

TrekNorth Junior & Senior High School Board of Directors

3:00 pm Board Meeting

November 8, 2016

Members present:

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

Ex-Officio Members Present:

- x Nicole Thompson, Business Manager
- x Dan McKeon, Executive Director

| Agenda Item | Notes | Vote: 11.08.2016 |
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| <p>1. Call to Order, roll call, and announcement of quorum, opening reading</p> <p>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.</p> | <ul style="list-style-type: none"> ● Call to order: 3:10 p.m. ● Roll Call held, results above ● Quorum - confirmed ● Mission Statement Read | |
| <p>2. Public Comment, Guest(s) Present</p> <ul style="list-style-type: none"> ● Stacy Sjogren, out of the Woods Consulting - Coaching via Skype | | <p>Motion: Recognize Stacy Sjogren to speak during the meeting. By: Chance Adams Second: Ekren Miller Vote Results: Unanimous</p> |
| <p>3. Additions/Changes to the Agenda</p> | <ul style="list-style-type: none"> ● Communication and Support to the Board Policy OI review could be in 8 or 11 per Stacy. Leaving where they are today. ● Additional Contracts: | <p>Motion: Accept the additions listed (contracts Nordic Ski and Robotics) and the updated agenda. By: Chance Adams Second: Darryl Holman Vote Results: Unanimous</p> |

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| | <ul style="list-style-type: none"> → Nordic Ski Co-Head Coach - Michael Meehlhause - \$1500.00 → Nordic Ski Co-Head Coach - Inga Roen - \$1500.00 → Nordic Ski Assistants - up to \$2000.00 → Robotics - Mark Larson - \$1000.00 → Robotics - Inga Roen - \$500.00 → Robotics - Jerry Smith - \$1500.00 → Robotics - Michael Reeves - \$1500.00 | |
| <p>4. Declaration of Conflict of Interest</p> | <ul style="list-style-type: none"> ● No conflict stated | |
| <p>5. Approval of agenda</p> | <p>Approved above with changes.</p> | |
| <p>6. Approval of minutes from previous meeting</p> | <ul style="list-style-type: none"> ● No changes stated | <p>Motion: Approve board minutes from 10.27.16 special meeting. By: Darryl Holman Second: Jodie Olson Vote Results: Unanimous</p> |
| <p>7. Consent Agenda <i>(Items the board is required to approve by relevant law or contract but has delegated to the Director. Each item is properly cited with relevant policies)</i></p> <p>7.1 Contracts:</p> <ul style="list-style-type: none"> ● Lisa Fisher - TrekNorth Tutoring (TNT) - \$15/hr, not to exceed 6 hrs/wk ● Julie Ueland - TNT - \$15/hr, not to exceed 6 hrs/wk ● Teresa Roscoe -TNT - \$15/hr, not to exceed 6 hrs/wk ● Nordic Ski Co-Head Coach - Michael Meehlhause - \$1500.00 ● Nordic Ski Co-Head Coach - Inga Roen - \$1500.00 ● Nordic Ski Assistants - up to \$2000.00 ● Robotics - Mark Larson - \$1000.00 ● Robotics - Inga Roen - \$500.00 ● Robotics - Jerry Smith - \$1500.00 | | <p>Motion: Approve contracts as listed. By: Darryl Holman Second: Ekren Miller Vote Results: Unanimous</p> |

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| <ul style="list-style-type: none"> ● Robotics - Michael Reeves - \$1500.00 | | |
| <p>8. Organizational Performance Review <i>(Review and acceptance of monitoring reports of policy)</i></p> <p>8.1 Global Executive Constraint</p> | <ul style="list-style-type: none"> ● Discussion of Global Executive Constraint as provided by Dan McKeon. ● Review of information. ● Discussion of difference between how this looks now and how it will look in 1 year (when reviewed again). ● Reasonable Interpretation? ● Agreement with Assessment? | <p>Motion: Accept the Global Executive Constraint as providing a reasonable interpretation. The board accepts that “out of compliance” status and does not need to see this report again until 1 year from now.</p> <p>By: Darryl Holman Second: Chance Adams Vote Results: Unanimous</p> |
| <p>9. Policy Development <i>(Attend to additions and amendments to governing policies)</i></p> <p>9.1 Treatment of Staff Amendment - Finance Committee</p> <p>9.2 Finance Committee Job Description policy - Finance Committee</p> <p>9.3 Ends Policy - Ad hoc Committee presentation</p> | <p>9.1 Treatment of staff amendment</p> <ul style="list-style-type: none"> ● 2.3.10 <u>Compensation</u> Offer financial compensation packages that are out of alignment with appropriate, fair, and pre-determined compensation systems. <p>9.2 Finance Committee job description</p> <ul style="list-style-type: none"> ● Governance Policy, New ● Discussion of sections including: Direct Inspection, Annual Audit, Annual Internal Audit, WhistleBlower ● Do we need statement concerning findings/anomalies? Updated sentence in 1st paragraph in response. | <p>9.1 Motion: Approve treatment of staff amendment as presented.</p> <p>By: Darryl Holman Second: Chance Adams Vote Results: Unanimous</p> <p>9.2 Motion: Approve finance committee job description as presented with the updated sentence in 1st paragraph.</p> <p>By: Darryl Holman Second: Chance Adams Vote Results: Unanimous</p> |

