

TrekNorth Junior & Senior High School Board of Directors

6:00 pm Board Meeting

01/10/2017

Members present:

- Bruce Banta
- Chance Adams
- Darryl Holman
- Sarah Winger
- Ekren Miller
- Jodie Olson
- Melanie Wilson
- Derek Webb
- Mark Larson

Ex-Officio Members Present:

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

*Darryl Holman*  
14 FEB 2017

Agenda Item	Notes:	Vote: 01.10.2017
<p><b>1. Call to Order</b>, 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"> <li>● Call to order: 6:00 p.m.</li> <li>● Roll Call held, results above</li> <li>● Quorum - confirmed</li> <li>● Mission Statement Read</li> </ul>	
<p><b>2. Public Comment</b>, Guest(s) Maximum 5 min each, 30 minutes total</p> <ul style="list-style-type: none"> <li>● Kristin Gustafson, observe only</li> </ul>		
<p><b>3. Additions/Changes to the agenda</b></p>	<ul style="list-style-type: none"> <li>● Addition - 11.1 - MACS Board Training Calendar</li> <li>● Addition - 13.4 - Financial Report - Expenditure Matrix, Cash Flow, and Payment Register (per board's Exception Reporting 2.5.6)</li> </ul>	<p>Motion: Approve the changes to include 11.1 - MACS Board Training Calendar and 13.4 - Financial Report - Expenditure Matrix, Cash Flow, and Payment Register (per board's Exception Reporting 2.5.6) By: Darryl Holman Second: Ekren Miller Vote Results: Unanimous</p>
<p><b>4. Declaration of conflict of interest</b></p>	<ul style="list-style-type: none"> <li>● No Conflict Stated</li> </ul>	

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<p><b>5. Approval of agenda</b></p>		<p>Motion: Approve agenda with changes as listed above. By: Chance Adams Second: Bruce Banta Vote Results: Unanimous</p>
<p><b>6. Approval of minutes</b> from previous meeting</p>	<ul style="list-style-type: none"> <li>● No Changes, Corrections, Comments</li> </ul>	<p>Motion: Approve board minutes from 12.06.16. By: Chance Adams Second: Darryl Holman Vote Results: Unanimous</p>
<p><b>7. Consent Agenda</b> (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)</p> <p><b>7.1 Contracts Pursuant to 3.3.3 Executive Director Authorization in Delegation to the Executive Director, the Director has the authority to offer employee contracts. However, guidance from VOA has directed that all contracts retain board approval:</b></p> <ul style="list-style-type: none"> <li>● 6th grade Robotics - James Owens &amp; Karen Bradley</li> <li>● Speech - Lisa Fisher</li> <li>● Envirothon - Inga Roen</li> <li>● Knowledge Bowl - Stephen Peterka</li> </ul>	<ul style="list-style-type: none"> <li>● Handout in packet</li> <li>● No questions or discussion</li> </ul>	<p>Motion: Approve contracts as listed: 6th grade robotics - James Owens and Karen Bradley, Speech - Lisa Fisher, Envirothon - Inga Roen, and Knowledge Bowl - Stephen Peterka. By: Darryl Holman Second: Ekren Miller Vote Results: Unanimous</p>
<p><b>8. Organizational Performance Review</b> (Review and acceptance of monitoring reports of policy)</p> <p><b>8.1 Financial Conditions/Activities (2.5) - Dan McKeon</b></p>	<ul style="list-style-type: none"> <li>● Handout in packet</li> <li>● Reviewed by board as submitted by executive director.</li> <li>● Question to consultant: If concern or disagreement of the review as provided, would that be brought up at the meeting or prior individually? Individually is fine, typically executive director would share that question and response with all prior to meeting to save time in meeting yet keeps all informed.</li> <li>● should be a motion as follows</li> </ul>	<p>Motion: Accept the monitoring report Financial Conditions/Activities (2.5) having provided reasonable interpretations and data that demonstrated compliance with those interpretations. By: Darryl Holman Second: Jodie Olson Vote Results: Unanimous</p>

