

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

Board Meeting – Northwest Passage High School #4049 January 16, 2024

Board members in attendance: Jessica Henrich , Brandi Greer, Alyssa Dahlke, Jolene Stolpestad , Heidi Wold , Steve Rippe

Others in attendance: Peter Wieczorek , Dona Fehr (Virtual),

Absent: Jason Olson , Jeff Schommer ,

Call to order: 5:33

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

Non-Disclosure: No conflicts have been identified by board members

Financial Audit: The financial audit was reviewed by representatives of Clifton Larson Allen.

Approval of December 2023 Board Meeting Minutes: A motion to approve the December 2023 minutes made by Kurtis Hereema and seconded by Jessica. *No discussion. Motion passes 7-0*

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

1. The Total Revenue Budget for December was \$246,025.70 vs. December Actual Revenue of \$205,554.47. The Revised budget revenue in the financial statements is based on a 148-student count for the 2023-2024 school year. We have received approximately 61% of our revenue entitlement. Our enrollment is 145 and our ADM is 145.96.
2. The Total Revised Expense Budget for December was \$223,216.29 vs. December Actual Expenses of \$200,234.32. **Variable expenses paid in December include:** \$4,725.00 to Bill Nienaber for IT services, \$8,925.00 to CliftonLarsonAllen for audit services, \$3,740.00 to Nina Syverson for Special Education Pyschologist services, \$6,756.40 to Anoka-Ramsey for PSEO enrollment classes, \$1,669.50 to Lisa's Catering Corp for student lunches, \$3,236.48 to Vanguard for janitorial cleaning, \$1,065.27 to WEX Bank for transportation fuel, \$3,870.00 to Agate Social Works, LLC for Special Education social worker.
3. Cash total for all accounts at the end of December was \$1,205,772.05.
4. As of the end of December, our year to date actual expenses of \$1,059,563.66 and our year to date actual revenue of \$1,407,178.97 leave us with a year to date net gain of \$347,615.31.
5. Wires and checks registers – The register shows all the checks paid and the wire payments made for the month of December.
6. Voided checks – There was one voided check in December to Ace Solid Waste for \$320.00. It was voided because of an incorrect amount.

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

A motion was made to approve the Treasurer's Report for December 2023 made by Steve Rippe, seconded by Alyssa Dahlke. *No discussion. Motion passes 7-0*

Public Comment: No comments were presented.

Director's Report:

Program Highlights

- Winter Break
 - All school celebration
- Graduates - Skylar Kukowski
- Service Learning
 - Toys for Tots
 - Feed My Starving Children
- NWEA
- Expeditions - Gamefest

Enrollment/Recruiting

- Headwaters Recruiting Campaign January & February
 - Weekly social media campaign (2-3/week) focusing on HW - First Postings went out last week
 - Culminate with a Registration Kick-off on Feb. 13 - Community Expo
 - Goal 40+ HW students by April 1st
- Monthly Info Nights January 23rd
- Info Nights January 9th at DaVinci Academy
- Community Expo Feb. 13

Authorizer Updates

-

Legislative Updates

-

Building Updates

- JB Vang Visit in February
- Bi-Monthly Meetings
 - Potential Sites Shared
- First meeting with ABC board

Old Business -

A. Board Trainings - Charter School Financing 200 (online)

B. Building Updates

New Business

- A. Strategic Planning - Determine date
 - a. School Improvement Plan
- B. B. School Calendar - First look
- C. C. Director Evaluation Process
 - a. Director Evaluation- Timeline
- D. Succession Planning & Director Updates

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

Future Agenda Items

- A. Meeting with J.B. Vang

Adjournment - *Motion to adjourn made by Jessica Henrich, seconded by Kurtis Heerema. No discussion, motion passes.*

Adjourned: 7:05

Jason Olson, Board Chair

Ella Rausch, Secretary