

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

Board Meeting – Northwest Passage High School #4049 9/23/2025

Board members in attendance: Jason Olson, Katie Watkins, Drew Klitzke, Jeff Schommer, Amy Gale, Vashti Martins

Others in attendance: Peter Wieczorek,

Absent: Susan Becker Sara Anderson, Heidi Wold

Call to order: 17:35

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

Non-Disclosure: None

Approval of August Board Meeting Minutes: A motion to approve the August Board Meeting Minute was made by Vashti Martins and seconded by Drew Klitzke second moment minutes. *There was discussion to update the minutes with some minor changes. Those changes were made during the discussion. Motion passes*

Public Comment: Shannon Melham, a staff member of the library, attended the meeting. She recommended that the board pursue a meeting with the local Lions Club to foster a relationship and strengthen opportunities for future funding.

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

During the transition from Creative to Donna, the switch occurred in the middle of the annual audit. Incorrect information was initially sent by Creative, which has delayed receipt of the August financial reports. As a result, the board will be approving two months of reports at once. Supplemental documents were provided, but the full supporting context is not yet available.

A motion to approve the Treasurer's Report for August was made by Jason Olson and seconded by Drew Klitzke *No discussion. Motion passes*

Director's Report:

Program Highlights

- We are fully moved into the remodeled building, still working out a few kinks, but otherwise happy with the results.
- Welcome back and Grand Reopening on August 27.
- First day of school for new students September 2nd
- Orientation weeks were successful, lots of community building.
- Several outings/field studies have already gone out.
- Session one is underway
- Upcoming expeditions

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- Native Foods - Mille Lacs
- Oddities of the Midwest
- Picture Day Sept. 24

Enrollment/Recruiting

- Info Nights - September 23, October 7th, November 11th
- Brandi is working two days a week to strengthen marketing
- Local Digital Newspaper
 - Email Marketing
- Posters/fliers distributed
- Van magnets
- 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
- Still need about 15-20 new enrollments

Authoriser

Legislative

Old Business - No old business

New Business

Director Goals Review

Board members discussed the need to streamline the goals listed in the shared document to support a more focused conversation. Jason Olson, Drew Klitzke, and Jeff Schommer will coordinate a meeting with Director Peter Wieczorek to refine the goals and present a final version for approval at the next board meeting.

Succession Plan – Charter Source Update

Peter met with Holly Amaya from Charter Source, who submitted a proposal for developing a succession plan.

- Timeline: 7–9 months (school year process)
- Includes monthly coaching and guidance on conducting an effective search
- Proposed cost: \$5,164
- Charter Source is the only provider offering this specific service
- The board requested that Peter seek at least one additional comparison, potentially through MACS or the MN Council of Nonprofits, before moving forward.

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Delegation of Authority for Electronic Funds Transfer

A motion was made by Jeff Schommer to delegate Electronic Funds Transfer authority to Business Manager Donna Fair. Katie seconded. Motion passed.

Resolution to Amend the Health and Welfare Plan

Jeff Schommer made a motion to switch the school's health plan provider from Blue Cross Blue Shield to Medica. Vashti Martins seconded. Motion passed.

Annual Assurances

Jason Olson reviewed the key points of the Annual Assurances, which he and Peter have signed.

Board Vacancies

Jeff Schommer encouraged staff board members to connect with lower-grade families for candidate recommendations. Amy will submit a potential community member name to Peter and Jason Olson for consideration.

Future Agenda Items

Rescheduling Sometime after October 19 for board training.

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

Adjourned: 6:20

Jason Olson, Board Chair

Amy Gale Maloney, Secretary