

TrekNorth Junior & Senior High School Board of Directors

4:30 pm Board Meeting

June 15, 2017

Dave 6/22/17

Members present:

- | | |
|-------------------------|--|
| <u>X</u> Bruce Banta | <u>X</u> Jodie Olson |
| <u>X</u> Chance Adams | <u>A</u> Ekren Miller |
| <u>X</u> Darryl Holman | <u>X</u> Derek Webb |
| <u>X</u> Sarah Winger | <u>X</u> Mark Larson |
| <u>X</u> Tiffany Happel | <u>A</u> Dr. Dave VanEngelenhoven (Dr. Dave) |

Ex-Officio Members Present:

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

Agenda Item	Notes:	Vote: 06.15.2017
<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: 4:30 p.m. ● Roll Call held, results above ● Quorum - confirmed ● Mission Statement Read 	
<p>2. Public Comment, Guest(s) Maximum 5 min each, 30 minutes total</p>	<ul style="list-style-type: none"> ● Paul Diehl, Participate 	
<p>3. Additions/Changes to the agenda</p> <p>4. Approval of Agenda</p>	<ul style="list-style-type: none"> ● Change: Postpone 8.1 Treatment of Staff (EL:2.3), 13.4 Parent Satisfaction Results until a July meeting and 13.3 Projected growth results MCA . . . until August or September. ● Addition: 12.2.3 MDE Review and Comment Submittal 	<p>Motion: Approve change: Postpone 8.1 Treatment of Staff (EL:2.3), 13.4 Parent Satisfaction Results until a July meeting and 13.3 Projected growth results MCA . . . until August or September and Addition 12.2.3 MDE Review and Comment Submittal. By: Darryl Holman Second: Chance Adams Vote: Unanimous</p>

TrekNorth Junior & Senior High School Board of Directors

4:30 pm Board Meeting

June 15, 2017

		<p>Motion: Approve the agenda with the changes as stated above. By: Chance Adams Second: Bruce Banta Vote: Unanimous</p>
<p>5. Declaration of conflict of interest</p>	<ul style="list-style-type: none"> • No Conflict Stated 	
<p>6. Approval of minutes from previous meeting</p>	<ul style="list-style-type: none"> • No Omissions/Amendments • Technical malfunction from June 7, 2017 closed meeting wherein the recording happened for 45 minutes, but unable to access sound. Will request assistance from Jen L., but closed session potentially lost pertaining to labor negotiations - interim executive director. 	<p>Motion: Approve minutes 06.07.2017. By: Chance Adams Second: Darryl Holman Vote: Unanimous</p>
<p>7. Consent Agenda (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) 7.1 Contracts Pursuant to 3.3.3 <i>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:</i> 7.1 Contract(s): 7.1.1 Auditor <ul style="list-style-type: none"> • Proposal 1: Miller McDonald - 1 year 2017 - Audit \$9650 + Form 990 \$1150 + Audit ABC Undetermined (2016 - \$10,600 total) • Proposal 2: CLA - 3 year 2017 - Audit \$10,000 + Form 990 \$2000 (Email question concerning ABC) 2018 - Audit and 990, not to exceed \$12,360 2019 - Audit and 990, not to exceed \$12,730 7.1.2 Cleaning Service <ul style="list-style-type: none"> • 2017-2018 - Maria's Cleaning - \$160.00/night (2016-2017 - \$180.00/night) </p>	<p>7.1 Contract(s): 7.1.1 Auditor <ul style="list-style-type: none"> • Proposal 1: Miller McDonald - 1 year 2017 - Audit \$9650 + Form 990 \$1150 + Audit ABC Undetermined (2016 - \$10,600 total) • Proposal 2: CLA - 3 year 2017 - Audit \$10,000 + Form 990 \$2000 (Email question concerning ABC) 2018 - Audit and 990, not to exceed \$12,360 2019 - Audit and 990, not to exceed \$12,730 7.1.2 Cleaning Service <ul style="list-style-type: none"> • 2017-2018 - Maria's Cleaning - \$160.00/night (2016-2017 - \$180.00/night) </p>	<p>Motion: Accept contract with CLA for one year, if can't do that revisit at next meeting for auditing services. By: Chance Adams Second: Mark Larson Vote: Unanimous</p> <p>Motion Accept contract with Maria's Cleaning for the 17-18 school year at \$160/contracted night. By: Chance Adams Second: Darryl Holman Vote: Unanimous</p>

