

TrekNorth Junior & Senior High School Board of Directors

6:00 pm Board Meeting

January 9, 2018

Members present:

- | | |
|--|---|
| <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 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

DAVE
2/3/18

Agenda Item	Notes:	Vote: 01.09.2018
<p>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>Public Comment, Guest(s) Maximum 5 min each, 30 minutes total</p>	<ul style="list-style-type: none"> ● Sr. High Student Council Representative - Observe only 	
<p>Additions/Changes to the agenda</p> <p>Approval of Agenda</p>	<ul style="list-style-type: none"> ● Addition: 6.5 Budget Amendments <ul style="list-style-type: none"> ○ PSEO - additional \$15,000 bringing total to \$30,000. Additional Students and college in the high school costs ○ SPED non instructional - additional \$1000 bringing total to \$4750. Higher than anticipated costs for additional classroom 	<p>Motion: Additions: 6.5 Budget Amendments. By: Bruce Banta Second: Ekren Miller Vote Results: Unanimous</p> <p>Motion: Approve agenda with addition. By: Dave VanEngelenhoven Second: Jodie Olson Vote Results: Unanimous</p>

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<p>.Declaration of Conflict of Interest</p>	<ul style="list-style-type: none"> ● Jodie Olson - Abstain from vote on Home based instruction contract ● Darryl Holman - Abstain from vote on contract of Alicia Papke Larson ● Ekren Miller - Abstain from vote on budget amendments 	
<p>.Approval of minutes from previous meeting</p>	<p>6.1 - 11.14.17</p>	<p>Motion: Approve 11.14.17 minutes. By: Chance Adams Second: Bruce Banta Vote Results: Unanimous</p>
<p>.5 Budget Amendments</p>	<ul style="list-style-type: none"> ● 6.5 Budget Amendments <ul style="list-style-type: none"> ○ PSEO - additional \$15,000 bringing total to \$30,000. Additional Students and college in the high school costs ○ SPED non instructional - additional \$1000 bringing total to \$5250. Higher than anticipated costs for additional classroom. 	<p>Motion: Approve 6.5 budget amendments as requested. By: Chance Adams Second: Jodie Olson Vote Results: unanimous Ekren Miller abstains</p>
<p>. 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)</p> <p>.1 Contracts Pursuant to 3.3.3 <u>Executive Director Authorization in Delegation</u> 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:</p>	<p>7.1 Contract(s)[citation: 3.3.3 Executive Director Authorization]:</p> <p>7.1.1 Internal Contracts (in addition to annual contract)</p> <ul style="list-style-type: none"> ● Home Based Instruction - Jodie Olson <ul style="list-style-type: none"> ○ \$17.00/hr, not to exceed 40 hours + travel time ● TNT Tutor - Alicia Papke-Larson <ul style="list-style-type: none"> ○ \$15.00/hr, not to exceed 6 hours per week ● Speech Coach - Lisa Fisher <ul style="list-style-type: none"> ○ \$2000.00/ Season ● Robotics - Mary Comfort, Lead <ul style="list-style-type: none"> ○ \$2000.00/Season <p>7.1.2 External Contract</p> <ul style="list-style-type: none"> ● Robotics - Michael Reeves, Assistant <ul style="list-style-type: none"> ○ \$1000.00/Season ● Nordic Ski - Michael Meehlhause, Lead <ul style="list-style-type: none"> ○ \$2000.00/Season ● Nordic Ski - Maara Stocker, Assistant <ul style="list-style-type: none"> ○ \$1000.00/Season 	<p>Motion: Approve contracts as listed with no changes. By: Chance Adams Second: Mark Larson Vote Results: Unanimous Jodie Olson abstained. Darryl Holman abstained.</p>

Organizational Performance Review *(Review and acceptance of monitoring reports of policy) pursuant to 2.9.1 Monitoring Data in Monitoring concerning communication and support to the Board:*

