

TrekNorth Junior & Senior High School Board of Directors

6:00 pm Board Meeting

October 10, 2017

Members present:

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| <input checked="" type="checkbox"/> Bruce Banta | <input checked="" type="checkbox"/> Jodie Olson |
| <input checked="" type="checkbox"/> Chance Adams | <input checked="" type="checkbox"/> Ekren Miller |
| <input checked="" type="checkbox"/> Darryl Holman | <input checked="" type="checkbox"/> Dave VanEngelenhoven (Dr. Dave) |
| <input checked="" type="checkbox"/> Sarah Winger | <input checked="" type="checkbox"/> Mark Larson |
| <input checked="" type="checkbox"/> Tiffany Happel | |

Ex-Officio Members Present:

- Nicole Thompson, Business Manager
 Kristin Gustafson, Exec Director

*DAH
12/14/2017*

Agenda Item	Notes:	Vote: 10.10.2017
<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: 6:00 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"> • Stacy Sjogren, Out of the Woods Consulting, Participate • Sr. High Student Council Representatives - Observe only 	<p>Motion: Approve guest Stacy Sjogren to participate in Board meeting presentations, 10.10.2017. By: Chance Adams Second: Jodie Olson Vote Results: Unanimous</p>
<p>3. Additions/Changes to the agenda</p> <p>4. Approval of Agenda</p>	<ul style="list-style-type: none"> • Add: 7.2 Accounting Manual and Procurement Procedure - Proposed updates by Finance Committee 	<p>Motion: Approve amended agenda with addition: 7.2 Accounting Manual and Procurement Procedure - Proposed updates by Finance Committee By: Chance Adams Second: Bruce Banta</p>

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6:00 pm Board Meeting

October 10, 2017

		Vote Results: Unanimous
<p>5. Declaration of conflict of interest</p>	<ul style="list-style-type: none"> ● Chance Adams, Jodie Olson and Mark Larson - 7.1 Contracts - will abstain from vote. 	
<p>6. Approval of minutes from previous meeting</p>	<p>6.1 - 09.12.17</p>	<p>Motion: Approve 9.12.17 minutes. By: Bruce Banta Second: Jodie Olson Vote Results: Unanimous</p>
<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 Contracts Pursuant to 3.3.3 <u>Executive Director Authorization</u> in <i>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></p> <p>7.2 Ongoing Financial Condition and Activities (EL: 2.5) - 2.5.10 <i>Accounting Controls: Operate without a system of accounting and controls or receive, process, or disburse funds without appropriate controls sufficient to meet the board-appointed auditor's standards.</i></p>	<p>7.1 Contract(s)[citation: 3.3.3 Executive Director Authorization]:</p> <p>7.1.1 SPED Service Contracts</p> <ul style="list-style-type: none"> ● Holly Nelson, Autism Consultant \$55/hr ● Amend Maximum of up to \$3000.00 for the year. <p>7.1.2 Internal Contracts (in addition to annual contract)</p> <ul style="list-style-type: none"> ● Mountain Bike Head Coach - Jerry Smith <ul style="list-style-type: none"> ○ \$2000.00/year ● Mountain Bike Assistant Coach - Mark Larson <ul style="list-style-type: none"> ○ \$1000.00/year ● Leadership Team - Greg Moen <ul style="list-style-type: none"> ○ \$3000.00/year ● District Wellness Director- Elizabeth Mathews <ul style="list-style-type: none"> ○ \$6500.00/year ● Student Council, Sr. High - Jodie Olson <ul style="list-style-type: none"> ○ \$1000.00/year ● Student Council, Jr. High - Elizabeth Mathews <ul style="list-style-type: none"> ○ \$1000.00/year ● Quiet Study Supervisor - Chance Adams <ul style="list-style-type: none"> ○ \$1200.00/seminar/semester ● Soccer Assistant Coach - Don King <ul style="list-style-type: none"> ○ \$1000.00/year ● Envirothon - Jennifer Aakre <ul style="list-style-type: none"> ○ \$2000.00/year ● Athletic Director - Dan Gannon <ul style="list-style-type: none"> ○ \$1000.00/year 	<p>Motion: 7.1.1 Approve contracts for SPED Autism Consultant with amended language to include maximum of \$3000.00/year. By: Mark Larson Second: Chance Adams Vote Results: Unanimous</p> <p>Motion: 7.1.2 Approve contracts as listed with no changes. Abstain Mark Larson, Jodie Olson and Chance Adams. Amended Motion: 7.1.2 and 7.1.3 Approve contracts as listed with no changes. Abstain Mark Larson, Jodie Olson and Chance Adams. By: Bruce Banta Second: Sarah Winger Vote Results: Unanimous</p>