TrekNorth Junior & Senior High School Board of Directors

4:30 pm Board Meeting

June 15, 2017

<p>8.Organizational Performance Review <i>(Review and acceptance of monitoring reports of policy)</i> 8.1 Treatment of Staff (EL:2.3)</p>	<p>8.1 Tabled until July</p>	
<p>9.Membership Linkage Activities <i>(Attend to board's strategy, activities, & implications)</i> 9.1 Linkage Calendar Finalization</p>	<p>9.1 Linkage Calendar</p> <ul style="list-style-type: none"> ● Need to take another look and perhaps postponed until later meeting 	<p>Motion: Move Linkage Calendar to September agenda. By: Chance Adams Second: Jodie Olson Vote:Unanimous</p>
<p>10.Policy Development <i>(Attend to additions and amendments to governing policies)</i> 10.1 Governance Policy Review Committee & Board Management Delegation Policy Review Committee</p>	<p>10.1 Governance Policy Review Committee & Board Management Delegation Policy Review Committee</p> <ul style="list-style-type: none"> ● Postponed to August meeting ● Dan will give to board prior to leaving with suggested updates 	<p>Motion: Move Governance Policy to august agenda. By: Chance Adams Second: Bruce Banta Vote: Unanimous</p>
<p>11.Board Education <i>(Presentations and discussions according to the board's annual plan)</i> 11.1 MACS Board Training Calendar 11.2 Cost of governance - estimate from Out of the Woods for continuation training for new members</p>	<p>11.1 MACS Board Training Calendar</p> <ul style="list-style-type: none"> ● In packet - quarterly calendar ● MACS has been contacted to complete locally. <p>11.2 Cost of governance - estimate from Out of the Woods for continuation training for new members</p> <ul style="list-style-type: none"> ● This is for updating the new members, not the new Director. That would be a separate contract. ● Discussion concerning annual budget for board training and historical spending on training. 	<p>Motion: 11.2 Approve the proposal with Out of the Woods Consulting for supplemental training for new board members. By: Chance Adams Second: Jodie Olson Vote: Unanimous</p>
<p>12.Board Decisions/Work <i>(Logistics, retained management functions, etc.)</i> 12.1 Financial</p>	<p>12.1 Financial 12.1.1 Expenditure Matrix, Payment Register, Cash Flow Statement - 201711</p>	<p>12.1 Motion: Accept and Approve 12.1.1 Expenditure Matrix, Payment Register and</p>

TrekNorth Junior & Senior High School Board of Directors

4:30 pm Board Meeting

June 15, 2017

<p>12.1.1 Expenditure Matrix, Payment Register, Cash Flow Statement - 201711</p> <p>12.1.2 Approve earnest money check per purchase agreement- \$27,900</p> <p>12.1.3 Assign check signer to replace Dan McKeon</p> <p>12.1.4 FY18 Budget</p> <p>12.2 Expansion</p> <p>12.2.1 Presentation from Diehl Project Management - Closed <i>MN Statutes 13D.05, subd. 3 - Closed to discuss certain issues relating to government property sales or purchases.</i></p> <p>12.2.2 VOA Expansion Application - Review & Discussion</p> <p>12.2.3 MDE Review and Comment Submittal</p> <p>12.3 Board Election</p> <p>12.3.1 Certify Election Results</p> <p>12.3.2 Annual meeting selection of officers</p> <p>12.4 Personal and Sick Time Proposals</p> <p>12.5 Update IOwA: Kristin Gustafson and Nicole Thompson</p>	<p>12.1.2 Approve earnest money check per purchase agreement- \$27,900</p> <p>12.1.3 Assign check signer to replace Dan McKeon</p> <ul style="list-style-type: none"> ● Additional TrekNorth Board Member: Mark Larson and Tiffany Happel as check signers on all TrekNorth Bank Accounts, replacing Dan McKeon effective June 20, 2017. <p>12.1.4 FY18 Budget</p> <ul style="list-style-type: none"> ● Increase bd travel to \$10000 considering 4 members to finish out training and the Out of Woods training. ● Discussion concerning how FY18 budget came to be and changes between current and new. ● Discussion concerning Admin travel line 	<p>Cash Flow Statement as submitted for 201711. By: Chance Adams Second: Darryl Holman Vote: Unanimous</p> <p>12.1 Motion: 12.1.2 Approve earnest money in the amount of \$27,900 for the benefit of the TrekNorth ABC. By: Darryl Holman Second: Jodie Olson Vote: Unanimous</p> <p>12.1 Motion: 12.1.3 Approve Mark Larson and Tiffany Happel as check signers on all TrekNorth Bank Accounts, replacing Dan McKeon effective June 20, 2017. By: Chance Adams Second: Darryl Holman Vote: Unanimous</p> <p>12.1 Motion: 12.1.4 Amend FY18 budget to increase Board Travel budget line to \$10,000. By: Chance Adams Second: Tiffany Happel Vote: Unanimous</p> <p>12.1. Motion: 12.1.4 Approve FY18 Budget with change from prior motion.</p>
---	---	---