- **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.**

- 8.0 Financial Condi/Act (EL: 2.5)
- Handout
 - Review of submission
 - 2.5.12 - Uncompromised Audit
 - Reasonable Interpretation - 7 yes, 0 No
 - Sufficient Data - 7 yes, 0 no
 - 2.5.11 - Restricted Assets
 - Reasonable Interpretation - 7 yes, 0 No
 - Sufficient Data - 7 yes, 0 no
 - 2.5.10 - Accounting Controls
 - Reasonable Interpretation - 7 yes, 0 No
 - Sufficient Data - 7 yes, 0 no
 - 2.5.09 - Cash Balances
 - Reasonable Interpretation - 7 yes, 0 No
 - Sufficient Data - 7 yes, 0 no
 - 2.5.08 - Tax Requirements
 - Reasonable Interpretation - 7 yes, 0 No
 - Sufficient Data - 7 yes, 0 no
 - 2.5.07 - Operational Reserve
 - Reasonable Interpretation - 7 yes, 0 No
 - Sufficient Data - 7 yes, 0 no
 - 2.5.06 - Monthly Summaries and Exception Reporting
 - Reasonable Interpretation - 7 yes, 0 No
 - Sufficient Data - 7 yes, 0 no
 - 2.5.05 - Loans
 - Reasonable Interpretation - 7 yes, 0 No
 - Sufficient Data - 7 yes, 0 no
 - 2.5.04 - Pursuit of Receivables
 - Reasonable Interpretation - 7 yes, 0 No
 - Sufficient Data - 7 yes, 0 no
 - 2.5.03 - Property Disposal
 - Reasonable Interpretation - 7 Yes, 0 No

8.0 Motion: Accept the monitoring report Financial Condition/Activities (EL: 2.5) having provided reasonable interpretations and data that demonstrated compliance with those interpretations.
 By: Jodie Olson
 Second: Chance Adams
 Vote Results: Unanimous

- Sufficient Data - 7 Yes, 0 no
- 2.5.02 - IRS Filing
 - Reasonable Interpretation - 7 yes, 0 No
 - Sufficient Data - 7 yes, 0 no
- 2.5.01 - Unassigned Spending
 - Reasonable Interpretation - 7 yes, 0 No
 - Sufficient Data - 7 yes, 0 no
- 2.5.00 - Global Constraint
 - Reasonable Interpretation - 7 yes, 0 No
 - Sufficient Data - 7 yes, 0 no

8.1 Treatment of Students Review (EL: 2.1)

- Handout
- Review of submission
- 2.1.7 - Background Checks
 - Request to add website along with link
 - Reasonable Interpretation - 7 yes, 0 No
 - Sufficient Data - 7 yes, 0 no
- 2.1.6 - Protections Information
 - Reasonable Interpretation - 7 yes, 0 No
 - Sufficient Data - 7 yes, 0 no
 - Mark Larson left early
- 2.1.5 - Academic Progress Reports
 - Reasonable Interpretation - 6 yes, 0 No
 - Sufficient Data - 6 yes, 0 no
- 2.1.4 - Data Privacy
 - Addition: SPED info kept in fireproof locked cabinets
 - Reasonable Interpretation - 6 yes, 0 No
 - Sufficient Data - 6 yes, 0 no

8.1 Motion: Accept the monitoring report Treatment of Students (EL: 2.1) having provided reasonable interpretations and data that demonstrated compliance with those interpretations.
By: Chance Adams
Second: Jodie Olson
Vote Results: Unanimous