TrekNorth Junior & Senior High School Board of Directors

6:00 pm Board Meeting

October 10, 2017

	<p>7.1.3 New Hires {citation: 3.3.3 Executive Director Authorization}</p> <ul style="list-style-type: none"> • Quiet Study, Teacher Assistant - .6 - Brenda Cecena \$15,140.13/school year <p>7.2 Accounting Manual and Procurement Procedure - Proposed updates by Finance Committee</p> <ul style="list-style-type: none"> • Recommendation by finance committee to accept changes as listed in finance minutes 10.10.17 and approve the accounting manual and procurement procedure for 17-18 school year. 	<p>7.2 Motion: Approve 17-18 version of accounting manual/procurement procedure with the changes cited on the finance committee minutes from 10.10.17. By: Jodie Olson Second: Sarah Winger Vote Results: Unanimous</p>
<p>8.Organizational Performance Review (<i>Review and acceptance of monitoring reports of policy</i>)</p> <ul style="list-style-type: none"> • Able to request clarifications from the Executive Director ahead of the meeting when reviewing and the Ex Director will reply all with the answer to expedite the meeting discussion. 	<p>8.0 Board Discussion: Determine whether adjustments need to be made to the review schedule to allow Kristin to catch up.</p> <ul style="list-style-type: none"> • Proposal by Executive Director to catch up via: Nov: Global Executive Constraint EL 2.0, Financial Condition EL 2.5 Jan: Ends Review Financial condition EL 2.5 Treatment of students EL 2.1 Feb: Asset protection EL 2.6 Treatment of guardians 2.2 <p>8.1 Treatment of Staff (EL:2.3) - Handout</p> <ul style="list-style-type: none"> • Discussion of pay scale concerns and how to address these concerns on future scale(s). • Concerns will be addressed via the salary committee scheduled to begin meeting in November 2017. • 2.3.4 Operational Interpretation provided to the board <p>8.2 Asset Protection (EL: 2.6)</p>	<p>8.1 Motion: Move 2.3.9 Annual report to later in the agenda. By: Mark Larson Second: Jodie Olson Vote Results: Unanimous</p>

TrekNorth Junior & Senior High School Board of Directors

6:00 pm Board Meeting

October 10, 2017

	<ul style="list-style-type: none">● Being worked on with Stacy <p>8.3 Treatment of Students (EL: 2.1)</p> <ul style="list-style-type: none">● Being worked on with Stacy <p>8.4 Treatment of Parents/Guardians (EL: 2.2)</p> <ul style="list-style-type: none">● Being worked on with Stacy <p>8.5 Financial Condi/Act (EL: 2.5)</p> <ul style="list-style-type: none">● Being worked on with Stacy <p>8.6 Review Ends</p> <ul style="list-style-type: none">● Being worked on with Stacy	<p>Motion: Extend meeting beyond 8 p.m until completion. By: Bruce Banta Second: Chance Adams Vote Results: Unanimous</p> <p>8.1 Motion: Reject Treatment of Staff (EL:2.3) as having provided unreasonable interpretations and make known the expectation to see a compliant report at this time next year. By: Mark Larson Second: Dave VanEngelenhoven Vote Results: Unanimous</p> <p>Motion: Amend policy EL:2.3 with the following: add informing staff of written on 2.3.1 and eliminate 2.3.3Policy Protection Allow staff to be uninformed of the Executive Director's interpretation of this board policy and their protections under this policy. By: Chance Adams Second: Mark Larson Vote Results: Unanimous</p>
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6:00 pm Board Meeting

October 10, 2017

<p>9.Membership Linkage Activities (<i>Attend to board's strategy, activities, & implications</i>)</p>	<p>9.1 Review options/schedule developed during 10/10/17 retreat and finalize linkage plan.</p> <ul style="list-style-type: none"> ● Committee created with Darryl, Dave, Sarah and Jodie. 	<p>Motion: Add linkage questions created to survey for parent conference night. Committee created with Darryl, Dave, Sarah and Jodie. By: Chance Adams Second: Bruce Banta Vote Results: Unanimous</p>
<p>10.Policy Development (<i>Attend to additions and amendments to governing policies</i>)</p>	<p>10.1 Consideration of Policy 2.3.9 Annual Report be moved to 2.9.8 - Communication and Support to the Board</p>	<p>Motion: Move 2.3.9 Annual report to Communication and Support to the Board 2.9.8 in the information section - no additional changes noted. By: Jodie Olson Second: Chance Adams Vote Results: Unanimous</p>
<p>11.Board Education (<i>Presentations and discussions according to the board's annual plan</i>)</p>	<p>11.1 MACS Board Training Calendar</p> <ul style="list-style-type: none"> ● Dr Speiker will be here October 14, 2017 from 8:30 a.m. -4:00 p.m. to provide the mandatory training for members ● no further action <p>11.2 Year End results growth/decline by class in reading, math and science</p> <ul style="list-style-type: none"> ● Will be reviewed in annual report talking points 	
<p>12.Board Decisions/Work (<i>Logistics, retained management functions, etc.</i>)</p>	<p>12.1 Accept Financial</p> <p>12.1.1 Reports: Expenditure Matrix, Payment Register, Cash Flow Statement - 201803</p>	<p>12.1.1 Motion: Approve 201803 Expenditure Matrix, Payment Register and Cash Flow Statement. By: Chance Adams Second: Bruce Banta Vote Results: Unanimous</p>

