

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

**Board Meeting – Northwest Passage High School #4049 December 18th, 2018.**

Board members in attendance: Kurtis Heerema, Jason Olson, Jennifer Braun, Charlotte Elva, Vashti Pearson, Megan Fredrickson, Barb Sanders, Lisa Heille

Others in attendance: Peter Wiczorek, Heather Ross, Dona Fehr

Absent: Debbie Theisen

Call to order: 5:35 pm

**Approval of November Board Minutes:** With the amendment of changing "Barb Sander" to "Barb Sanders" a motion approve the minutes is made by Vashti, seconded by Kurtis. Motion moves 8-0.

**Public Comment:** No Public Comment.

**Treasurer's Report:** Total Revenue Budget for November was \$211,507.89 vs November Actual Revenue of \$171,392.09. Total Expense Budget for November was \$197,528.92 vs November Actual Expenses of \$184,663.36. Cash total for all accounts at the end of November was \$854,656.29. Our cash projection report shows a projected cash balance of \$812,355.01 for June 30th, 2018. For the month of November with actual expenses of \$739,703.73 and actual revenue of \$907,365.12 our net gain was \$167,661.39. Voided checks include #17212, #17222, #17253. Motion to approve the treasurer's report made by Kurtis, seconded by Jennifer. Motion moves 8-0.

**Program Highlights:**

- **Spotlight on Projects** We feature an Innovator of the Month at Coffee House on Fridays. November's Innovator of the Month was Kale who has been working on the aquaponics project in Chuck's advisory. NWPHS will be giving Innovators of the Month t shirts.
- **Visitors** Joe Nathan and Ann Hoffman from MDE visited NWPHS on Friday's expo and were excited about the different projects students shared. Joe was very impressed with students and donated \$100 toward student projects and suggested that we invite more people to visit us. A representative from Amy Klobuchar's office will be visiting us.
- **Mentor School** NWPHS will be a mentor school for multiple schools around Minnesota. Many schools are interested in learning how to work a project based model into their programs. We are partnering through EdVisions for our mentorship.
- **Chamber Breakfast** Peter presented at the Chamber Breakfast regarding charter schools in Minnesota. There were many questions and inquiries from an interested audience.
- **Student Project Fund** We have been working to supplement our student project fund through coffee house or other donations. Going forward, we are working to gain more support for the project fund so that students can work on projects as needed with support from the fund.
- **Informational Meetings** We have added another ninth grade informational meeting as there is such a high demand from incoming families to learn more about NWPHS. During the past month we have had prospective students looking for more info on NWPHS and we have gained quite a few of those students.
- **Outreach** We have also been working with DaVinci Academy to spread the word about what we do at NWPHS. One of our students visited DaVinci to show them her mini-aquaponics project and did an awesome job representing our school.
- **Student Support Position** We have hired a person for our Student Support Position. We are excited to have Cate Carlis back at NWPHS and working with our students.

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**Old Business:**

- **Parent Committee** To recreate a parent committee we would like to define roles of the committee, with a staff liaison to help the committee plan. Peter and Jason will meet with Barb to discuss the parent committee.

**New Business:**

- **Director Evaluation Timeline** The director evaluation should be done by our March board meeting. This will mean sending out an evaluation to NWPBS staff. In February a smaller group will meet to discuss their evaluation. The board will also evaluate the director.
- **Email Accounts** The board needs to make sure that all communication between the board happens through our NWPBS email accounts. Any communication between board members regarding board business is open record.
- **Clifton Larson Allen** Dennis from Clifton Larson Allen speaking regarding our audit. CLA has issued a clean report regarding our financial statements. Read section called Management's Discussion and Analysis. Page 17 contains a snapshot of our funds. We continue to be in a strong position regarding cash funding. We have a clean opinion on the yellow letter and a clean opinion on the legal compliance. NWPBS has been issued a clean audit report. A motion to approve the report made by Charlotte, seconded by Vashti. Motion goes 8-0.

**Future Items:**

- First look at 2019-2020 calendar.
- Discussion regarding 20 year celebration.

Adjourned: Motion to adjourn the meeting made by Vashti, seconded by Jennifer. Motion moves 8-0. Meeting adjourned at 6:31.

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Jason Olson, Board Chair

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Jennifer Braun, Secretary