

TrekNorth Junior & Senior High School Board of Directors

6:00 pm Board Meeting

November 14, 2017

Members present:

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| <u>x</u> Bruce Banta | <u>x</u> Jodie Olson |
| <u>x</u> Chance Adams | <u>x</u> Ekren Miller |
| <u>x</u> Darryl Holman | <u>x</u> Dave VanEngelenhoven (Dr. Dave) via phone - no vote |
| <u>x</u> Sarah Winger | <u>a</u> Mark Larson |
| <u>x</u> Tiffany Happel | |

Ex-Officio Members Present:

- x Nicole Thompson, Business Manager
x Kristin Gustafson, Exec Director

DAH
1/9/18

Agenda Item	Notes:	Vote: 11.14.2017
<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"> • Mary Reedy, Clifton Larson Allen, Participate • Sr. High Student Council Representatives - Observe only 	<p>Motion: Approve guest Mary Reedy to participate in Board meeting presentation, 11.14.2017. By: Chance Adams Second: Ekren Miller Vote Results: Unanimous</p>
<p>3. Additions/Changes to the agenda</p> <p>4. Approval of Agenda</p>	<ul style="list-style-type: none"> • No Changes 	<p>Motion: Approve agenda as submitted. By: Jodie Olson Second: Sarah Winger Vote Results: Unanimous</p>

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<p>5. Declaration of Conflict of Interest</p>	<ul style="list-style-type: none"> ● Darryl Holman - Abstain from vote on contract of Alicia Papke Larson 	
<p>6. Approval of minutes from previous meeting</p>	<p>6.1 - 10.10.17</p>	<p>Motion: Approve 10.10.17 minutes. By: Sarah Winger Second: Jodie Olson Vote Results: Unanimous</p>
<p>6.5 External Report: Audit</p>	<p>6.5 Audit</p> <ul style="list-style-type: none"> ● Powerpoint and audit results (in electronic file) ● No audit adjustments noted ● Uncorrected adjustment - revolving accounts (deferred revenue) ● Clean audit opinion ● Findings: Segregation of Duties and Financial Statement Preparations ● Legally compliant per State requirements ● Currently 29% (policy 25%) ● Food Service (Currently positive balance of \$11 in that fund) ● Table reviews (powerpoint) 	<p>Motion: Accept the 16-17 Audit as presented. By: Chance Adams Second: Sarah Winger 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 Executive Director Authorization in Delegation to the Executive Director, the Director has the authority to</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"> ● Yearbook Advisor - Tara King <ul style="list-style-type: none"> ○ \$1000.00/year <p>7.1.2 External Contract</p> <ul style="list-style-type: none"> ● Turf Consulting - Pro Turf Systems 	<p>Motion: Approve contracts as listed with no changes. Darryl Holman abstained. By: Chance Adams Second: Ekren Miller Vote Results: Unanimous</p>

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<p>offer employee contracts. However, guidance from VOA has directed that all contracts retain board approval:</p> <p>7.2 School Assessment Plan Pursuant to 3.3.3 <u>Executive Director Authorization in Delegation to the Executive Director</u>, the Director has the authority to complete and submit the plan. However, guidance from VOA has directed that board approval be retained:</p>	<p>\$6,995.00/school year + \$295/mowing</p> <ul style="list-style-type: none"> School Nurse services - Charter School Health \$45/hr. estimated annual \$1000.00 contract or less <p>7.1.3 New Hires</p> <ul style="list-style-type: none"> SPED Temporary Full-time Para - Alicia Papke-Larson \$8,305.44 (11.06.17-02.28.18) <p>7.2 School Assessment Plan - VOA Requirement</p> <ul style="list-style-type: none"> Handout (all present) and will scan into electronic folder Discussion concerning current testing as provided to the students ACT, MCA, PSAT, STAR, Semester Finals, MCA, and AP per class 	<p>7.2 Motion: Approve 17-18 School Assessment Plan as provided. By: Jodie Olson Second: Ekren Miller Vote Results: Unanimous</p>
<p>8. Organizational Performance Review (Review and acceptance of monitoring reports of policy) Pursuant to 2.9.1 <u>Monitoring Data in Monitoring</u> concerning communication and support to the Board:</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 Financial Condi/Act (EL: 2.5)</p> <ul style="list-style-type: none"> Handout Review of submission 2.5.12 - Uncompromised Audit <ul style="list-style-type: none"> Reasonable Interpretation - 7 yes, 0 No Sufficient Data - 7 yes, 0 no 2.5.11 - Restricted Assets <ul style="list-style-type: none"> Reasonable Interpretation - 7 yes, 0 No Sufficient Data - 7 yes, 0 no 2.5.10 - Accounting Controls <ul style="list-style-type: none"> Reasonable Interpretation - 7 yes, 0 No Sufficient Data - 7 yes, 0 no 2.5.09 - Cash Balances <ul style="list-style-type: none"> Reasonable Interpretation - 7 yes, 0 No Sufficient Data - 7 yes, 0 no 2.5.08 - Tax Requirements <ul style="list-style-type: none"> Reasonable Interpretation - 7 yes, 0 No Sufficient Data - 7 yes, 0 no 2.5.07 - Operational Reserve 	<p>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: Sarah Winger Vote Results: Unanimous</p>

