



The mission of Voyageurs is to provide students with the necessary tools to lead meaningful and productive lives through hands-on learning, service to others and environmental stewardship.

**Board of Directors Secretary's Report
School Board Meeting
June 6, 2016**

Board Members Present: Rebecca Kummet, Rebecca Wold, Troy Johnson, Amanda Willis & Mike Myers

Board Officers Present: Jean Fjelsta-Secretary & Rita Poulton-Business Manager

Board Officers Absent: Julie Johnson-Willborg-Director

A. Procedural Items

1. **Call To Order** – The meeting was called to order at 5:20pm by Chair Rebecca Wold
2. **Determination of Quorum** – Quorum met
3. **Agenda Approval:** Rebecca Kummet motioned to approve the amended agenda, Mike Myers seconded. Motion passed unanimously.
4. **Approval of May Minutes:** Troy Johnson motioned to approve, Rebecca Wold seconded. Motion passed unanimously.
5. **Approval of May Financials:** The financials were not available-will approve at July board meeting.

B. Directors Report

C. Old Business

1. Rebecca Kummet motioned to approve the **Purchasing Policy & Procedures**, Troy Johnson seconded. Motion passed unanimously.
2. **Director search:** the position will be reposted with a deadline of Friday, June 24th. The Hiring Committee will meet Monday, June 27th at 5:15pm to review applications.
3. Troy Johnson motioned to approve the new **job descriptions**, Amanda Willis seconded. Motion passed unanimously.
4. Amanda Willis motioned to approve the **2016-17 Budget**; Mike Myers seconded. Motion passed unanimously.

D. New Business

1. Julie Johnson-Willborg presented the updated **2016-17 Staffing Plan**.
2. Amanda Willis motioned to approve the **Quarter 4 2015-16 Budget Amendment**, moving \$4,000.00 from fieldwork into the recruitment budget for reposting of Director position, Rebecca Kummet seconded. Motion passed unanimously.
3. Julie Johnson-Willborg presented the draft of the **2016-17 Staff Handbook** for review. The board will approve at the July board meeting.
4. **Board Training-** needs to be completed within the first 6 months. Will carry to the July board meeting.
5. Rebecca Kummet motioned to approve **the 2016 Audit & Engagement letter with Miller MacDonald**. Mike Myers seconded. Motion passed unanimously.

Troy Johnson motioned to adjourn, Amanda Willis seconded. Motion passed unanimously.

Next board meeting: Monday, July 11, 2016 at VES at 5:15 pm