

**TrekNorth Junior & Senior High School**  
**Board of Directors**  
**September 8, 2015**  
**6:00 pm Board Meeting**

**Members present:**      x   Adam Lanz                        x   Bruce Banta  
                               x   Chance Adams                      x   Greg Moen  
                               x   Darryl Holman                      A   Melanie Wilson  
                               x   Sarah Winger                        x   Derek Webb  
                               x   Ekren Miller

**Guest Present:**            **None**

**Ex-Officio Members Present:**      X   Nicole Thompson, Business Manager  
     X   Dan McKeon, Executive Director

**Call to order: Time 6:00 p.m.**

***Italicize/Bold = Monitoring Calendar Item***

The mission of TrekNorth is to prepare young people to make a positive difference in their local and global communities and to maximize student academic success by challenging and supporting individual students on an academic path that includes participation in a spectrum of vertically aligned college-readiness courses, including AP courses.

Opening Reading

**I.    Guests** - Any person wishing to speak directly to the Board of Directors may do so for 5 minutes at the beginning of any open Board Meeting.

➤ No guests present

**II.    Additions/Changes to the Agenda**

➤ No additions/changes

**III.    Declaration of Conflict of Interest**

➤ No Conflict of Interest

**IV.    Executive Director Report**

Motion: Accept Executive Director Report as presented. Motion by Chance Adams. Second by Darryl Holman. Motion carried unanimously.

**V.    Board Training Opportunities**

➤ No Action Taken

## **VI. Financial Report**

### **A. Expenditure Matrix – August 2015**

Motion: Accept and approve Expenditure Matrix – August 2015. Motion by Darryl Holman. Second by Adam Lanz Motion carried unanimously.

## **VII. Consent Agenda**

### **A. Previous Meeting Minutes- August 2015**

Motion: Approve the Previous Meeting Minutes. Motion by Chance Adams. Second by Bruce Banta. Motion carried unanimously.

### **B. Board Financials**

- Cash Flow – August 2015
  - Discussed revenue increase for the month of August 2015.
- Payment Register by Check – August 2015

Motion: Approve the Board Financials. Motion by Adam Lanz. Second by Sarah Winger. Motion carried unanimously.

## **VIII. New Business:**

### **A. Accounting Manual: Proposed updates by Finance Committee.**

- Page 3 – Budget requirements
  - Update to add 4<sup>th</sup> bullet and change to reflect June 30, 20xx (annually)
- Page 3 – Capital Assets
  - Add Space between \$1000 or
- Page 3 - Journal Entries
  - Update 2<sup>nd</sup> bullet to reflect Assistant Executive Director reviews and approves journal entries on a monthly basis.
- Page 4 – Bank Accounts
  - Update to include Service Learning Program
- Page 4 – Authorizations
  - Update to reflect two appointed board of directors, the Executive Director, and the Assistant Executive Director are authorized to sign.
- Page 8 – General
  - 2. Change from Business Manager to Operations Manager.
- Page 11 – Authorized Check Signers
  - Change Rose Hawkins to Bruce Banta
  - Change Mary Carlson to Ekren Miller and Parent to Staff

Motion: Approve Finance Committee proposals concerning updates to Accounting Manual. Motion by Darryl Holman. Motion carried unanimously.

### **B. Simonson Update**

- Historical Information to get all members up-to-date
- Current Status Update
- No Action Taken

C. Educational Legal Council

- No one locally that specializes in educational law
- If an educational law issue becomes apparent, would need to find specialist at that time
- No Action Taken

D. Ready for Rigor

- Update for Board, based on in-service recommendations by staff
- List found in Executive Director Report
- No Action Taken

E. ByLaws, In-Depth Discussion

- Prior to the September Board meeting, the document was to be reviewed by legal counsel and the Board for full discussion in September meeting.

Motion: Postpone ByLaw discussion until October meeting on the 13<sup>th</sup>. Motion by Darryl Holman. Second by Adam Lanz. Motion carried unanimously.

F. Testing Data

- Spring 2015 data
- Preliminary Information/Comparison
- Finalized information will be available in the annual report
- No Action Taken

G. *Board Action Calendar*

- Hand outs to update Board Manual: June 2015 Meeting Minutes, Executive Director Limitations – E (updated review date only), Ends – Ends Policies (updated review date only)
  - Ends, Updates missed. New updated policy at next meeting

**Informational:** *Enrollment Report*

**Action:** *Annual Report*

Motion: Postpone Enrollment Report and Annual Report to supplemental September 2015 Meeting on the 29<sup>th</sup>. Motion by Darryl Holman. Second by Ekren Miller. Motion carried unanimously.

**IX. To Do for October meeting:**

- Review current insurance regarding legal actions. Dan McKeon and Nikki Thompson.
- ByLaw discussion – Board
- **Board Action Calendar**
  - Informational:** *Review Board/Staff Relationship Policies*
  - Monitoring:** *Executive Director Limitations – Policy A (DR)*  
*Executive Director Limitations – Policy B (DR)*

**X. VOA meeting Observation Form-Pass**

**XI. Adjournment: 7:31 p.m.**

Motion to Adjourn: Motion by Adam Lanz. Second by Ekren Miller. Motion carried unanimously.