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6:00 pm Board Meeting

October 10, 2017

<p>121A.11 UNITED STATES FLAG.</p> <p>Subd. 3. Pledge of Allegiance.</p> <p>(a) All public and charter school students shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted:</p> <p>(1) by each individual classroom teacher or the teacher's surrogate; or</p> <p>(2) over a school intercom system by a person designated by the school principal or other person having administrative control over the school. A local school board or a charter school board of directors may annually, by majority vote, waive this requirement.</p> <p>(b) Any student or teacher may decline to participate in recitation of the pledge.</p> <p>(c) A school district or charter school that has a student handbook or school policy guide must include a statement that anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so and that students must respect another person's right to make that choice.</p>	<p>12.1.2 Best & Flanagan</p> <ul style="list-style-type: none">• Invoice pertaining to expansion expenses. \$36,768.70• Reviewed and moved to board from finance committee with recommendation to have our attorney, Haskell - review for validity of payment for services (contract and invoice review). <p>12.1.3 Increase to SPED supply line - general</p> <ul style="list-style-type: none">• 100% reimbursed by federal 419 funding• Increase by \$1500.00 <p>12.2 Expansion Formal Pursuit Decision for Auditors</p> <p>12.2.1 Approve or disapprove future pursuit of expansion cost from ABC. (needed by auditors)</p> <p>12.3 Approve Annual Report - Talking Points</p> <ol style="list-style-type: none">1. MCA Proficiency and VOA Goals, pg 10, 112. PDP plan for Director pg 123. Enrollment and Admissions pg 174. AP Participation pg 22-235. FRP proficiency pg 256. Legal and Contractual Compliance pg 287. Parent Feedback pg 318. School Finances pg 33	<p>12.1.2 Motion: Have attorney Haskell review the Doherty contract and invoice prior to payment. By: Mark Larson Second: Dave VanEngelenhoven Vote Results: Unanimous</p> <p>12.1.3 Motion: Increase SPED General supply line by \$1500.00. By: Mark Larson Second: Bruce Banta Vote Results: Unanimous</p> <p>12.2 Motion: TrekNorth will pursue future reimbursement of ABC formation cost from TrekNorth ABC in the amount of \$5700.00. Motion: Mark Larson Second: Chance Adams Vote Results: Unanimous</p> <p>12.3 Motion: Approve the Annual Report as submitted by the executive director including the addition of the folder number. By: Sarah Winger Second: Jodie Olson Vote Results:</p>
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6:00 pm Board Meeting

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<p>(d) A local school board or a charter school board of directors that waives the requirement to recite the Pledge of Allegiance under paragraph (a) may adopt a district or school policy regarding the reciting of the Pledge of Allegiance.</p>	<p>9. Folder number - addition on page 14</p> <p>12.4 Pledge of Allegiance - Mn Statute 121A.11, Subd 3</p> <p>12.5 Confirm New Member On-Boarding Plan</p> <ul style="list-style-type: none">● Handout in board packet● Updated in language to reflect strongly encouraged instead of required	<p>12.4 Motion: Postpone until next meeting. By: Chance Adams Second: Mark Larson Discussion. Chance notes he requested this in September meeting. Vote Results: In Favor - 3 Opposed - 3 Chair - Opposed</p> <p>Motion: TrekNorth will waive the pledge of allegiance requirement as cited in MN Statute 121A.11, Subd 3. Motion: Chance Adams Second: Bruce Banta Discussion. Vote Results: In Favor - 4 Opposed - 1 Abstain - 1</p> <p>Motion: Accept the onboarding procedure with the language change from required to strongly encouraged. By: Mark Larson Second: Sarah Winger</p>
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		Vote results: In Favor - 5 Abstain - 1
13.Other Information <i>(Incidental information from the CEO in accordance with board policies such as Communication and Support to the Board)</i>	<ul style="list-style-type: none"> • No item 	
14.To Do Next Meeting	11.14.17 <ul style="list-style-type: none"> • Global Executive Constraint Review (EL:2.0) • Financial Condition (EL 2.5) • External Report: Audit • STAR test • Expansion discussion • Adhoc Linkage report 	
15.VOA Meeting Observation Form	<ul style="list-style-type: none"> • VOA Evaluation - passed 	
16.Adjourn	<ul style="list-style-type: none"> • Adjourn: 9:33 p.m. 	Motion: Motion to Adjourn at 9:33 p.m. By: Sarah Winger Second: Mark Larson Vote Results: Unanimous