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<p><b>9. Membership Linkage Activities</b> (Attend to board's strategy, activities, &amp; implications)</p>	<ul style="list-style-type: none"> <li>● No Agenda Item</li> </ul>	
<p><b>10. Policy Development</b> (Attend to additions and amendments to governing policies)</p>	<ul style="list-style-type: none"> <li>● No Agenda Item</li> </ul>	
<p><b>11. Board Education</b> (Presentations and discussions according to the board's annual plan)                  11.1 - MACS Board Training Calendar</p>	<ul style="list-style-type: none"> <li>● No Action Taken</li> </ul>	
<p><b>12. Board Decisions/Work</b> (Logistics, retained management functions, etc.)                  12.1 Appoint Director Eval Committee                  12.2 Establish Election Committee                  12.3 Ends Presentation-Ad hoc committee of Adams, Olson, Wilson, Larson                  12.4 Form 990 - Board review prior to submission - Nicole Thompson</p>	<p>12.1</p> <ul style="list-style-type: none"> <li>● Suggestion of pulling prior board member Greg Moen into the discussion based on his experience in the last few years on this committee.</li> <li>● Nominations: Chance Adams, Jodie Olson, Mark Larson and Sarah Winger in addition to Greg Moen.</li> <li>● Discussion concerning contract as at the end of the 3 year cycle. That will be part of the duties of the committee charged with deliverables in April.</li> </ul> <p>12.2</p> <ul style="list-style-type: none"> <li>● Currently there are 4 board positions coming up for election. These positions are 2 parent, held currently by Bruce Banta and Derek Webb and 2 teacher, held currently by Sarah Winger and Ekren Miller.</li> <li>● 17-18 will have no election unless there is an unanticipated vacancy.</li> <li>● Dan M. will discuss with Schoolcraft concerning online voting. Information will be given to the election committee.</li> <li>● Nominations: Ekren Miller, Chance Adams and Derek Webb</li> </ul> <p>12.3</p>	<p>12.1 - Appoint Chance Adams, Jodie Olson, Mark Larson and Sarah Winger in addition to Greg Moen as Director Eval Committee for 16-17 school year.                  By: Chance Adams                  Second: Darryl Holman                  Vote Results: Unanimous</p> <p>12.2 - 16-17 school year election committee members are Ekren Miller, Chance Adams and Derek Webb.                  By: Mark Larson                  Second: Sarah Winger                  Vote Results: Unanimous</p>

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<p><b>13. Other Information</b> <i>(Incidental information from the CEO in accordance with board policies such as Communication and Support to the Board)</i></p> <p><b>13.1 Affiliated Non Profit Building Corporation Decision</b> - Craig Kepler</p> <p><b>13.2 Expansion Financial Strategies Discussion</b> - Dan McKeon</p> <p><b>13.2.2 Update on City Planning Process</b> - Dan McKeon</p> <p><b>13.3 Student Performance Data</b></p> <p><b>13.3.1 MCA Growth Data by Grade</b> - Dan McKeon</p> <p><b>13.3.2 OLPA Math Results</b> - Dan McKeon</p> <p><b>13.4 - Financial Report</b> - Expenditure Matrix, Cash Flow, and Payment Register (per board's Exception Reporting 2.5.6)</p>	<ul style="list-style-type: none"> <li>● Presentation on Ends</li> <li>● Handouts (found in packet)</li> <li>● Questions and discussion             <ul style="list-style-type: none"> <li>○ What is next step? Taking this to ownership?</li> <li>○ Intention after Board is OK with the language.</li> <li>○ Reduction in repetitive language and more concise for reporting purposes.</li> <li>○ Two versions shared: 1.9.17 and 11.2.16. Board preference to the 1.9.17 (slimmed down version without the green verbiage in 1.1.1-3 and 1.2.1-2).</li> <li>○ 1.3.1 Students assume responsibility for self and contribute to the <i>well-being</i> of others.</li> <li>○ 1.3.2 Students display <i>positive</i> character traits.</li> </ul> </li> </ul> <p>12.4</p> <ul style="list-style-type: none"> <li>● Review of Form 990 by board prior to submission to IRS for the 2015 filing year.</li> <li>● No further action taken</li> </ul> <p>13.1</p> <ul style="list-style-type: none"> <li>● Attendance via phone conference by Craig Kepler, representative of legal firm hired to compile ABC paperwork (attachment).</li> <li>● Review of handouts (in packet)</li> <li>● How are officers selected?             <ul style="list-style-type: none"> <li>○ Incorporator - (typically the attorney) appoints the initial board from suggestions/nominations given to him.</li> <li>○ No board overlap allowed (but employees of the school are OK).</li> <li>○ Board of 3 - President, Treasurer and Secretary.</li> <li>○ Officers must be in place prior to filing non-profit paperwork with the IRS.</li> </ul> </li> </ul>	<p>12.3 - Approve updated Ends language as presented via committee from 1.9.17 version. By: Mark Larson Second: Chance Adams Vote Results: Unanimous</p>
		<p>13.1 Motion: Approve the submitted paperwork, including the Articles of Incorporation of TrekNorth ABC. By: Chance Adams Second: Ekren Miller Vote Results: Unanimous</p> <p>13.1 Motion: Approve Dan McKeon and Derek Webb as an ABC formation committee. By: Chance Adams Second: Darryl Holman Vote Results: Unanimous</p>

