

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

## **Board Meeting – Northwest Passage High School #4049 December, 19th 2023**

Board members in attendance: Steven Rippe, Brandi Greer, Kurtis Heerema , Jeff Schommer , Heidi Wold, Jessica Henrich, Jolene Stolpestad, Alyssa Dahlke, Jason Olson

Others in attendance: Peter Wiczorek , Dona Fehr,

Absent:

**Call to order:** 5:30pm

**Mission Statement:** "Rekindling our hope, exploring our world, seeking our path, while building our community."

**Non-Disclosure:** *agenda reviewed by members, no conflicts of interest were noted.*

**Swearing in of New Board Members:** *Jolene Stolpestad and Steve Rippe*

**Approval of November 21st, 2023 Board Meeting Minutes:** A motion to approve the November 21st, 2023 minutes made by Jeff Schommer and seconded by Kurtis Heerema. *Clerical changes were made to reflect proper grammar, spelling, and board member roles.. Motion passes 9-0*

**Public Comment:** no public comments

**Treasurer's Report:** Attached are the financial statements for November 2023. Here are some things to consider when looking at the reports:

- 1) The Total Revised Revenue Budget for November was \$246,025.70 vs. November Actual Revenue of \$198,685.47. The Revised budget revenue in the financial statements is based on a 148-student count for the 2023-24 school year and is reported as 100% of our revenue entitlement. We have received approximately 52% of our expected budgeted revenue to date. Our enrollment is 144 and our ADM is 145.43.
- 2) The Total Revised Expense Budget for November was \$223,216.29 vs. November Actual Expenses of \$238,944.83. Variable expenses paid in November include: \$3,255.00 to Bill Nienaber for IT services, \$5,400.00 to Agate Social Works for Social Worker, \$2,000.00 to Cognia for our Accreditation Fee, \$2,082.50 to Nina Syverson for Special Ed Psychologist, \$10,132.50 to Clifton Larson Allen for audit services, \$1,399.50 to Lisa's Catering Corp for student lunches, \$3,166.05 to Vanguard Cleaning Systems for janitorial services, \$1,075.00 to Wellsy Outdoor Services, \$1,291.18 to WEX bank for student transportation fuel.
- 3) Cash total for all accounts at the end of November was \$1,073,273.27. The projected Revenue and Expenses are shaded in gray to show this is an estimate.
- 4) As of the end of November, our year to date actual expenses of \$858,836.70 and our year to date actual revenue of \$1,201,624.50 which leaves us with a year to date net gain of \$342,787.80.
- 5) Wires and checks registers – This register shows all of the checks paid and the wire payments made for the month of November.
- 6) Voided checks – There was one voided check in November for 'Courtyards of Andover', it was for the wrong amount.

A motion was made to approve the Treasurer's Report for November 2023 made by Heidi Wold,

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seconded by Steven Rippe. *No discussion. Motion passes 9-0*

### **Director's Report:**

#### *Program Highlights*

- Two Graduates - Tristin Gullickson and Ben Glendenning
  - What are you going to miss most about NWPHS? *"The staff! I will miss coming in everyday."*
  - How have you changed during your time at NWPHS? *"All the friends that I made. I've become a lot more organized and mature. I excelled here, where I wasn't as successful in my previous school. I started to like school, again. Calling teachers by their first names made them human. The teachers actually care about students, and seem like they like it here."*
- Lots of out of school experiential learning opportunities happening - Rum River Library, Science Museum, Hmong Market, Feed My Starving Children, Toys for Tots
- Friday School - Cohorts, 11th Grade Expo- Almost every student participated in expo and presented a variety of projects in different stages. Families were invited and joined to share in the celebration of learning.
- Staff development on Friday December 8 - Dungeons and Dragons/RPG game training. Completed a grant to have access to continued training and materials.
- Expeditions - Wellness Retreat
  - Upcoming Duluth and Winter Camping
- Headwaters Expo- Students all presented a mini expo to their peers and staff projects on the topic of Animal Adaptations.

#### *Enrollment/Recruiting*

- 2024-25 Goals - Shared
- Digital Postcards - 1st week in December +2500
- Headwaters Recruiting Campaign January & February
  - Weekly social media campaign (2-3/week) focusing on HW
  - Culminate with a Registration Kick-off on Feb. 13 - Community Expo
    - Goal 40+ HW students by April 1st
- Monthly Info Nights November 28th and December 12
- Upcoming Info Nights January 9th at DaVinci Academy

#### *Authorizer Updates*

- Visit December 18

#### *Legislative Updates*

- Read Act- will require training for staff delivering reading interventions.
- Paraprofessionals - Now have to be considered highly qualified by passing the parapro test or complete a portfolio of training and work completed.
- Minnesota Association of Charter Schools- Regulatory Session goals include equality of extended time revenue and safe schools funding for all public schools.

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**Old Business** - No old business is noted.

**New Business**

- A. Service/ Therapy Animal policy- *Discussion included concerns of limiting, having room for director's discretion, and a clear policy. Motioned by Jeff Schommer, Seconded by Jolene Stopelstad. Motion carries 9-0*
- B. Building Project Manager Approval- *JB Vang has provided an agreement to explain the next steps in the building process. By signing the management service agreement, they will begin the next phase of the plan to look for spaces to build or renovate and create mockups for our existing space. Need approval to sign the agreement to continue the process. There is no financial agreement at this point. Motion to continue the process and sign the management service agreement made by Alyssa Dahlke, seconded by Brandi Greer. Motion carried 9-0*
- C. Online/ Hybrid Discussion - *Discussion the deadline for an online provider certification is not required but can be used to recruit in a larger area and have an embedded online, PBL, and experiential program. It would give flexibility for unexpected situations. Motion to complete application for online designation made by Jeff Schommer, seconded by Steve Rippe. Motion carried 9-0.*
- D. Lottery and Waiting List - *Discussion- when this policy was created, Headwaters did not exist. This is updated to reflect the proposal for programming and enrollment space for the upcoming school year. Motion to approve board policy on lottery and waitlist made by Steven Rippe, seconded by Jolene Stopelstad. Motion Carries 9-0*
- E. Directors Goals *Discussion- Director provided updated on goals for both the Director and Board Goals.*

**Future Agenda Items**

- A. Strategic planning as it relates to the building, learning goals, financials, staffing, enrollment and how they are connected to long and short term goals.
- B. Approval of School Calendar
- C. School improvement plan

**Adjournment** - *Motion to adjourn made by Kurtis Hereema, seconded by Heidi Wold. No discussion, motion passes 9-0.*

Adjourned: 6:57pm

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Jason Olson, Board Chair

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Alyssa Dahlke, Secretary