

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

Board Meeting – Northwest Passage High School #4049 Sept. 19, 2023

Board members in attendance: Jason Olson, Jessica Henrich, Heidi Wold, Steven Rippe, Theresa Boisjolie, Jeff Schommer, Val Miller

Others in attendance: Peter Wieczorek, Dona Fehr

Call to order: 5:32 p.m.

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

Non-Disclosure: None

Approval of August 2023 Board Meeting Minutes: A motion to approve the September 2023 minutes made by Val Miller and seconded by Jeff Schommer. No discussion. Motion passes.

Public Comment: James Lewicki, Director of Ed Visions, was at the meeting to introduce himself and let the board know of new things going on with Ed Visions. He is from Colorado and he is in town visiting other schools.

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

- 1) The Total Adopted Revenue Budget for August was \$191,711.86 vs. August Actual Revenue of \$614,519.59. 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 27% of our expected budgeted revenue to date. Our enrollment is 151 and our ADM is 151.99.
- 2) The Total Adopted Expense Budget for August was \$226,049.30 vs. August Actual Expenses of \$94,024.92. Note expenses are lower in August due to the teacher and para salaries don't start until the September 15th payroll. Variable expenses paid in August include: \$5,390.00 to Bill Nienaber for IT services, \$14,642.00 to Apple Inc for 9 Macbook computers, \$1,102.50 to CliftonLarsonAllen for audit services, \$2,485.01 for SpEd forms, \$2,000 to MN Green Team for carpet and floor cleaning, \$1,318.00 to LMC for computer license software, \$1,065.00 to Ospry Wilds for the staff retreat, \$9,240.00 to Vivacity Tech PBC for chromebooks, \$1,470.00 to MyStory Seller for marketing, \$1,932.34 to North Country Ford for vehicle repairs, \$9,109.18 to Coon Rapids Collision for vehicle repairs.
- 3) Cash total for all accounts at the end of August was \$1,184,369.19. The projected Revenue and Expenses are shaded in gray to show this is an estimate.
- 4) As of the end of August, our year to date actual expenses of \$172,964.04 and actual revenue of \$614,519.59, which leaves us with a year to date net gain of \$441,555.55. The increased bank balance is due to receiving additional funds for the Employee Retention Credit.
- 5) Wires and checks registers – This register shows all of the checks paid and the wire payments made for the month of August.
- 6) Voided checks – There was 1 voided check in August. The Cognia Inc check was voided and reissued, because the check was lost in the mail.

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

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by Val Miller. *No discussion. Motion passes*

Director's Report:

Program Highlights

- Staff development Aug 21-24 & 28-31
- Family Welcome Back Aug. 29
- First Day of School September 5
- Successful Orientation Weeks
- First Friday Cohort
- Staff Development September 15th Data Dive into Math and Literacy NWEA
- Upcoming events
 - Expeditions
 - September 28-29 Buttermilk Farms Wellness Retreat
 - October 2nd PSEO Meeting 6:00 p.m.
 - October 3rd College Fair
 - October 5-8 Grand Marais Expedition
 - October 5-6 MAAP STARS Leadership Conference
 - October 6 Day of Hope
 - October 7 MN/WI Teacher Powered Regional Conf. (NWPHS might be hosting due to location issues)
 - October 10 Picture Day

Enrollment/Recruiting

- Current enrollment 151 (All current advisories are full)
- Three tours this week
- ~10 student waiting list
- Recruitment night Tuesday September 26. 5 signed up so far (4 for this year and 1 one next)
- MyStoryTeller - Developing a yearly marketing plan
- Monthly recruitment nights
- Community Events
 - October 6th Day of Hope- Steven Rippe provided a handout to board members to discuss highlights of what the Day of Hope is about.
 - November 14th Chili Cook Off and Give to the Max Kick-off
 - February 13th 5:30-7:00 Community Expo
 - May 4th 11:00-2:00 Explore Your World Fundraiser/25th Anniversary Celebration & All School Reunion

