made by Charlotte, seconded by Debbie. Motion goes 9-0.

**Future Items:**

Adjourned: Motion to adjourn the meeting made by Charlotte, seconded by Jason. Motion goes 9-0.

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Kurtis Heerema, Vice Chair

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Jennifer Braun, Secretary

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