

TrekNorth Junior & Senior High School
Board of Directors
February 9, 2016
6:00 pm Board Meeting

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

[Handwritten signature]
9 MAR 2016

Guest Present: Mark Morrissey

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.

- 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.
 - Mark Morrissey

- II. Additions/Changes to the Agenda
 - Addition to Consent Agenda, Contracts to include Karen Bradley Assistant 6th grade Robotics
 - Addition to section IX. New Business to reflect: G. Simonson's

- III. Declaration of Conflict of Interest
 - No conflict declared

- IV. Executive Director Report
 - First Official Finals Week completed.
 - Registration process will begin tomorrow with the students. It will continue next week with a parent night before the final decisions made.
 - Revitalized the 6th grade home visits.
 - Parent event series - Social Media Awareness and Safety on March 22.
 - Enrollment stats discussion.

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

- V. Board Training Opportunities
 - Hand out as sent with Board Packet

➤ No Action Taken

VI. Financial Report

A. Expenditure Matrix – January 2016

Motion: Accept and approve Expenditure Matrix – January 2016. Motion carried unanimously.

VII. Consent Agenda

A. Previous Meeting Minutes - January 12, 2016

B. Board Financials

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

C. Contracts

- James Owens - 6th grade Robotics Instructor
- Karen Bradley - 6th grade Robotics Assistant

Motion: Approve consent agenda. Motion by Darryl Holman. Second by Bruce Banta. Motion carried unanimously.

VIII. Old Business:

A. ByLaw Discussion

- Committee Presentation
- Discussion on qualifications and highlights of sections of most significant change
- Proposed document sent to all 02.04.16

Motion: Propose amendments as follows:

- ARTICLE VI, Section 4. “Vice Chair. Cannot be a Teacher member. The Vice Chair in the absence of Board chair shall perform duties of the Chair.”
- ARTICLE V, last paragraph of Section 3. Change July to August in two sentences concerning new board members and term start.

Motion: Approve ByLaws with above stated amendments as submitted by the committee 02.09.2016. Motion by Darryl Holman. Second by Chance Adams. Motion carried unanimously.

IX. New Business:

A. Digital Advertising Report

- Marketing began in September 2015. Current contract runs through May 2016.
- About 150,000 impressions/month shown to local (based on zip code) internet users.
- Next step - Who’s coming to the website and where are they going?
- Discussion on analysis and best use of our funds in the site to work for us.
- Suggestion to update the application to include, “How did you learn about TrekNorth?”
- No Action Taken

B. Carver Governance Model Training Proposal

- Hand out received concerning proposal from Out of the Woods Consulting.

- Discussion concerning timeline and potential board turnover. Prefer initial start up in July/August.
- Discussion on the cost estimates of the proposal.
- Board requests digital guest from the consultant via Skype (if possible) at the next meeting.

Motion: Recognize Mark Morrissey, Chair SchoolCraft Board, as a guest. Motion by Darryl Holman. Second by Ekren Miller. Motion carried unanimously.

- Schoolcraft: Growth/Expansion & TrekNorth: Growth/Expansion
 - ☐ Competition? Cooperation? Coordination? Collaboration?

Motion: Add Other to today's Agenda. New Business, H. Other. Motion Jodie Olson. Second Darryl Holman. Motion carried unanimously.

C. Review of Public Comment Limitation - Derek Webb

- Current Time limit is 5 Minutes, no maximum of guests allowed to speak in one meeting.

Motion: Amend current Public Comment Limitation to include additional language, "with a maximum time allotment of 30 minutes." Motion by Darryl Holman. Second by Chance Adams. Motion carried unanimously.

D. Review of Board Member Training – Derek Webb

- Chair, meeting interaction

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

- Definition of "un-enrollment" – Impact Aid
- Ongoing Board Training
- Board Member Background Check.
 - Recommended all board members need background check. Discussion. Request additional feedback.
- Is the budget based on pupil units, average daily membership, or head count? Recommendation: Board should be given and understand pupil units. Funding for grades K-6 different than 7-12.
 - Future agenda item.
- Is there a global vendor list for TrekNorth? Does the finance committee want this and review it periodically?
 - Nothing currently in place, but can pull together report from accounting software. Will have something for review at next meeting in March.

E. Administrative Salary/Benefit Update

- Information reviewed that was sent with the Board packet
- For this discussion, the positions are the Assistant Director and the Director of Curriculum.
- The Director will continue to be negotiated directly with the Board.

Motion: Form ad hoc committee to look at salary schedule for Assistant Director and Director of Curriculum. Motion Jodie Olson. Second Melanie Wilson. Discussion.

Amendment proposed to include Business Manager and Office Manager positions in the salary schedules. Motion Chance Adams. Second Bruce Banta. Amendment vote: In favor - Chance Adams, Ekren Miller, Bruce Banta. Against - Darryl Holman, Melanie Wilson, Sarah Winger, Greg Moen, Jodie Olson.

Original motion vote: In favor Darryl Holman, Melanie Wilson, Jodie Olson, Sarah Winger, Ekren Miller. Against - Greg Moen, Bruce Banta, Chance Adams.

Volunteers for committee: Bruce Banta, Jodie Olson and Chance Adams.

F. Board Action Calendar

Monitoring: Governance Process

Policy C: Agenda Planning

No Changes

Policy D: Board Chair's Role

No Changes

Policy E: Board Member Code of Conduct

Additional language to coincide with ByLaws:

2. e) Policy also applies to Board Vice Chair when serving the role of Chair.

Monitoring: Executive Director Limitations

Policy D: Financial Condition (DR)

Update given

No Changes

Informational: Enrollment Report

Table enrollment report to March 2016 meeting

G. Simonson's

- History
- Dan will gather reasonable estimate/bid for outstanding charges. Specific and detailed. TrekNorth will then request the attorney on record submit the aforementioned professional estimate/bid to opposing counsel for settlement with a check. Within the submission it will be clear that if not accepted, TrekNorth will no longer engage in further discussion without court summons or binding arbitration.

Motion: Move forward with the above stated direction in reference to resolution with Simonson's lease end. Motion by Darryl Holman. Second by Melanie Wilson. Motion carried unanimously.

H. Other

- Proposed Joint Board meeting between TrekNorth and SchoolCraft.
- Potential request the Directors discuss potential joint meeting agenda items.
- Potential articulation conference between all local charter school's - inaugural year.

Motion: Director and Chair will collaborate to discuss possible meeting ideas and bring back to the board. Motion Chance Adams. Second Darryl Holman. Motion carried unanimously.

X. To Do for next regular meeting March 2016:

Informational: Enrollment Report

Action: Election Committee – Solicit recommendations for nominations for board positions.

Action: Initiate process of evaluating Executive Director performance

- Board Election Cycles
- How is the budget revenue based?
- Global Vendor Lists - Report
- Discussion from Chair and Director on potential joint meeting discussion points.

XI. VOA meeting Observation Form- Pass

XII. Adjournment Time: 9:15 pm

Motion to Adjourn: Motion Sarah Winger, Second Chance Adams. Motion Carried Unanimously.