Authorizer Updates

- Molly McGrew UST

Legislative Updates

- Library Funding- \$20,000 is available to NWPHS for purchase of books/library items
- Student Support Services - \$20,000 is available to our school

Building Updates

- ABC has been approved
- Waiting on Nonprofit status
- ABC board members - Jason Olson, Mike Lugar, Brad Buxton
- Building committee - Jason Olson, Kurtis Heerema, Megan Fredrickson, Chuck Hoppe, Jeff Schommer, Brandi Greer, Bee Saba, Dona Fehr.
- Building Committee Meeting Wednesday, September 20th

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- Seeking initial input - JB Vang, Ebert Construction, Feilding

Old Business - None

New Business

- A. Board Election: Approval of Ballots
 - a. Ella Rausch resigned from the board due to taking another position at a different job.
 - b. The board is making two changes to the ballot, one changing the date at the top of the ballot from 2022 to 2023 and changing the community member representative name from Jessica Henrich to Steven Rippe. Motion to approve ballot made by Val Miller, seconded by Jessica Henrich. No discussion, motion passes.
- B. Authorizer Updates- Molly McGruw, is no longer going to be NWPHS lead authorizer. No new lead authorizer has been appointed as of yet.
- C. Tardy Policy Updates
 - a. Discussion about changing the wording of the tardy policy. The policy currently states students coming in late (any time after 8:00 a.m.) the time will now be changed to 7:45 a.m. Another change is student's who have not had a parent call prior to 7:00 a.m. will be considered tardy. This is a change from 7:30 a.m.
 - b. Motion to approve the changes to the Tardy Policy made by Jeff Schommer, second by Heidi Wold. No discussion, motion passes.
- D. On-line/Hybrid learning policy first read- The board did not read this, it is tabled to a future date.
- E. Review Director goals
 - a. **Staff Goals**
 - i. Professional Development Plans: All licensed staff will have a professional development plan by the beginning of the 2023-24 school year. PDP's will be used during scheduled staff reviews. (Director asked staff to complete goals prior to the start of the school year. Starting at the end of September the Director will meet with staff individually to create professional development plans.)
 - ii. Staff Reviews/Observations/Feedback: Director will conduct two formal observations throughout the school year. Director will meet with licensed staff thrice during the school, once prior to November 1st for goal setting, once in January and once during the month of April for school year review. Director will share written feedback with all licensed staff by the end of April. (See above.)
 - iii. Staff informed about school status and performance: Director will maintain weekly staff meetings, and have all meeting minutes available the day following any meetings. Director will continue to share Annual Report and Authorizer Contract with all staff. (Weekly staff meetings started on Tuesday September 5th. Meetings are live and available to staff immediately following the meeting. Annual Report will be shared at the October 17th Annual Meeting.)
 - b. **Board Goals**

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- i. Budget: Director will manage schools annual budget, including updating the board to any changes. (See Treasurer's report)
 - ii. Recruiting: Director will lead recruiting and marketing teams to ensure consistent and growing enrollment to reach a capacity goal of 165 students. (See Director's report)
 - iii. Authorizer: Establish and maintain a positive, productive working relationship with St. Thomas University to create a charter contract that accelerates NW Passage High School's mission and vision.
- c. **Academic Goals**
- i. Create a set of academic goals based on UST goals.

F. PTO Options Update

- a. Dona Fehr reviewed Sick and Safe Leave.

Future Agenda Items

A. Annual Meeting is next month on October 18, 2023. Board meeting will be held in Casba building due to the need to set up for the annual meeting in the Barn.

Adjournment - *Motion to adjourn made by Heidi Wold seconded by Steven Rippe.* No discussion, motion passes.

Adjourned: 6:26 p.m.

Jason Olson, Board Chair

Theresa Boisjolie, Acting Secretary