	<p>2.1.3 - Handling of Student Maltreatment</p> <ul style="list-style-type: none"> ○ Reasonable Interpretation - 6 yes, 0 No ○ Sufficient Data - 6 yes, 0 no <p>2.1.2 - Discipline</p> <ul style="list-style-type: none"> ○ Reasonable Interpretation - 6 yes, 0 No ○ Sufficient Data - 6 yes, 0 no <p>2.1.1 - Violence and Harassment Protection</p> <ul style="list-style-type: none"> ○ Reasonable Interpretation - 6 yes, 0 No ○ Sufficient Data - 6 yes, 0 no <p>2.1.0 - Global Constraint</p> <ul style="list-style-type: none"> ○ Reasonable Interpretation - 6 yes, 0 No ○ Sufficient Data - 6 yes, 0 no 	
<p>Membership Linkage Activities (<i>Attend to board's strategy, activities, & applications</i>)</p>	<p>9.1 Adhoc Committee Report</p> <ul style="list-style-type: none"> ● TN membership linkage plan reviewed by committee members ● Rough draft shared with all - in shared folder for view ● Discussion on letter concerning High Quality Charter School award. Darryl will draft letter for dissemination. ● Survey - work on combined survey with parent satisfaction - potentially centered around collection at talent show (high attendance) 	
<p>0. Policy Development (<i>Attend to additions and amendments to governing policies</i>)</p>	<p>10.1 No Item</p>	
<p>1. 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"> ● Handout ● No Further Action 	
<p>2. Board Decisions/Work (<i>Logistics, retained management functions, etc.</i>)</p>	<p>12.1 Financial</p> <p>12.1.1 Reports: Expenditure Matrix, Payment Register, Cash Flow Statement, Balance Sheet and Budget vs. Actual ADM - 201805 and 201806</p>	<p>12.1.1 Motion: Approve 201805 & 201806 Expenditure Matrix, Payment Register, Cash Flow Statement, Balance Sheet and Budget vs. Actual ADM.</p>

By: Chance Adams
Second: Tiffany Happel
Vote Results: Unanimous

- 12.1.2 TrekNorth 990 review and acceptance.
- Submission via CLA post acceptance

12.1.2 Motion: Accept the
2016 TrekNorth 990.
By: Chance Adams
Second: Ekren Miller
Vote Results: Unanimous

12.2 Expansion

- 12.2.1 2018 High Quality Charter School
- MDE award status for 2018. This is the status needed to be able to apply for the expansion grant.
 - No further action
- 12.2.2 Expansion expenses to date as requested
- Discussion - request a per vendor detail instead of all expenses in the line - next meeting.
 - No Further Action
- 12.2.3 Best & Flanagan, Lindquist & Vennum LLP
- Request Official letter from Haskell to send to companies.
 - No additional board action

12.3 Student Performance

- 12.3.1 Early Intervention

- Preventative in nature. Goal to review students (via groups) to response intervention and tiers of teaching as needed prior to waiting for individual need to arise.
- Reviewing STAR test data
- Hope is to help reduce student frustration and to help middle school specifically get ready for high school
- No Further Action

12.4 VOA

12.4.1 Site Visit Rubric review and acceptance

- New Rubric this year.
- Highlights from Handout:
 - Section 2 - MCA Math - Discussed implementation of specifics attempting to address
 - Page 5, 3rd from bottom - job descriptions
 - Page 6, data collection and storage - board designations
 - Log of request of information and policy concerning such
 - Page 8 - website updates. Board Strategic Plan and group health

12.5 Director Eval Committee Appointments

- Format was revamped last year and minus McKeon's PDP specifics should

12.4 Motion: Accept the site visit rubric from VOA's visit 10.2017.

By: Bruce Banta

Second: Jodie Olson

Vote Results: Unanimous

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	<p>be almost ready. The survey mainly based on board policy (non PDP).</p> <ul style="list-style-type: none"> • Kristin has been operating without specific PDP this year. • Appointees: Chance Adams, Jodie Olson, Sarah Winger and Mark Larson 	
<p>3. Other Information <i>(Incidental information from the CEO in accordance with board policies such as Communication and Support to the Board) pursuant to 2.8.3 Compensation and Benefits</i></p>	<p>13.1 Lunch Discussion</p> <ul style="list-style-type: none"> • Looking into alternative options and current contract with Aramark • No further action 	
<p>4. To Do Next Meeting</p>	<p>02.13.18</p> <ul style="list-style-type: none"> • Asset Protection EL: 2.6 • Treatment of Guardians EL: 2.2 • Director Eval Committee - update • Linkage update • Expansion update - per vendor expenses (total project) • Vote on RA, DPCO, and DPA (then annual motions) • Board Strategic Plan • Lunch Update 	
<p>5. VOA Meeting Observation Form</p>	<ul style="list-style-type: none"> • VOA Evaluation - Passed 	
<p>6. Adjourn</p>	<ul style="list-style-type: none"> • Adjourn: 8:01 p.m. 	<p>Motion: Motion to Adjourn at 8:01 p.m. By: Chance Adams Second: Tiffany Happel Vote Results: Unanimous</p>

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