

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

## **Board Meeting – Northwest Passage High School #4049 November 21, 2023**

Board members in attendance: Jeff Schommer, Jason Olson,, Jessica Henrick, Heidi Wold

Others in attendance: Brandi Greer, Kurtis Heerema, Alyssa Dahlke, Joey Cienian, Dona Fehr, Peter Wieczorek

Absent: Theresa Boisjolie, Val Miller, Steven Rippe

**Call to order:** 5:31

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

**Conflict of Interest:** None

**Approval of October 17, 2023 Board Meeting Minutes:** A motion to approve the October 17, 2023 minutes made by Jeff Schommer and seconded by Heidi Wold. *No discussion. Motion passes 4-0*

**Approval of October 17, 2023 Annual Meeting Minutes:** A motion to approve the October 17, 2023 Annual meeting minutes made by Jeff Schommer and seconded by Heidi Wold. *No discussion. Motion passes 4-0*

**Swearing in of New Board Members:** Joey Cienian, Minnesota Association of Charter Schools read the Minnesota Charter School Board of Directors Oath of Office. Swearing in Alyssa Dahlke, Kurtis Heerema, and Brandi Greer.

**Public Comment:** None

**Treasurer's Report:** Attached are the financial statements for October 17, 2023. Here are some things to consider when looking at the reports:

- 1) The total Adopted Revenue Budget for October was \$191,711.86 vs. October Actual Revenue of \$184,949.00. The Adopted budget revenue in the financial statements is based on a 145 student count for the 2023-24 school year and is reported as 100% of our revenue entitlement. We have received approximately 44% of our expected budgeted revenue to date. Our enrollment is 147 and our ADM is 147.84.
- 2) The Total Adopted Expense Budget of October was \$226,049.30 vs. October Actual Expenses of \$215,897.80. **Variable expenses paid in October include:** \$3,745.00 to Bill Nienaber for IT services, \$5,197.50 & \$7,830.00 to Agate Social Works for Social Worker (Sept. & Oct.), \$2,839.83 to cmERDC for quarterly Accounting support fees, \$1,050.00 to Joyce Nolan for MARSS support, \$1,310.00 to Talent Enthusiasts for the Hope Survey, \$1,325.50 to Lisa's Catering Corp for student lunches, \$2,272.00 to Liminex Inc for GoGuardian annual software fee, \$7,793.62 to EMC insurance.
- 3) Cash total for all accounts at the end of October was \$1,090,639.82. The projected Revenue and Expenses are shaded in gray to show this is an estimate.
- 4) As of the end of October, our year to date actual expenses of \$617,683.31 and our year to date actual revenue of \$1,002,939.03 which leaves us with a year to date net gain of \$385,255.72.
- 5) Wires and checks registers - This register shows all of the checks paid and the wire payments made for the month of October.
- 6) Voided Checks - There were no voided checks in October.

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- 7) Revised Budget - I have prepared a proposed Revised Budget based on 148 ADM, and it also takes into account the ERC funds we received in August.

A motion was made to approve the Treasurer's Report for October 2023 made by Kurtis Heerema, seconded by Heidi Wold. *No discussion. Motion passes 7-0*

**Director's Report: Reported by Peter Wieczorek**

*Program Highlights*

- MEA break October 19-20
- Student Conferences Oct 26 & 27 91%
- Expeditions
  - Root River Biking
  - Afton State Park
- Junior Cohort Hennepin Tech Visit
- Chili Cook 11 entrants, 50+ guest, Winners 1st Paul Condon, 2nd Anna Miller Sherman, 3rd Vashti Martens
- Give To The Max Day
  - \$3157.00
  - \$1000 anonymous match
- Advisory Voice Retreat - Dr. Rippe

*Enrollment/Recruiting*

- 2024-25 Goals
- Digital Postcards - 1st week in December
- Headwaters Recruiting Campaign December & January
- Monthly Info Nights

*Authorizer Updates*

- Quarter 1 Report turned in to UST

*Building Updates*

- JB Vang, and Building Hope both presented to the building committee. ABC has been approved. Waiting on approval of tax exempt status.

**Old Business - No Old Business**

**New Business**

A. Election of Board Officers

A motion was made by Jeff Schommer, seconded by Alyssa Dahlke to approve Jason Olson as the Board Chair. *No discussion. Motion passes 7-0.*

A motion was made by Heidi Wold, seconded by Kurtis Heerema to approve Brandi Greer as the Vice Chair. *No discussion. Motion passes 7-0.*

A motion was made by Kurtis Heerema, seconded by Jeff Schommer to approve Alyssa Dahlke as the Secretary. *No discussion. Motion passes 7-0.*

A motion was made by Jessica Henrich, seconded by Alyssa Dahlke to approve Jeff Schommer as the Treasurer. *No discussion. Motion passes 7-0.*

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- B. Background checks were distributed to board members
- C. Upcoming board trainings were discussed.
- D. Budget Revision: The 2023-24 budget was revised to reflect an increased ADM of 148 and the ERC payments. The revised budget has Total Revenues of \$2,952,308.43 and Total Expenses of \$2,678,595.00. Net Income of \$273,712.93 (100% entitlement) A motion was made by Jeff Schommer, seconded by Brandi Gree to approve the 2023-24 revised budget. *No discussion. Motion passes 7-0.*
- E. Online/Hybrid Learning Discussion. A task force is being formed to investigate the option.
- F. Building/Project Manager Updates: The building committee met with J.B. Vang and Building Hope. Committee members shared thoughts on the three options - 1) purchase existing building space and plan for additional square footage; 2) Purchase an existing space and design as needed; 3) purchase a lot and build a new building.
- G. Service/Therapy Animal Policy: Members conducted a first read and discussed policy. A vote on the policy will be held in December.

**Future Agenda Items**

- A. Strategic Planning - January
- B. Project Manager Decision
- C. Approval of Service/Therapy Animal Policy.

**Adjournment** - *Motion to adjourn made by Jeff Schommer, seconded by Alyssa Dahlke. No discussion, motion passes 7-0*

Adjourned: 7:00 p.m.

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Jason Olson, Board Chair

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Ella Rausch, Secretary