

TrekNorth Junior & Senior High School

Board of Directors

September 13, 2016

6:00 pm Board Meeting

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

Guest Present:

Ex-Officio Members Present: X Nicole Thompson, Business Manager
 A 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.

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, Out of the Woods Consulting - Speaking
 - Dr. Charles Speiker, VOA - Speaking
 - Amber Armstrong, BSU student sitting in for a class
 - Mary Overlie, Presentation

Motion: Recognize Stacy Sjogren and Dr. Charles Speiker to speak during the meeting, Mary Overlie to present. Motion by Bruce Banta. Second by Sarah Winger. Motion carried unanimously.

2. **Additions/Changes to the Agenda**

- Addition: Contracts - RoadRunner - Food Transport and Leech Lake Tribal College - PSEO
- Addition: New Business 8.7: Update on Charter School Conference
- Tabling: Enrollment and Annual Reports

3. **Declaration of Conflict of Interest**

- Annual Conflict of Interest Disclosure Form - signature for file per member
- No Conflicts stated

4. Presentation by Mary Overlie: MCA scores

- Presentation given, ongoing board training on how to read the student test and AP scores and interpret the data
- Discussion concerning VOA goals, etc.
- Discussion concerning student progress and the board's framework
- No further action

5. Board Training Opportunities

- No further action

6. Financial Report

6.1. Expenditure Matrix – August 2016

Motion: Accept and approve Expenditure Matrix - August 2016. Motion carried unanimously.

7. Consent Agenda

7.1. Previous Meeting Minutes - August 9, 2016

- No Changes

7.2. Board Financials

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

7.3. Contracts

- SPED Para/Quiet Study - Stephen Peterka
- SPED Para - Ryan Webber
- SPED Para - Jerry Smith
- SPED Para - Adrian Hutchins
- PSEO - Bemidji State University - \$198.60/credit hour (previously \$194.41/credit)
- PSEO - Northwest Technical College - \$198.60/credit hour (previously \$194.41/credit)
- PSEO - Leech Lake Tribal College - \$154.00/credit hour (previously \$154 + fees)
- Region1 Cafeteria Plan Management
- Road Runner - Meal Transport - \$35.00/day (previously \$33.00/day)

Motion: Approve consent agenda as a whole. Motion by Mark Larson . Second by Bruce Banta. Motion carried unanimously.

8. New Business - Discussion Items:

8.1. Review and Approve all policy updates from Board retreat with Out of the Woods consulting 09.13.16.

- Reviewed all but Ends policy in today's meeting.

- Vote to accept changes from policy discussions today, pending final review by the Executive Director.

Motion: Accept policy revisions, pending Executive Director review in Governance Process, Executive Limitations and Board Management Delegation. Motion by Bruce Banta. Second by Jodie Olson. Motion carried unanimously.

- 8.2. Out of the Woods Consulting Update: thoughts thus far, future schedule and question/answer
- Dan and Stacy will continue working on the monitoring schedule.
 - They will work on getting one monitoring report ready for the next meeting so the board can get into the process.
 - Work on ends revision including member input.
 - Work on critical assessment of the report.
 - Coaching
 - Review of agenda revamp
- 8.3. Review ByLaws (if needed post retreat)
- No changes
 - No further action taken
- 8.4. Accounting Manual: Proposed updates by Finance Committee.
- Pg 2 - Addition to Table of Content to include: Board Authorizations, “(S)” for Requisition, Insurance Declarations and Procurement Procedure and all associated documents
 - Pg 8 - Addition to 1. (Special Ed) Obtains Special Education Coordinator Signature
 - Pg 8 - Addition 5. Updates current budget status and retains Executive Director/Assistant Director/SPED Coordinator “OK to Pay”
 - Appendices - Additions to match those listed on Pg 2 in Table of Content
 - NEW Page - Board Authorizations
 - Payment Disbursement Tracking Form - Updated to include budget boxes and “OK to Pay” section with initials and date
 - Requisition - General Education - Updated to include budget boxes
 - Requisition - SPED - NEW - includes budget boxes and specifically required questions for SPED purchases. Also includes additional signature box for SPED Coordinator
 - Expense Statement: Updated to reflect “IRS Mileage Rate” and 2016 current rate
 - Payroll Checklist - Update to reflect the HSA contribution
 - NEW page - Insurance Declarations
 - Procurement Procedure - Officially incorporate the procurement procedure into the accounting manual to assure annual review of associated documents

Motion: Approve above stated updates to Accounting Manual. Motion by Ekren Miller. Second by Chance Adams. Motion carried unanimously.

8.5. Annual Motions

- Approve Safety Deposit Signatories: Dan McKeon, Kristin Gustafson and Nicole Thompson

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

8.6. Amend 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.
- Mary Overlie

Motion: The local Board of Education/Charter Board of TrekNorth Jr. & Sr. High School (LEA Name) has authorized Mary Overlie at a monthly meeting on September 13, 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.

Motion as state above by Sarah Winger . Second by Jodie Olson. Motion carried unanimously.

8.7. Update on Charter School Conference

- Statement from Board Chair, Derek Webb: “Board, about three months ago I solicited interest in holding a charter school conference on October 15. I received positive interest from all schools I contacted. About 1 month ago I sent a formal invite to all directors and chairs of the charter schools. I sent the formal invite again about two weeks ago. As of today, no schools have confirmed attendance for the conference on October 15. Given the proposed conference date is only one month away and the next board meeting will be right before the conference, I think it is prudent to cancel the conference. There is not enough time to plan. I am requesting the board discuss this matter. I don’t think any formal action needs to be taken.”
- Discussion on postponement/cancellation - agreed
- Will reopen discussion in October 11, 2016 meeting

8.8. Board Action Calendar

- **Action:**
 - **Annual Report**
- **Informational:**
 - **Enrollment Report**

Motion: Table the annual report and enrollment report until October 2016 board meeting. Motion by Chance Adams . Second by Mark Larson . Motion carried unanimously.

9. To Do for next meeting,:

- **October 11, 2016** - Coordinate local training for board training basic 3 (with other locals if need).
- **October 11, 2016 - Board Action Calendar - Tabled - Annual Report and Enrollment Report**
- **October 11, 2016** - Discuss the possibility of charter school conference in 2017

10. VOA meeting Observation Form - pass

11. Adjournment - Time 7:30 p.m.

Motion to adjourn. Motion by Bruce Banta. Second by Chance Adams . Motion carried unanimously.