

TrekNorth Junior & Senior High School Board of Directors

4:30 pm Board Meeting

June 22, 2017

Members present:

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| <u>a</u> Bruce Banta | <u>x</u> Jodie Olson |
| <u>x</u> Chance Adams | <u>x</u> Ekren Miller |
| <u>x</u> Darryl Holman | <u>x</u> Mark Larson |
| <u>a</u> Sarah Winger | <u>a</u> Dr. Dave VanEngelenhoven (Dr. Dave) |
| <u>a</u> Tiffany Happel | |

Ex-Officio Members Present:

- x Nicole Thompson, Business Manager
- x Kristin Gustafson, Interim Exec Director

DAM 8/8/17

| Agenda Item | Notes: | Vote: 06.22.2017 |
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| 1. Call to Order , roll call, and announcement of quorum, 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. | <ul style="list-style-type: none"> ● Call to order: 4:30 p.m. ● Roll Call held, results above ● Quorum - confirmed ● Mission Statement Read | |
| 2. Public Comment , Guest(s) Maximum 5 min each, 30 minutes total | <ul style="list-style-type: none"> ● Paul Diehl, Participate | |
| 3. Additions/Changes to the agenda 4. Approval of Agenda | | Motion: Approve the agenda as stated. By: Chance Adams Second: Mark Larson Vote: Unanimous |
| 5. Declaration of conflict of interest | <ul style="list-style-type: none"> ● No Conflict Stated | |
| 6. Approval of minutes from previous meeting | <ul style="list-style-type: none"> ● No Omissions/Amendments | Motion: Approve minutes 06.15.2017. By: Jodie Olson Second: Ekren Miller Vote: Unanimous |

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| <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 Diehl Project Management - Design phase approval</p> | <p>7.1 Diehl Project Management - Design phase approval</p> | <p>Motion Approve Diehl Project Management design phase. By: Mark Larson Second: Jodie Olson Vote: Unanimous</p> |
| <p>8. Organizational Performance Review <i>(Review and acceptance of monitoring reports of policy)</i></p> | | |
| <p>9. Membership Linkage Activities <i>(Attend to board's strategy, activities, & implications)</i></p> | | |
| <p>10. Policy Development <i>(Attend to additions and amendments to governing policies)</i></p> | | |
| <p>11. Board Education <i>(Presentations and discussions according to the board's annual plan)</i></p> | | |
| <p>12. Board Decisions/Work <i>(Logistics, retained management functions, etc.)</i></p> <p>12.1 Expansion</p> <p>12.1.1 Civil Engineering - review and award contract</p> <p>12.2 Executive Director Search</p> <p>12.2.1 Review and Score Applications received to date</p> <ul style="list-style-type: none"> ● Potential interview dates: July 10th, 11th, 12th - 4:00 p.m. forward <p>12.2.1 Formulate Interview Questions</p> <ul style="list-style-type: none"> ● Google doc for potential questions to be reviewed and chosen at this meeting. | <p>12.1 Expansion</p> <p>12.1.1 Civil Engineering - review and award contract</p> <ul style="list-style-type: none"> ● Northwestern Surveying & Engineering, Inc. <ul style="list-style-type: none"> ○ Topographic Survey ○ Civil Design ○ As-Built Survey ○ Construction Administration ○ \$18,850 <p>12.2 Executive Director Search</p> <p>12.2.1 Review and Score Applications received to date</p> <ul style="list-style-type: none"> ● Current applications are all internal - <ul style="list-style-type: none"> ○ Kristin Gustafson ○ Erica Harmsen ○ Adam Lanz | <p>12.1 Motion: Approve Diehl Project Management to request contract from Northwestern Surveying & Engineering, Inc. for civil engineering on the new elementary school, and approve the contract for signature by the Chair when received.</p> <p>By: Mark Larson Second: Chance Adams Vote: Unanimous</p> |

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| | <ul style="list-style-type: none">● Interview dates: July 10th, 11th, 12th - 4:00 p.m. forward<ul style="list-style-type: none">○ ALL MEMBERS - review and complete the Hiring Ranking System for Executive Director for each completed application received to 6.22.17 and bring to the meeting on the 10th (found in the director search folder).○ ALL MEMBERS - get the potential questions in the google doc.○ Discussion concerning question answer section AND a 15-20 minute presentation concerning how their personal leadership style most supports the TrekNorth mission and vision.○ July 10th - 4:00 p.m. - meet to discuss protocol for interview, 6:00 - 8:00 p.m. 1st interview. July 11th - 4:00 - 6:00 p.m. and 6:30 - 8:30 p.m. 2nd and 3rd interview. July 12th - 4:00 p.m. board meet for discussion, decision and potential contract offer. <p>12.2.1 Formulate Interview Questions</p> <ul style="list-style-type: none">● Google doc created for potential questions to be reviewed and chosen at the pre-interview on the 10th. | |
| <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>14. To Do Next Meeting</p> | | |
| <p>08.08.2017:</p> | | |

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| <ul style="list-style-type: none"> ● Personal and Sick Time Proposal ● Set up schedule for Tune-up training with Out of the Woods Consulting ● Treatment of Staff (EL:2.3) ● 13.4 Parent Satisfaction Results ● Governance Policy Review Committee & Board Management Delegation Policy Review Committee ● Annual Motions <p>09.12.2017:</p> <ul style="list-style-type: none"> ● Asset Protection (EL: 2.6) ● Projected growth results MCA ● Linkage Calendar | | |
| <p>15.VOA Meeting Observation Form</p> | <ul style="list-style-type: none"> ● VOA Evaluation - Special meeting <ul style="list-style-type: none"> ○ no item on student performance and activity ○ no item on financial status of the school ○ no committee reports ○ no board policy review | |
| <p>16.Adjourn</p> | <ul style="list-style-type: none"> ● Adjourn: 5:55 p.m. | <p>Motion: Motion to Adjourn at 5:55 p.m. By: Chance Adams Second: Ekren Miller Vote Results: Unanimous</p> |
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