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| | <p>9.3 Ends Policy</p> <ul style="list-style-type: none"> ● Review of the adhoc ends committee work as submitted. ● Questions posed by Stacy for further consideration. ● Send back to adhoc to discuss the term “graduates”. ● Back on the agenda 01.10.2017 | |
| <p>10. Membership Linkage Activities <i>(Attend to board’s strategy, activities, & implications)</i> 10.1 Membership Linkage - Board Discussion facilitated by Jodie Olson</p> | <ul style="list-style-type: none"> ● Powerpoint presentation (copy available for members, guests and sent electronically to Stacy). ● Discussion - next step - define members. ● Discussion - formation of a working group for further discussion. Ekren, Darryl and Sarah will join Jodie. | <p>Motion: Form workgroup concerning membership linkage activities including Jodie, Ekren, Darryl, and Sarah. By: Ekren Miller Second: Jodie Olson Vote Results: Unanimous</p> |
| <p>11. Board Education <i>(Presentations and discussions according to the board’s annual plan)</i> 11.1 Board Training Opportunities 11.2 Communication and Support to the Board Policy OI review and discussion</p> | <p>11.1 Training Opportunities</p> <ul style="list-style-type: none"> ● MACS has been contacted requested a local training for a total of 6 board members from TrekNorth, Schoolcraft and Voyageurs. When a date is received an email will be sent to notify. The Finance module can be completed online. | |

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| | <ul style="list-style-type: none"> ● No further action <p>11.2 Communication and support to the board policy OI review and discussion</p> <ul style="list-style-type: none"> ● Requesting feedback based on last two reports. ● Reasonable interpretation of our policy or not? | <p>11.2 Motion: Accept the monitoring information on 2.9 Communication and Support to the Board Policy as having provided reasonable interpretation. By: Sarah Winger Second: Darryl Holman Vote Results: Unanimous</p> |
| <p>12. Board Decisions/Work <i>(Logistics, retained management functions, etc.)</i> 12.1 Audit results, 15-16</p> | <p>12.1 Audit results</p> <ul style="list-style-type: none"> ● pg 2 - Auditors report - No Errors ● pg 51 - Financial Statement Report - No errors ● pg 52 - Internal Control - segregation of duties and preparation of financial statement. ● pg 45 - general fund budgetary comparison. # of months in fund balance to pay expenditures. We have 3.6 months available - healthy. ● pg 12 - governmental fund revenue comparison between years - consistent. Capital outlay discussion. ● pg 13 - review of variances between this year and prior. | <p>12.1 Motion: Approve the 15-16 Audit as presented by Jim A. from Miller McDonald. By: Chance Adams Second: Melanie Wilson Vote Results: Unanimous</p> |

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| | <ul style="list-style-type: none">● pg 14 - trend lines for student counts● Letter to the board at the conclusion of the audit.● Jim has worked with us for 2-3 years. Prior to that was Don (same firm). | |
| <p>13. Other Information <i>(Incidental information from the CEO in accordance with board policies such as Communication and Support to the Board)</i></p> <p>13.1 Financial Report Expenditure Matrix, Cash Flow, and Payment Register (per board's <u>Exception Reporting 2.5.6</u>)</p> <p>13.2 Expansion Update</p> | <p>13.1 Financial Report</p> <ul style="list-style-type: none">● No further action <p>13.2 Expansion Update</p> <ul style="list-style-type: none">● Report via Dan McKeon<ul style="list-style-type: none">○ Programming discussed and general staffing plan - rough draft in place○ Facility discussed from the plan reviewed last spring. Plans to the city - 1st information gathering with JPB 11.17.16.○ Preliminary budgets from a number of contractors.○ Financial planning suggested to be the priority at this point.○ Discussed fundraising in Bemidji. Meetings | |

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| | <p>scheduled for both fundraising and potential lending options.</p> <ul style="list-style-type: none"> ○ Schedule a special meeting to discuss fundraising information in December 2016. ○ Ground would need to be broken in August 2017. ○ No further action | |
| <p>14. To Do Next Meeting, 12/06/2016 - 4:00 p.m. ----- 01/10/2017</p> | <ul style="list-style-type: none"> ● Special Meeting - expansion fundraising information discussion. <p>-----</p> <ul style="list-style-type: none"> ● Ends Policy - Ad hoc Committee presentation | |
| <p>15. VOA meeting Observation Form</p> | <p>Passed</p> | |
| <p>16. Adjourn</p> | | <p>Motion: Adjourn the board meeting. 5:59 p.m. By: Chance Adams Second: Ekren Miller Vote Results: Unanimous</p> |