NORTHWEST PASSAGE HIGH SCHOOL #4049

Board of Directors Meeting Minutes

Meeting Date: August 18th, 2026

Meeting Time: 17:30

Meeting Location: Northwest Passage High School

Board Members Present:

- *Chair*- Drew Klitzke
- *Co-Chair*- Amy Gale
- *Secretary*- Nicole Kingbird
- *Treasurer*- Vashti Martens
- Katie Watkins
- Brittany Hammes
- Erin Freitag
- Val Clear

Board Members Absent: No board members were absent

Others Present:

- Executive Director- Peter Wieczorek (Departed at 18:23)
- Administration- Anna Miller-Sherman

Call to Order

The meeting was called to order at 17:30.

Mission Statement

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

Non-Disclosure / Conflicts of Interest

None were noted.

Approval of June Board Meeting Minutes

Board members reviewed June meeting minutes. Discussion included needing to adjust the time the meeting was called to order, as well as adding Val Clear and Drew Klitzke to new business Item A.

Val Clear made a motion to approve the June Board Meeting Minutes with the above mentioned edits. Drew Klitzke seconded the motion. There was no additional discussion.

The motion passed unanimously.

Public Comment

Seeing none and hearing none, public comment was closed.

Treasurer's Report

Vashti Martens presented the preliminary financial statements as well as supplemental reports.

Summary of Key Financial Indicators

Average Daily Membership (ADM) Overview-

- Final Budget: 143.5
- YTD Actual: 143.5
- The estimated deficit for the year is at -$304,802.41 which is a projected cumulative fund balance of $519,590.26 or 16.85% of expenditures at fiscal year-end.
- Current Days Cash on Hand is 57.48 days as of July 31, 2026.

Financial Statement Key Points

- As of month-end, 100% of the year was complete.
- Revenues received at end of the reporting period is at 90.0%
- Expenditures disbursed at end of the reporting period is at 99.8%
- Cash Balance as of the reporting period is $484,069.03, which is down from the previous month. The Due From Other Funds amount of $92,688.93 on the Balance Sheet will be reimbursed from the Building company as there are enough funds to cover it.

Val Clear made a motion to approve the Treasurer's Report. Brittany Hammes seconded the motion. There was no discussion.

The motion passed unanimously.

Director's Report

Executive DirectorPeter Wieczorekpresented the directors report.

Program Highlights

- Summer Staff Retreat went well and staff are preparing for the new school year.

Enrollment/Recruiting

- Approximately 130 students are currently enrolled. Need an additional 20
- Summer Info Nights
    - June 30th: 4-5 families in attendance
    - July 14th: 4 families in attendance
    - August 4th: No families attended (National Night Out)

        - August 18th: TBD
- Outreach events
    - June 6th- Anoka Pride was successful
    - July 18th- DnD with WydeWolf had 10 students in attendance.
- Upcoming events and/or partnerships
    - YMCA Back to School Event
    - Youth Agency Breakfast
    - Partnership with Rum River Art Center
    - Roller Derby Partnership
    - Working with Adam's Multimedia - Geofencing and direct emails
    - Fall info nights
- Social Media plan - Need board members to interact with content on the Northwest Passage High School social media accounts for search engine optimization.

Building Updates

- Finally wrapping up the sidewalk tomorrow

Authorizer/MACS Updates

- No updates

Legislative Updates

- No updates.

Other News:

- Student Owen Litecky was selected to represent the state of Minnesota for the National Alternative Education Association at the Education Day event in Washington DC from October 6-9. They will require fund raising to afford travel/lodging.
- Amy Gale, Nicole Kingbird, and Anna Miller-Sherman will meet to discuss parent advocates, and parent involvement. Anna Miller-Sherman would like to see parents take a more active role in the following annual activities:
    - Chili Cook off
    - Explore your world
    - Prom

Old Business

No old business was discussed.

New Business

Item A: Filling board vacancies.

- Peter Wieczorek has been meeting with community members in an attempt to fill the community member vacancies. He hopes to have the vacancies filled by October.

Item B: Annual Meeting (September 2)

- Annual meeting will be held during the Welcome Back Night.
- The report card is not ready to be presented. Drew Klizke and Amy Gale will meet to restructure the report card to ensure uniformity. Vashti Martens offered support if needed.
- Awards will be presented at the annual meeting to the following people
    - Pioneer Award to Theresa Boisjolie
    - Champion Award to Dr. Steven Rippe

Erin Freitag motioned to delay acceptance of the report card until it has been revised. Brittany Hammes seconded the motion. There was no further discussion

The motion passed unanimously.

Item C: Approval of School Food Authority Procurement Procedure.

- The board was asked to approve the following appointments:
    - Dona Fehr as Financial Officer
    - Nadine Collins as Nutrition Director
    - Peter Wieczorek as Executive Director

Erin Freitag motioned to approve the appointments. Val Clear seconded the motion. There was no further discussion.

The motion passed unanimously.

Item D: Approval of Board Calendar

- The meeting that is listed for September 1 needs to be changed to September 2.
- Vashti Martens noted the meeting scheduled in March 2027 is on the fourth Tuesday of the month instead of the third Tuesday.

Brittany Hammes motioned to approve the calendar with the above mentioned edit. Drew Klitzke seconded the motion. There was no further discussion.

The motion passed unanimously.

Item E: E-Learning Day Policy Approval

- The board would like Peter Wieczorek to revise the wording on bullet point number 4 regarding attendance.

Drew Klitzke made a motion to delay the acceptance of the E-Learning Day Policy until it has been revised. Vashti Martens seconded the motion. There was no further discussion.

The motion passed unanimously.

Item F: Staffing Updates

- Resignations:
    - Brandi (Bee) Saba
- New Hires:
    - Amy Luoma - Office Manager
    - Jake Porath - Paraprofessional
    - Chris Demme - ELA Teacher

Val Clear motioned to approve the staffing updates. Vashti Martens seconded the motion. There was no further discussion.

The motion passed unanimously.

Item G: AI Policy

- Northwest Passage High School does not have an AI policy. Drew Klitzke, Nicole Kingbird, and Val Clear will meet to develop an AI policy for the board to review.

Future Agenda Items

- Annual Assurances
- E-Learning Policy
- Report Card

Adjournment

Amy Gale made a motion to adjourn the meeting. Val Clear seconded the motion. There was no discussion.

The motion passed unanimously.

The meeting adjourned at 19:05.

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Drew Klitzke
Board Chair

Nicole Kingbird
Secretary