

# TrekNorth Junior & Senior High School

## Board of Directors

April 12, 2016

6:00 pm Board Meeting

**Members present:**

<u>  x  </u> Bruce Banta	<u>  x  </u> Jodie Olson
<u>  x  </u> Chance Adams	<u>  x  </u> Greg Moen
<u>  A  </u> Darryl Holman	<u>  x  </u> Melanie Wilson
<u>  x  </u> Sarah Winger	<u>  x  </u> Derek Webb
<u>  x  </u> Ekren Miller	

**Guest Present:**       **Stephanie Olson, VOA Representative**  
                              **Kristin Gustafson, Assistant Director**

**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*

Opening Reading

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.

- 1. 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 with a maximum time allotment of 30 minutes.
  - Stephanie Olson, VOA - Site Visit
  - Kristin Gustafson, Assistant Director - Observe only

Motion: Recognize Stephanie Olson at the board meeting with the option to participate. Motion by Jodie Olson. Second by Chance Adams. Motion carried unanimously.

### 2. Additions/Changes to the Agenda

- Addition: New Business 8.75. Simonson Discussion
- Amend: 8.9 CLOSED Session: April 2016. Meeting will close per Minnesota Statute 13D.03: Closed Meetings for Labor Negotiations Strategy. Formal Director Evaluation - Finalize.
  - To reflect: 8.9 CLOSED Session: April 2016. Meeting will close per Minnesota Statute 13D.03: Personnel, Director Evaluation - Finalize.

Motion: Make the addition as stated above. Motion by Bruce Banta. Second by Ekren Miller. Motion carried unanimously.

Motion: Make amendment as stated above. Motion by Jodie Olson. Second by Bruce Banta. Motion carried unanimously.

### **3. Declaration of Conflict of Interest**

- No conflict stated

### **4. Executive Director Report**

Motion: Accept Executive Director Report as presented. Motion carried unanimously.

### **5. Board Training Opportunities**

- No further action

### **6. Financial Report**

#### **6.1. Expenditure Matrix – March 2016**

Motion: Accept and approve Expenditure Matrix - March 2016. Motion carried unanimously.

### **7. Consent Agenda**

#### **7.1. Previous Meeting Minutes - March 23, 2016**

- Amend: Typo. Major Details. Reflect K-5 vs. current reading of 5-5.

Motion: Approve previous meeting minutes with amendment. Motion by Melanie Wilson. Second by Ekren Miller. Motion carried unanimously.

#### **7.2. Board Financials**

- Cash Flow – March 2016
- Payment Register by Check – March 2016

#### **7.3. Contracts**

- Dan Gannon – 6th grade elective
- Mike Munson - HomeBound Instruction
- Adam Lanz - HomeBound Instruction

Motion: Approve consent agenda. Motion by Chance Adams. Second by Bruce Banta. Motion carried unanimously.

### **8. New Business - Discussion Items:**

#### **8.1. Policy Governance Training & Board Meeting Dates- Dan McKeon**

- Proposed that (at least initial training) would happen the afternoon of the scheduled board meetings. Facilitator will then stay for the board meeting.
- August 9, 2016 (Noon - 5 p.m.), September 13, 2016 (2:30 p.m.-5:00 p.m.), and October 11, 2016 (2:30 p.m.-5:00 p.m.).

#### **8.2. Board Election Update - Committee**

- Ballots sent out 04/13/16

- Schedule is being followed
- No further action

### 8.3. 2016-2017 School Calendar - Dan McKeon

- Transportation for days on the calendar confirmed (via approval of Bemidji school district calendar).
- Requirements for instructional hours met.
- Discussion concerning suggestions on inservice days.
- Survey to staff on potential inservice days change.

Motion: Accept 2016-2017 School Calendar. Motion by Chance Adams. Second by Melanie Wilson.

Amended motion: with flexibility of inservice days (currently scheduled in August 2016) pending survey results. Motion carried unanimously.

### 8.4. Grant Update - Dan McKeon

Motion: Combine 8.4 and 8.7 into one agenda item to be heard with 8.4. Motion by Jodie Olson. Second by Bruce Banta. Motion carried unanimously.

