

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

Board Meeting – Northwest Passage High School #4049 11/18/2025

Board members in attendance: Heidi Wold, Jason Olson, Jeff Schommer, Katie Watkins, Susanne Becker, Vashti Martens

Others in attendance: Peter Wieczorek, Brooke Darrah-Hage

Absent: Amy Gale, Drew Klitzke

Call to order: 17:33

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

Non-Disclosure: None

Approval of October Board Meeting Minutes:

There was discussion to update the minutes with some minor changes **. A motion to approve the October Board Meeting Minutes was made by Jeff and seconded by Heidi. Motion passes

**changes that need to be made

Name spelling: Susanne Becker (not Susan)

In Approval of Minutes section: replace with "A motion to approve the September minutes was made by Jeff and seconded by Vashti. ..."

New Business: E. finish sentence. "... and Jason will _??_ *publish on school website?*

New Business: H. "...to \$11,493.15 - Motioned by Jeff, seconded by Heidi . No discussion. Motion passes

Public Comment:

Brooke Darrah-Hage, NWPHS teaching staff attended the meeting to offer resources regarding establishing a district policy specifically addressing use of generative AI by NWPHS community.

Treasurer's Report: Attached are the financial supplements for October.

1. Summary of Key Financial Indicators:

- Average Daily Membership (ADM) Overview:
 - Original Budget: 160 ADM
 - YTD Actual: 145.5 ADM
- The school's estimated deficit for the year is at -\$92,821.62 which is a projected cumulative fund balance of \$725,335.05 or 22.63% of expenditures at fiscal year-end.
- Projected Days Cash on Hand for the fiscal year-end is 77 days

2. Financial Statement Key Points

- As of month-end, 33% of the fiscal year was complete.
- Revenues received at the end of the reporting period is at 25%
- Expenditures disbursed at end of the reporting period is at 24%
- Cash Balance as of the reporting period is \$676,174.43, which is down a little from the previous month
- The Due From Other Funds on the Balance Sheet will be reimbursed

3. Other items of note:

- The 2024-25 fiscal year audit is currently being reviewed by CliftonLarsonAllen and will likely be presented at the January board meeting.
- Dona expects us to see lease aid revenue possibly in January or February; we will receive back

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pay for the months before the paperwork is fully processed.

- Now that we have our new lunch program, we are expecting to see revenue that corresponds to that, which we did not qualify for during previous academic years.

A motion to approve the Treasurer's Report for October was made by Susanne and seconded by Heidi.

No discussion. Motion passes

Director's Report:

Program Highlights

- Recent Expeditions
 - Backpacking Shawnee NF
 - Ghost Tour Lock-in
 - St. Croix State Park
 - Whitewater State Park
 - Stillwater Ghost Tour
- Chili Cook-off is Thursday, November 20th
- Conferences
- Day of Hope 10/24/25
 - Service Day
 - Podcast
- National Teacher Powered Schools Conference
- Community Schoolyard Summit
- Friday School 10/3/25
 - Cohorts
 - 11th Grade Expo
- Innovator of the Month Tenko Coble
- Upcoming information and events
 - December 5th Friday School - 10th grade expo

Enrollment/Recruiting

- Info Nights - November 11th - 5 Families
- Brandi is working two days a week to strengthen marketing
- Local Digital Newspaper
 - Email Marketing
- Social Media Plan
 - Monday - Rekindling our hope
 - Tuesday - Exploring our world
 - Wednesday - Seeking our path
 - Thursday - Building our community
- Van magnets
- DaVinci Newsletter
- Delta recruitment
- County Publication
- "Recommend a Friend"
- Headwaters specific Jan 11

Building Updates

- Last details are being finalized.

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- Accessible sidewalk delayed again. Hopefully it will be completed before Winter Break

Authoriser Updates

- Annual visit November 4
- Working on contract renewal
- There will not be an 8th grade expansion for 2026-27 because we are in a renewal year.

Legislative Updates

- Not much happening right now. We will see a lot coming up

Old Business - No old business

New Business

A. Board Trainings

- We will have a trainer at NWPHS on December 2nd at 5pm to provide the required 100 level school board member course
- Sign up for other required trainings sent by Jason. NWPHS pays for the registration cost.

B. Succession Planning Updates

- The Council of Non-Profits offers something that appears to be a low-cost brief and preliminary training, but not what we are looking for at this time
- See attached documents of free resources, which include sample templates
- Before the next board meeting we will look over this document to come back with more knowledge and commitment to be on a committee (or not on a committee) to focus on succession planning. Interested board members should communicate with Jason
- Authorizers are requiring a succession plan in our documents

C. AI Policy - First Read

- We will have a true first read next month.
- See attached documents for examples of other schools' policies and guidance from MDE
- Peter will come to the December board meeting with a drafted NWPHS best practices for student & staff use of AI. Regarding a "policy" we will likely add AI-specific details to the pre-existing academic integrity section of policy.
- If you come across resources please share with Peter.

Future Agenda Items

- **Authorizer Update from Terry Moffat in December**

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

Adjourned: 18:29

Jason Olson, Board Chair

Amy Gale Maloney, Secretary

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? Any different/additional formatting needed/desired?

What to leave in these notes regarding changes needed to Oct's board mtg notes?

Phrasing/message of completion of notes from E on correction for Oct mtg's notes