TrekNorth Junior & Senior High School Board of Directors

4:30 pm Board Meeting

June 15, 2017

	<p>12.2 Expansion</p> <p>12.2.1 Presentation from Diehl Project Management - Closed MN Statutes 13D.05, subd. 3 - Closed to discuss certain issues relating to government property sales or purchases.</p> <p>12.2.2 VOA Expansion Application - Review & Discussion</p> <ul style="list-style-type: none"> ● Reasoning and Process ● General information about proposed k-5 program 	<p>By: Mark Larson Second: Bruce Banta Vote: Unanimous</p> <p>12.2 Motion: 12.2.1 Close the meeting per <i>MN Statutes 13D.05, subd. 3 - Closed to discuss certain issues relating to government property sales or purchases</i> at 5:45 p.m. By: Bruce Banta Second: Darryl Holman Vote: Unanimous</p> <p>12.2 Motion: 12.2.1 Reopen the meeting at 6:04 p.m. By: Chance Adams Second: Mark Larson Vote: Unanimous</p> <p>12.2 Motion: 12.2.1 Accept bid from Zetah construction for the general contractor position on the Elementary at a cost of \$268,160 for the benefit of the TrekNorth ABC. By: Bruce Banta Second: Chance Adams Vote: Unanimous</p>
--	--	---

TrekNorth Junior & Senior High School Board of Directors

4:30 pm Board Meeting

June 15, 2017

	<p>12.2.3 MDE Review and Comment Submittal</p> <ul style="list-style-type: none">● Document to be submitted to MDE for the purpose of the ABC being allowed to purchase and retain the bond financing. Motion and Chair signatures needed to go with the document. <p>12.3 Board Election</p> <p>12.3.1 Certify Election Results</p> <ul style="list-style-type: none">● Exiting Parent member - Derek Webb● Elected Parent member - Dr. Dave● Elected Parent member - Bruce Banta (Incumbent)● Elected Teacher member - Ekren Miller (Incumbent)● Elected Teacher member Sarah Winger (Incumbent) <p>12.3.2 Annual meeting selection of officers Board Members elect, by majority vote, Board Officers</p> <ul style="list-style-type: none">● Chair - Nominations - Darryl Holman . Nomination by Bruce Banta and Second by Chance Adams. No further nominations. Nomination accepted.● Vice Chair - Nomination - Bruce Banta. Nomination by Chance Adams and Second by Mark Larson . No further nominations. Nomination accepted.● Treasurer - Nomination - Tiffany Happel. Nomination by Chance Adams and second by Mark Larson. No further nominations. Nomination accepted.	<p>12.2 Motion: 12.2.3 Approve the Review and Comment Submittal to MDE effective 06.15.2017. By: Darryl Holman Second: Jodie Olson Vote: Unanimous</p> <p>12.3 Motion: 12.3.1 Certify election results. By:Chance Adams Second: Darryl Holman Vote: Unanimous</p> <p>12.3 Motion: 12.3.2 Accept Chair - Darryl Holman, Vice Chair - Bruce Banta, Treasurer - Tiffany Happel. Finance Committee 17-18 Tiffany Happel - Chair, Bruce Banta, Darryl Holman and Chance Adams. By: Mark Larson Second: Jodie Olson Vote: Unanimous</p>
--	---	---

