Board Meeting – Northwest Passage High School #4049

Board members in attendance: Jason Olson, Sara Anderson, Heidi Wold, Drew Klitzke, Jeff Schommer, Amy Gale, Vashti Martins

Others in attendance: Peter Wieczorek, Katie Watkins, Terry Moffit
Absent: Susan Becker

Call to order:

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

Non-Disclosure: None

Approval of June 2025 Board Meeting Minutes: A motion to approve the June 2025 minutes was made by Vashti and seconded by Jeff Minimal discussion to update some name misspellings. The motion passed with the agreement to corrections to names.

Public Comment: Seeing none, hearing none

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

Key Considerations

- Creative Planners are no longer engaged, and Donna has returned as our in-house accountant.
- This marks the first report prepared with Donna's oversight.
- After revising the budget, we found that our numbers are very close to alignment.
- Adjustments were made, shifting from 155 to 153, with actuals reflected accordingly.
- Variances noted are expected due to ongoing construction.
- The balance is anticipated to be reimbursed.
- Some shifting and recording of transactions are reflected in the supplemental section.

A motion to approve the Treasurer's Report for August Board Meeting was made by Jason and seconded by Drew No discussion. Motion to approve the report passes

Director's Report:

Program Highlights

- Twin Cities Pride
- Summer Staff Retreat

Enrollment/Recruiting

- Summer Info Nights - June 18, July 8th, August 7th - CR Civic Center
- Local Digital Newspaper
    - Email Marketing

- Posters/fliers distributed
- Goals for 2025-26
    - +170 students
        - Headwaters (2-3 advisories) 32-40 22
        - Rivers 112 (7 advisories) 112 110
        - Delta 16+ (1 advisory) 16 15
        - Online 16+ 4
- Grand Reopening Wednesday August 27th

Authorizer Updates

- Contract Updates - Terry Moffat shared

Legislative Updates

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Building Updates

- Casba Wednesday, ACME Thursday, Barn Friday

Old Business – There was no discussion about old business as there was none to discusss.

New Business

A. Jeff nominates Katie Watkins to join the board as a teacher member. The board members voted unanimously to bring her on for a two year term.
B. Authorizer Update
    a. **Report Overview**
        i. **Academics:** Overall academic performance remains strong, highlighted by a solid graduation rate.
        ii. **Post-Secondary Readiness:** Students are demonstrating readiness, with more pursuing post-secondary options. Discussion raised about the difference between *acceptance* vs. *enrollment* and whether to track enrollment within 16 months, in alignment with state data. Goal may need re-evaluation.
        iii. **School Goals:** On track and progressing well.
        iv. **English Learners (EL):** Numbers remain too small to report.
        v. **Finances:** Stable and strong. No issues have ever been reported; fund balance remains healthy.
        vi. **Governance:**
            1. Board minutes need to be up-to-date on the website; board training must be tracked consistently.
            2. Oath of Office for board members need to be delivered to Terry Moffitt.
        vii. **Attendance:**
            1. Consistency in reporting attendance rates is needed. Consider adjusting the attendance goal in the new contract for fairness.
            2. Daily attendance at NWP has improved, while the statewide average is currently 80%.

viii. **Looking Ahead:**
1. Next authorizer update scheduled for December (2024–2025 cycle).
2. The most significant upcoming factor will be student performance scores; the new contract will be based on a three-year average of past reports.

ix. **Discussion:** Floor was opened to questions from the board. Notes of discussion reflected in summary notes.

b. **Renewal Timeline**

i. **Sept–Dec:** Renewal team site visits.
ii. **Dec 19:** Evaluation shared with the school.
iii. **February:** Application drafted; evaluation discussed at February board meeting.
iv. **March 6:** Final evaluation and contract determination.
v. **March–April:** Contract negotiations.
vi. **April:** School Board signs contract.
vii. **By 2026:** Final contract must be signed.
viii. **Renewal Confidence:** Authorizer provided assurance of renewal without guarantee; no concerns raised at this stage. If issues existed, they would already be known.

C. Annual Meeting

a. Board agreed to move the Annual Meeting to the August Info Night for better attendance.
b. Noted that the Grand Reopening is scheduled for 5:30.

D. Approval of School Food Authority Procurement Procedure

a. Motion by Jeff to follow the rules as outlined; seconded by Heidi.
b. Motion approved.

E. Approval of Board Calendar

a. Motion by Drew to approve with changes; seconded by Jeff.
b. Motion approved.

F. E-Learning Days Approval

a. Motion by Katie to approve E-Learning Days; seconded by Vashti.
b. Motion approved.

G. Approval of New Hires

a. Amy Seibert (new para) and Daniel Silverman
b. Motion by Jeff to approve; seconded by Heidi.
c. Motion approved.

H. Designation of MDE Identified Official with Authority

a. Jason read the designation notice and recommended that Peter Wieczorek be the Official with Authority
b. Motion by Katie to approve Peter Wieczorek as the Official with Authority; seconded by Jeff.
c. Motion approved.

I. Approval of 403(b) Match for FY25

a. Peter explained his plan and recommendation for matching dollars for staff.
b. Motion by Jason to approve; seconded by Vashti.
c. Motion approved.

J. Conflict of Interest

a. All attendees signed.

K. Annual Assurances

a. Tabled to next month.

L. **Administrative Succession Plan**
   a. Charter Source offers consulting services for succession planning.
   b. The school currently has a rough plan; the board discussed formalizing it.
   c. Board agreed it would be a good idea to pursue a more formalized plan

Future Agenda Items

Adjournment - *Motion to adjourn was made by* Drew *and seconded by* Katie*. No discussion, motion passes.*

Adjourned: 704pm

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Jason Olson, Board Chair | Sara Anderson, Secretary