

**Board Meeting – Northwest Passage High School #4049 August 17th, 2021**

Board members in attendance: Andrea Raad, Brandi Saba, Jason Olson, Jeff Schommer, Megan Fredrickson, Vashti Pearson, Val Miller

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

Absent: Steven Rippe

Call to order: 5:37 pm

**Mission Statement:** Jason read the mission statement.

**Approval of June Board Minutes:** A motion to approve the minutes was made by Brandi and seconded by Andrea, with the correction of the spelling of DaVinci.

No discussion. Motion passes

**Public Comment:** No public comment at this time.

**Treasurer's Report:** Total Adopted Revenue Budget for July was \$221,901.07 versus July Actual Revenue of \$162,367.63. Total Adopted Expense Budget for July was \$233,813.43 versus July Actual Expenses of \$78,612.32. Cash total for all accounts at the end of July was \$1,006,855.85. As of the end of July, our year to date actual expenses of \$78,612.32 and actual revenue of \$162,367.63 leave us with a year to date net gain of \$83,755.31. There were no voided checks in June or July.

Dona suggests a revision to the final budget for fiscal year 2020-2021. She had reduced the line item for the new signage by \$17,034.00 when it didn't look like they were going to complete it in time (and that revised budget was approved previously by the board), but the work was finished June 30th and the final payment due just within the 2020-2021 budget year.

A motion was made to approve the Treasurer's Report for July by Vashti, seconded by Brandi.

No discussion. Motion passes

**Director's Report:**

- Program Highlights:
  - Staff retreat was quite productive and provided time for staff to meaningfully connect
  - Two expeditions went out this summer (first in over a year).  
Jeff highlights: great BWCA expedition, nervous b/c fire activity, had a little bit of everything weather wise. 4 students on a trip.  
Val highlights: with BCM in BWCA too, had really great weather, one insane day with 10 mile paddle and 6 portages-- students were amazing. Went through a new route, had an amazing guide (MS teacher from NY who wants to come visit our school).
  - August staff development starts next Monday, with our paraprofessional team joining us the following week.
- Covid related updates
  - Peter shared visuals from the shinyapps website to illustrate trends
  - Reading through the NWPHS 6-point Covid-19 Mitigation Plan and discussion
  - Read through of the 2021-22 NWPHS Employee COVID-19 Vaccination Policy and discussion

A motion made by Brandi and second by Val to approve this Employee Vaccination policy with the addition that employees with a religious or medical exemption will be granted the

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10 additional sick days to be used during quarantine if it is confirmed that they were exposed on the job. Motion passes

- 2021-22 NWPBS Covid-19 Expedition Policy reading and discussion
  - Val motions to approve, Megan seconds. No further discussion. Motion passes
- Enrollment Numbers: currently 129 returning students, 24 incoming students → 153 students on the rolls. We have an info night scheduled for August 24th with eight rsvp's already
- Marketing Plan
  - Peter played some of the newest short videos that are part of our marketing plan as well as Brandi's radio ads
  - Preview of school website updates
  - Will continue to do one evening info session per month with the addition of a morning tour window and an afternoon tour window for options during the school day
  - Peter had a good discussion with the director of DaVinci Academy (K-8) -- feels we are on track to having a formalized partnership. In two weeks Peter will meet with their 8th grade counselors

#### **Old Business:**

- No old business

#### **New Business:**

- Filling board vacancy -- Kelly still interested. To be revisited
- Board Calendar -- Megan motions to approve the shared calendar, Vashti seconds. No discussion. Motion passes.
- Board Election Process -- If your term ends in October, inform Jason of your intent to run or not
- Annual Meeting Process
- Authorizer update
  - Bethel won't continue with charter authorizing as of 2023. A message went out from the BU president on Friday, education department representatives had a meeting with Peter and Jason today, and a meeting is set up with MDE for Sept 9th.
  - We could start working with another authorizer before 2023.
- Approval of New Hires, Resignation
  - Still have a posting for a math teacher and an English teacher to be support staff rather than advisors
  - Have several paraprofessional openings still
  - Sara Anderson is back on staff full time as an advisor
  - Eujeana Hinkle will be working in capacity as special education teacher rather than paraprofessional
  - Christina Davis will not be returning
- Board Policy Revision Updates -- Peter is working through this at the moment
  - As a board we will go over the policies in chunks throughout the school year ('21-'22)
- Blended and online learning approval = The "new" language. (NOT "hybrid", "distance learning")
  - Prior to the executive order, in order to provide online learning, schools needed to apply and be approved.
  - MDE put together a one year online learning exemption for this year
    - Peter applied and we have already been approved

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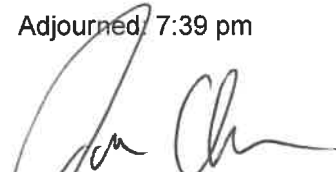
- Revised Final Budget FY21 -- the final charge for the new signage that was finished on June 30, 2021 increases that line item by \$17,034.00. Brandi motions to revise the final budget for FY 2020-21 to increase the expense in that field by \$17,034.00. This motion is seconded by Andrea. Motion passes
  
- Designation of MDE Identified Official with Authority (IOWA)
  - The Minnesota Department of Education, Professional Educator Licensing Standards Board, and Office of Higher Education require annual designation of an Identified Official with Authority (IOWA) for each local education agency that uses the Education Identity Access Management system. The IOWA is responsible for authorizing, reviewing, and recertifying user access for their local education agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties. The Director recommends the Board authorize Peter Wieczorek to act as the Identified Official with Authority (IOWA) for Northwest Passage High School.
  - A motion to authorize Peter as the IOWA made by Brandi seconded by Megan. Motion approved.
  
- Designation of Depositories - Wells Fargo Bank
  - Andrea motions that Wells Fargo Bank will be designated as the bank of our depositories, and Brandi seconds this motion. No discussion. Motion approved

#### Future Items

- Signature policy -- at the Special Education Coordinator meeting it was recommended to adopt an official policy of electronic signatures as a school. We will revisit next month

A motion to adjourn made by Megan, seconded by Brandi. Motion passes

Adjourned 7:39 pm



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Jason Olson, Board Chair



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Vashti Pearson, Secretary