TrekNorth Junior & Senior High School Board of Directors

4:30 pm Board Meeting

June 15, 2017

	<ul style="list-style-type: none">● Finance Committee Members 2017-2018 - Tiffany Happel - Chair, Bruce Banta, Darryl Holman and Chance Adams. <p>12.4 Personal and Sick Time Proposal</p> <ul style="list-style-type: none">● =/<200 contract days -Personal - 3 days annually (bank 6)● 210+ contract days -Personal - 5 days annually (bank 7)● =/<200 contract days-Sick - 10 days annually (bank 50)● 210+ contract days -Sick - 12 days annually (bank 50) <ul style="list-style-type: none">● Sell unused personal bank at \$150/each● Sell up to 5 sick days at current sub rate if staff have 25 days in their bank at the end of the year● Creation of group sick leave bank● Chance will work on a 2nd draft and get Nikki the language for the bank to have the auditors check and confirm within realm concerning fund balance policy and any changes that would put in to the audit process. Moving to August agenda. <p>12.5 Update IOwA: Kristin Gustafson and Nicole Thompson</p> <ul style="list-style-type: none">● <u>Designation of Identified Official with Authority for the MDE External User Access Recertification System</u> The Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority to comply with State Access Control Security Standard 1.0 which states that all user access rights to Minnesota state systems must be reviewed and	<p>Motion: Motion to extend meeting until completion. By: Bruce Banta Second: Darryl Holman Vote: Unanimous</p> <p>12.5 Motion: Designate Kristin Gustafson and Nicole Thompson as IOwA for TrekNorth Jr & Sr High school. By: Mark Larson Second: Jodie Olson Vote: Unanimous</p>
--	---	--

TrekNorth Junior & Senior High School Board of Directors

4:30 pm Board Meeting

June 15, 2017

	<p>recertified at least annually. The Identified Official with Authority will assign job duties and authorize external user's access to MDE secure systems for their local education agency (LEA). The Director recommends the Board authorize Kristin Gustafson and Nicole Thompson to act as the Identified Official with Authority for TrekNorth Jr & Sr High School.</p>	
<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 Discussion concerning meeting with ISD31 on June 7, 2017</p> <p>13.2 Confirm June Special Meeting Date and Time of 6/27/17</p> <p>13.3 Projected growth results MCA Reading & Math, MCA Science -</p> <p>13.4 Parent Satisfaction Results -</p> <p>13.5 Executive Director job posting update</p>	<p>13.1 Discussion concerning meeting with ISD31 on June 7, 2017</p> <p>13.2 Confirm June Special Meeting Date and Time of 6/27/17 - cancelled</p> <p>13.3 Projected growth results MCA Reading & Math, MCA Science - Postponed</p> <p>13.4 Parent Satisfaction Results - Postponed</p> <p>13.5 Executive Director job posting update</p> <ul style="list-style-type: none"> ● Posted to staff emails, website and online on Thursday June 8, 2017. Pioneer in print and online June 12, 2017. 	
<p>14. To Do Next Meeting</p> <p>6/22/2017 at 4:30 p.m.</p> <ul style="list-style-type: none"> ● Contract review for Civil Engineering contract ● Approving Design phase of Diehl Project Management ● Review Applications received to date - block out July 10th, 11th, and 12th for interviews - 4 p.m. forward ● Formulate Interview Questions - Document to be made in Google to put potential questions so they can be chosen at this meeting. <p>To Do Future Meetings,</p>		

TrekNorth Junior & Senior High School Board of Directors

4:30 pm Board Meeting

June 15, 2017

<p>08.08.2017:</p> <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 - Passed 	
<p>16.Adjourn</p>	<ul style="list-style-type: none"> ● Adjourn: 7:24 p.m. 	<p>Motion: Motion to Adjourn at 7:24 p.m. By: Darryl Holman Second: Jodie Olson Vote Results: Unanimous</p>