- Update concerning meetings held to date (current lease holder, architects, etc.).
- Time-frame discussion (architectural drawings, city planning, groundbreaking, etc.).
- Grant funds can be deferred if needed, but funding from the Federal government is not currently guaranteed to continue post February 2017.
- Discussion concerning 2018 start date vs. 2017 start date.
- The Director would need to notify MDE by April 20, 2016, concerning start date.
- No further action taken.
- Upcoming Agenda Item.

### 8.5. VOA Letter regarding Contract Goals - Dan McKeon & Derek Webb

- Handout received
- Discussion concerning upcoming testing and calculations.
- No further action taken.
- Upcoming Agenda Item.

### 8.6. Regional Charter School Conference - update from Derek Webb

- Email sent to NW MN charter schools - positive response.
- Move forward and continue with planning - tentative date October 15, 2016.

### 8.7. Expansion (Facility, grant, committee) - update from Dan McKeon

- See 8.4 above
- No additional action
- Upcoming Agenda Item.

## 8.75. Simonson Update

- Discussion concerning litigation, arbitration and mediation
- Discussion concerning actions/requests up to this point.

8.8. *Board Action Calendar*

- **Action:**            *Election Committee – Mail out ballots and information on board nominees to all eligible voters -*
  - *See New Business 8.2*
  - *No Additional Action Taken*
- **Action:**            *Formal Director Evaluation - finalize. April 2016 Meeting will close per Minnesota Statute 13D.03: Personnel, Director Evaluation - Finalize.*
  - *See New Business 8.9*
  - *No Additional Action Taken*
- **Monitoring:**        *Executive Director Limitations:*  
*Policy H: Communication and Support to Board (BR) Members to review/report Melanie Wilson and Sarah Winger.*
  - *Handout*

8.9 CLOSED Session: April 2016. Meeting will close per Minnesota Statute 13D.03: Personnel, Director Evaluation - Finalize.

Motion: Close Meeting per Minnesota Statute 13D.03: Personnel, Director Evaluation. Motion by Melanie Wilson. Second by Jodie Olson. Motion carried unanimously.

Meeting closed to the public: 7:42 p.m.

**Report from closed meeting:**

Motion: Extend meeting beyond 8:00 p.m., but no later than 8:45 p.m. Motion by Jodie Olson. Second by Ekren Miller. Motion carried unanimously.

Motion: Make the following formal statement: Based on results of the formal evaluation process, the Board determined that the Executive Director is exceeding performance expectations set forth by the Executive Director Limitations. The Board commends the Executive Director's performance over the past year. Motion by Jodie Olson. Second by Sarah Winger. Motion carried unanimously.

Motion: Reopen the meeting. Motion by Chance Adams. Second by Melanie Wilson. Motion carried unanimously.

Reopen Meeting to the public: 8:26 p.m.

**9. To Do for next meeting, May 10, 2016:**

- Update on inservice survey and calendar - Dan McKeon
- Facility/Grant update - Dan McKeon
- VOA Letter regarding Contract Goals - Dan McKeon
- **Action:**                      **Review: Articles of Incorporation (BR)**

Motion: Table review of Articles of Incorporation until post scheduled Board training with Out of the Woods Consulting. Motion Chance Adams. Second Melanie Wilson. Motion carried unanimously.

- **Informational:**              **Financial Update - Preliminary Budget**
- **Monitoring:**              **Board-Executive Director Linkage:**
  - **Policy III: Global Governance Management Connection**
  - **Policy A Unity of Control**
  - **Policy B Accountability of the Executive Director**
  - **Policy C Delegation to the Executive Director**
  - **Policy D Monitoring Executive Director Performance**

**10. VOA meeting Observation Form - pass**

- Stephanie Olson congratulated TrekNorth on the receipt of 3 out of 3 awards: Academics, Governance and Finance.
- Trek was the only one of VOA's Charter Schools to receive all 3 awards

**11. Adjournment - 8:34 p.m.**

Motion to adjourn. Motion by Bruce Banta. Second by Chance Adams. Motion carried unanimously.