

TrekNorth Junior & Senior High School
Board of Directors Meeting Minutes
August 18, 2015
6:00 pm Board Meeting Agenda

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

DFW
8 SEP 15

Guest Present: None

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

Formal Agenda - Call to order 6:01 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.

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

➤ Amend VII. C. Northwest Technical College to reflect BSU/Northwest Technical College as the contract is supplied for both entities at the same rate.

➤ Board Binder Update

Motion: Accept and approve change/addition. Motion by Darryl Holman. Second by Adam Lanz. Motion carried unanimously.

III. Declaration of Conflict of Interest

➤ Contract Teacher/Para – Split vote into ½ to avoid conflict vote of teacher members: Sarah Winger, Greg Moen, Ekren Miller, Chance Adams and Adam Lanz.

➤ Contract - BSU/NW Tech PSEO – abstain vote: Derek Webb.

IV. Executive Director Report

Handout

Motion: Accept Executive Director Report as presented. Motion by Darryl Holman, Second by Melanie Wilson. Motion carried unanimously.

V. Board Binder Update

- Reviewed the updated Board binder and information layout.
- No Action Taken

VI. Board Training Opportunities

Handout

- Minnesota Charter Association training schedule not currently available. When received the Training Opportunity handout will be updated to reflect the additional dates/locations.
- No action taken.

VII. Financial Report

A. Expenditure Matrix – June & July 2015

Motion: Accept and approve Expenditure Matrix – June & July 2015. Motion by Adam Lanz. Second by Sarah Winger. Motion carried unanimously.

VIII. Consent Agenda

A. Previous Meeting Minutes- June 2015

Motion: Approve the Previous Meeting Minutes. Motion by Chance Adams. Second by Darryl Holman. Motion carried unanimously.

B. Board Financials

- Cash Flow – June & July 2015
- Payment Register by Check – June & July 2015

Motion: Approve the Board Financial. Motion by Darryl Holman. Second by Adam Lanz. Motion carried unanimously.

C. Contracts:

- Aramark
 - \$3.35/meal
- Road Runner
 - \$33.00/day

Motion: Approve the Lunch Contracts. Motion by Darryl Holman. Second by Melanie Wilson. Motion carried unanimously.

- Teachers/Para (see attached)

Motion: Aakre - Larson – Motion to Accept Teacher/Para Contracts. Motion by Darryl Holman. Second by Sarah Winger. Motion carried unanimously. Abstain: Adam Lanz, Chance Adams.

Motion: McKeon – Zeman – Motion to Accept Teacher/Para Contracts. Motion by Darryl Holman. Second by Adam Lanz. Motion carried unanimously. Abstain: Greg Moen, Sarah Winger and Ekren Miller.

- ISES – Director of Special Education
 - \$12,850.00

Motion: Motion to accept ISES contract. Motion by Darryl Holman. Second by Adam Lanz. Motion carried unanimously.

- PSEO – Leech Lake Tribal College
 - August 2015 – December 2015
 - \$154/credit, \$25 student fee, \$6/credit tech fee

Motion: Motion to accept PSEO Leech Lake Tribal contract. Motion by Darryl Holman. Second by Ekren Miller.

Motion to amend to include both PSEO contracts – Motion by Darryl Holman. Second by Chance Adams. Motion carried unanimously.

- PSEO – BSU/Northwest Tech College
 - 2015 – 2016
 - \$194.41/credit, all fees included

Motion: Motion to accept both PSEO, Leech Lake Tribal College and BSU/Northwest Technical College contracts. Motion by Darryl Holman. Second by Chance Adams. Motion carried unanimously. Abstain: Derek Webb.

D. Lunch Deficit Transfer

- 14-15, \$3,500.00
- 13-14, \$14,991.61

Motion: Approve the Lunch Deficit Transfer. Motion by Darryl Holman. Second by Adam Lanz. Motion carried unanimously.

IX. Old Business:

A. *Board Action Calendar*

Action: *Review ByLaws Report – Dan McKeon, Discussion on Articles of Incorporation*

Handout of proposed new document.

- Sent via email 07.30.15 from Dan McKeon.
- Not an amended version of the 05/2014 document; new potential replacement document.
- Prior to the September Board meeting, the document will be reviewed by legal counsel and the Board for full discussion in September meeting.
- No further action taken.

Monitoring: *Review of Global Ends Report – Dan McKeon, Melanie Wilson & Adam Lanz*

Handout

- No changes/amendments to document

Motion: Accept the Global Ends Report. Motion by Darryl Holman. Second by Melanie Wilson. Motion carried unanimously.

X. New Business:

A. Accounting Manual: Check Signer

- The accounting manual is an internal document that consists of the best practices found throughout Minnesota.
- Each section can and should be reviewed and updated to reflect the most current practice of the school. Upcoming Finance Committee Agenda – September 2015
- Any change requires a motion and Board Approval.
- No Action taken.

B. Deferred Funds: Request permission to update 15-16 budget to reflect the deferred clubs/activities funds from end of last year into current budget.

- Revenue and Expenditures will both be adjusted to reflect the most current information, reflecting no change in the fund balance.
- Allow most accurate data at the start of the school year for the clubs/activities.

Motion: Approve 15-16 Budget update to reflect deferred club/activity funds. Motion by Darryl Holman. Second by Chance Adams. Motion carried unanimously.