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	<ul style="list-style-type: none"> <li>○ After initial transaction, typically the board meets only 1x/yr - pretty low pressure.</li> <li>○ Not subject to open meeting laws as the school is, but the school does still have to post meeting minutes on the website from the ABC.</li> <li>○ Suggests that any board meeting wherein the expansion is discussed, the ABC members attend and hold their own meeting (short) after.</li> <li>○ 990EZ filed annually for the ABC for minimal fee - only ongoing cost after formation.</li> <li>● Name: something different than listed on the paperwork? No, remain as listed.</li> <li>● Suggestion of motion to approve the submitted paperwork, including the Articles of Incorporation, concerning the ABC formation for TrekNorth Jr. &amp; Sr. High School.</li> <li>● Suggestion of motion to form an ABC committee to get the ABC board nominations/suggestions to incorporator.             <ul style="list-style-type: none"> <li>○ Nominations: Dan McKeon and Derek Webb</li> </ul> </li> </ul> <p>13.2</p> <ul style="list-style-type: none"> <li>● Continued discussion concerning financial strategies.</li> <li>● Grant and extension approved and money ready to spend when we are ready. Money available until 2.28.18 - planning phase.</li> <li>● Bonding seems most responsible funding source. Grant experts to provide a search for funds are a possibility from the fundraising company that provided a handout in prior meeting.</li> <li>● Official acceptance of the expansion project by the board</li> </ul> <p>13.2.2</p>	<p>13.2 - Motion: TrekNorth Jr &amp; Sr. High School board officially intends to pursue the expansion of the school to include grades K-5.          By: Darryl Holman          Second: Jodie Olson          Vote Results: Unanimous</p>
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	<ul style="list-style-type: none"> <li>● City planning approved the plan as submitted</li> <li>● No further action taken</li> </ul> <p>13.3</p> <ul style="list-style-type: none"> <li>● Documents concerning Student Performance in packet</li> <li>● No further action taken</li> </ul> <p>13.4</p> <ul style="list-style-type: none"> <li>● Documents as submitted in packet</li> <li>● No further action taken</li> </ul>	
<p>14. To Do Next Meeting, 02/14/2017</p> <ul style="list-style-type: none"> <li>14.1 ABC Committee report</li> <li>14.2 Monitoring Report: Assets Protection</li> <li>14.3 Membership Linkage update</li> </ul>		
<p>15. VOA Meeting Observation Form</p>	<ul style="list-style-type: none"> <li>● VOA Evaluation - passed</li> </ul>	Derek Webb
<p>16. Adjourn</p>	<ul style="list-style-type: none"> <li>● Adjourn: 8:13 p.m.</li> </ul>	Motion: Call to Adjourn By: Chance Adams Second: Darryl Holman Vote Results: Unanimous