

**WTCS Board Meeting Minutes**  
**Thursday, November 9th 2023**

The meeting was called to order by President Josh Comer at approximately 6:30 pm.

Other board members present: Secretary Jennifer Gjovig, Treasurer Clayton Nobles, Directors Marquette Ostrand, Kasey Richards, Hannah Witthoeft and Amy Aamodt-Allenbrand. Treasurer Nobles arrived at approximately 6:43 p.m.

Others Present: School Administrator Jeremy Thomas, Business Director Summer Deane, Development Director Shayla Bliss and Spiritual Life Director Lois Johnson.

1. **Devotion & Prayer:** Director Kasey Richards read from the “Christian School Management Trustee Handbook” and led prayer.
2. **Secretary’s Report:** The minutes from October were posted in the Board’s folder for review. The draft minutes of the October Member Meeting were included in the Directors’ materials for review only.
  - a. A motion to approve the October 12, 2023 Regular Board Meeting Minutes was made by Director Witthoeft and seconded by Director Ostrand. Unanimous aye. Motion passed.
3. **Financial Report:** Business Director Deane presented the financial report which was included in the Board’s online folder.
  - a. A motion to accept the October 2023 Financial Report was made by Director Richards. Seconded by Director Nobles. Unanimous aye. Motion passed.
4. **Leadership Team Report:**
  - a. School Administrator: Mr. Thomas offered highlights from his report and answered Board member questions regarding his report and that of others.
5. **Old Business:**
  - a. MAPS review: A review packet was presented to the Board by Mr. Thomas.
  - b. Scholarship Funds Status Update: An update was provided regarding the investment of these funds.
  - c. Emergency Preparedness Plan: This matter was tabled to December.
  - d. WTCS Bus Use: An update was provided regarding compliance.
  - e. Coaches’ Handbook: There was discussion amongst the Board regarding additional training; approval of the handbook was tabled to December.
  - f. Committee Identification and Formation (Intervention, Discipline, Admissions, Tuition, Hiring, Fundraising, Safety/Security): Discussion was had regarding creating a reference list for these committees for roll out in Fall 2024-2025.
  - g. Family Engagement Policies:

- i. A motion to adopt the Family Engagement Policies as presented was made by Director Ostrand. Seconded by Director Nobles. Unanimous aye. Motion passed.
- h. Banking Changes: Discussion was had and a resolution proposed to make requisite changes with WTCS' banking entity.
  - i. A motion to adopt Resolution 2023-03 as presented was made by Director Nobles. Seconded by Director Aamodt-Allenbrand. Unanimous aye. Motion passed.

**6. New Business:**

- a. Officer Election: It was discussed amongst the Board that Director Nadelman, having vacated his director position, had also vacated the office of Vice President. Discussion amongst the Board ensued. Secretary Gjovig indicated her wish to resign as Secretary.
  - i. A motion was made by Director Nobles to appoint Director Richards as Secretary. Seconded by Director Aamodt-Allenbrand. Unanimous aye. Motion passed.
  - ii. A motion was made by Director Comer to appoint Director Ostrand as Vice President. Seconded by Director Nobles. Unanimous aye. Motion passed.

- 7. Executive Session:** The Board adjourned to executive session to discuss financial matters, the Development Report, hiring, enrollment, Safety/Security Protocol, intervention, athletics and the banquet. School Administrator Thomas, Development Director Bliss and Business Manager Deane were present for portions of the session.

The meeting was closed in prayer and adjourned at approximately 10:25 pm.

Next meeting will be held Monday, December 11, 2023

Respectfully submitted,

Jennifer Gjovig, Secretary