C. Annual Motions

- Approve the Business Manager, Nicole Thompson, as direct deposit, payroll, taxes, retirement funds signer.
- Designate the Bemidji Pioneer as the official newspaper, First National Bank Bemidji as the official bank depositor, and www.treknorth.org as the official venue for public source information.
- Approve Business Manager, Nicole Thompson, to make electronic transfers between First National Bank Accounts.
- Approve Check Signers: Dan McKeon, Kristin Gustafson, Ekren Miller and Bruce Banta as check signors on all TrekNorth Bank Accounts.

Motion: Approve Annual Motions. Motion by Darryl Holman. Second by Sarah Winger. Motion carried unanimously.

D. TrekNorth Legal Counsel

- Currently utilize Haskell Law Firm, Bemidji, for contract law items.
- Education law, ex. Expulsion hearing. Dan will research those qualified in this field.
- Tabled for September
- No Action Taken.

E. Local Education Agency (LEA) Representative:

- Reviews and files annual plan to maintain compliance with appropriate federal statues, regulations and procedures in relation to the Title I grant.
- Acts as the responsible authority relating to the administration of any improvement plan.
- Periodically updates the Board of Education regarding goals, strategies and practices, participates as a member of the school leadership implementation team, and works in collaboration with the Regional Centers of Excellence and/or MDE.
- Rebecca Snyder

Motion: The local Board of Education/Charter Board of TrekNorth Jr. & Sr. High School (LEA Name) has authorized Rebecca Snyder at a monthly meeting on August 18, 2015 to act as the Local Education Agency (LEA) representative in reviewing and filing the attached plan as provided under P.L. 107-110 for school year 2015-16. The LEA Representative will ensure that the school district (LEA) will maintain compliance

with the appropriate federal statutes, regulations, and procedures and will act as the responsible authority in all matters relating to the administration of this improvement plan. The local Board of Education/Charter Board ensures that its designee(s) will periodically update the Board regarding goals and strategies/practices, participate as a member of the school leadership implementation team, and work in collaboration with the Regional Centers of Excellence and/or MDE in support of technical assistance through the Minnesota Statewide System of Support (SSOS) or the Department. Motion by Adam Lanz. Second by Chance Adams. Motion carried unanimously.

F. Q-comp Assurances

- Contract on file

Motion: Accept Q-comp Assurances as stated in contract. Motion by Darryl Holman. Second by Chance Adams. Motion carried unanimously.

G. Charter School Board University Discussion

Motion to table: Motion Chance Adams. Second Melanie Wilson. Motion rescinded.

Motion to extend meeting past 8:00 p.m. Motion by Chance Adams. Second by Darryl Holman. Motion carried unanimously.

- Instead of Board Agenda – strategic retreat setting?
- Schedule discussion – Finalized for September 17, 2015, at 3:45 p.m. at TrekNorth.

H. Administration Salary Schedule Discussion

- Proposed - Dan will gather the information and put together a proposal to be completed by the end of the school year.

Motion: Ex Director will create a salary schedule for administration prior to the next annual meeting. Motion by Chance Adams. Second by Darryl Holman.

Amended Motion: Ex Director will create a salary schedule for administration prior to fiscal year 2017 budget proposal. Motion by Chance Adams. Second by Darryl Holman. Motion carried unanimously.

- #### I. November 2015 Board Meeting Date: Move to November 12, 2015
- Accommodate VOA site visit

Motion: Move November 2015 Board Meeting to November 12, 2015. Motion by Darryl Holman. Second by Adam Lanz. Motion carried unanimously.

J. Board Calendar – Election of Officers and Finance Committee members

- Treasurer – Nomination of Darryl Holman by Chance Adams and Adam Lanz.
 - Accepted.
 - No contest.
- Chair – Nomination of Derek Webb by Chance Adams and Darryl Holman.
 - Accepted.
 - No contest.
- Finance Committee – Melanie Wilson, Darryl Holman, and Bruce Banta.

Motion: Appoint Melanie Wilson and Bruce Banta as members and Darryl Holman as Chair. Motion by Chance Adams. Second by Adam Lanz. Motion Carried Unanimously. Bruce Banta, Melanie Wilson and Darryl Holman abstained.

K. Board Action Calendar

Informational: Year End Financial Report

➤ **Handout**

- **Most recent audited information shows a fund balance increase of about 2% from last year. The school is in good financial health at this time. A full report from Miller McDonald concerning the audited data will take place later in the year.**

Motion: Accept Year End Financial Report. Motion by Darryl Holman. Second by Sarah Winger. Motion carried unanimously.

Monitoring: Review Executive Director Limitations: I. Global Limitations Monitoring, Policy E: Emergency Succession (DR)

Motion: Accept Emergency Succession Report. Motion by Chance Adams. Second by Bruce Banta. Motion carried unanimously.

XI. To Do for next meeting:

- ByLaws Discussion – Board
- Informational: Enrollment Report
- Action: Annual Report
- Attorney – educational – Dan McKeon
- Testing Data – Dan McKeon

Charter School Board University Meeting - September 17, 2015, at 3:45 p.m. at TrekNorth.

XII. VOA meeting Observation Form - Pass

XIII. Adjournment: Time 8:37 p.m.

Motion: Adjourn. Motion by Chance Adams. Second by Adam Lanz. Motion carried unanimously.