

TrekNorth Junior & Senior High School

Board of Directors

August 9, 2016

6:00 pm Board Meeting

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

Guest Present:

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

Call to order: Time 6:01 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.
 - Stacy Sjogren
2. **Additions/Changes to the Agenda**
 - Addition: Contracts - Structured Quiet Study/Breakfast/Long-Term Sub - Inga Roen
 - Addition: At Will Employee Renewal - Math, Ramae Hamrin and Social Studies, Mike Munson
 - Addition: New Business 8.6 - Debrief of today's training

Motion: Accept above listed Additions/Changes. Motion by Darryl Holman. Second by Ekren Miller. Motion carried unanimously.

3. **Declaration of Conflict of Interest**

- Mark Larson - Abstain from New Business 8.3 - Local Education Agency (LEA) Representative

4. **Executive Director Report**

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

5. Board Training Opportunities

- Board Training - Out of the Woods Consulting. September 13, 2016, 11 a.m. - 5 p.m.
- Charter conference - TrekNorth - Oct 15, 2016
- Handout - amend 2nd Out of the Woods Consulting should reflect the above.
- No further action

6. Financial Report

6.1. Expenditure Matrix – June and July 2016

Motion: Accept and approve Expenditure Matrix - June and July 2016. Motion Chance Adams. Second Jodie Olson. Motion carried unanimously.

7. Consent Agenda

7.1. Previous Meeting Minutes - June 14, 2016

- No Changes

7.2. Board Financials

- Cash Flow – June 2016 & July 2016
- Payment Register by Check – June 2016 & July 2016

7.3. Contracts

- ENVoy Staff Training - MEC - \$3400 + Books + Coaching + Travel - Estimated total - \$23,038.00
- Aramark - School Lunch - \$3.45/ea
- Indigo Education - SPED Director - \$14,700.00
- Structured Quiet Study/Breakfast/Long-Term Sub - Inga Roen

7.4. At-Will Employee Renewals

- English/SLP Coordinator - Erica Harmsen
- Quiet Study - \$1200/ea/semester - TrekNorth Licensed Teacher - Up to 6 separate contracts per semester
- Transportation Coordination/Fleet Maintenance - Russ Persson
- OAP Gear and Food Manager - Russ Persson
- Soccer Head Coach - Dan Gannon
- Soccer Assistant Coach - Shawn Anglin
- Cross Country Running Head Coach - Adam Lanz
- National Honor Society Advisor - Erica Harmsen
- Student Council Advisor - Jennifer Aakre

- Yearbook - Tara King
- Math - Ramae Hamrin
- Social Studies - Mike Munson

- 7.5. Lunch Deficit Transfer
- 15-16, Not Needed
 - 14-15, \$3500.00
 - No further action

Motion: Approve consent agenda. Motion by Jodie Olson. Second by Bruce Banta. Motion carried unanimously.

8. New Business - Discussion Items:

- 8.1. Elect Check Signers for 2016-2017. Dan McKeon and Kristin Gustafson continuing. Election of up to 2 Board members needed.

Motion: Elect Bruce Banta and Ekren Miller as check signers with Dan Mckeon and Kristin Gustafson for the 2016-2017 school year. Bruce Banta and Ekren Miller abstain. Motion by Darryl Olson. Second by Sarah Winger. Motion carried unanimously.

8.2. Annual Motions

- Approve the Business Manager, Nicole Thompson, as direct deposit, payroll, taxes, retirement funds signer.

Motion: Approve Annual Motion as listed above. Motion by Darryl Holman. Second by Mark Larson. Motion carried unanimously.

- Designate the Bemidji Pioneer as the official newspaper, First National Bank Bemidji as the official bank depositor, Haskell Law Firm as the official legal counsel and www.treknorth.org as the official venue for public source information.

Motion: Approve Annual Motion as listed above. Motion by Darryl Holman. Second by Chance Adams. Motion carried unanimously.

- Approve Business Manager, Nicole Thompson, to make electronic transfers between First National Bank Accounts.

Motion: Approve Annual Motion as listed above. Motion by Bruce Banta. Second by Ekren Miller. Motion carried unanimously.

- Approve Check Signers: Dan McKeon, Kristin Gustafson, Bruce Banta and Ekren Miller (two elected board members) as check signers on all TrekNorth Bank Accounts.

Motion: Approve Annual Motion as listed above. Bruce Banta and Ekren Miller abstain. Motion by Chance Adams. Second by Darryl Holman. Motion carried unanimously.

8.3. Local Education Agency (LEA) Representative:

- Reviews and files annual plan to maintain compliance with appropriate federal statutes, 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.
- Mark Larson

Motion: The local Board of Education/Charter Board of TrekNorth Jr. & Sr. High School (LEA Name) has authorized Mark Larson at a monthly meeting on August 09, 2016 to act as the Local Education Agency (LEA) representative in reviewing and filing the plan as provided under P.L. 107-110 for school year 2016-2017. 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.

Mark Larson abstained. Motion by Ekren Miller. Second by Chance Adams. Motion carried unanimously.

8.4. Expansion Update - Facility & Program: Dan

- Discussion
- No further action taken

8.5. Coaching, Evaluation, & Support of Teaching: Dan

- Discussion
- No Further Action Taken

8.6. Debrief of Out of the Woods Consulting Training - Day 1

- Discussion
- Handout
- Homework Assignment - Current policy/potential adjustments

8.7. ***Board Action Calendar***

- ***Action:***
 - ***Annual Motions: See above New Business 8.2***
- ***Informational:***
 - ***Financial Update - Year End***

- **Monitoring:**
 - **Report of AP and State Testing**
 - **Discussion/information provided by Dan - Presentation**
- **EXECUTIVE DIRECTOR LIMITATIONS GOVERNANCE PROCESS**
 - **I. Global Limitations Monitoring**
 - Policy E: Emergency Succession (DR)**

Motion: Table current Board Policy based on complete reorganization with Out of the Woods Consulting.
 Motion by Darryl Holman. Second by Chance Adams. Motion carried unanimously.

9. To Do for next meeting, September 13, 2016:

- 9.1. Out of the Woods Consulting homework for 2nd session
- 9.2. **Board Action Calendar**

Action:

- **Annual Report**

Informational:

- **Enrollment Report**

10. VOA meeting Observation Form - Pass

11. Adjournment - Time 8:05 p.m.

Motion to adjourn. Motion by Chance Adams . Second by Ekren Miller. Motion carried unanimously.