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	<ul style="list-style-type: none">○ Reasonable Interpretation - 7 yes, 0 No○ Sufficient Data - 7 yes, 0 no <p>2.5.06 - Monthly Summaries and Exception Reporting</p> <ul style="list-style-type: none">○ Reasonable Interpretation - 7 yes, 0 No○ Sufficient Data - 7 yes, 0 no <p>2.5.05 - Loans</p> <ul style="list-style-type: none">○ Reasonable Interpretation - 7 yes, 0 No○ Sufficient Data - 7 yes, 0 no <p>2.5.04 - Pursuit of Receivables</p> <ul style="list-style-type: none">○ Reasonable Interpretation - 7 yes, 0 No○ Sufficient Data - 7 yes, 0 no <p>2.5.03 - Property Disposal</p> <ul style="list-style-type: none">○ Discussion on Policy - Per individual item of real property language of board policy.○ Reasonable Interpretation - 7 Yes, 0 No○ Sufficient Data - 7 Yes, 0 no <p>2.5.02 - IRS Filing</p> <ul style="list-style-type: none">○ Reasonable Interpretation - 7 yes, 0 No○ Sufficient Data - 7 yes, 0 no <p>2.5.01 - Unassigned Spending</p> <ul style="list-style-type: none">○ Reasonable Interpretation - 7 yes, 0 No○ Sufficient Data - 7 yes, 0 no <p>2.5.00 - Global Constraint</p> <ul style="list-style-type: none">○ Reasonable Interpretation - 7 yes, 0 No○ Sufficient Data - 7 yes, 0 no <p>8.1 Global Executive Constraint Review (EL: 2.0)</p> <ul style="list-style-type: none">● Handout● Review of submission	<p>Motion: Amend 2.05.03 Property Disposal - add "any school property". By: Chance Adams Second: Sarah Winger Vote Results: Unanimous</p> <p>8.1 Motion: Accept the monitoring report Global Executive Constraint (EL: 2.0) having provided reasonable interpretations</p>
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	<ul style="list-style-type: none"> ● 2.0 - Global Executive Constraint <ul style="list-style-type: none"> ○ Reasonable Interpretation - 7 yes, 0 No ○ Sufficient Data - 7 yes, 0 no 	<p>and data that demonstrated compliance with those interpretations. By: Jodie Olson Second: Bruce Banta Vote Results: Unanimous</p>
<p>9.Membership Linkage Activities <i>(Attend to board's strategy, activities, & implications)</i></p>	<p>9.1 Adhoc Committee Report</p> <ul style="list-style-type: none"> ● Darryl attended both sessions of the conferences - positive discussions and good interactions. ● Asked about the school culture - positive results. High interest of parent volunteers. ● Few comments about expansion - felt waiting was the right decision, but still want it to come to fruition in the future. ● Ekren heard positive comments about school choice. ● Jodie heard positive comments about school responsiveness. ● Ad Hoc committee need to meet to discuss the next step on linkage. 	
<p>10.Policy Development <i>(Attend to additions and amendments to governing policies)</i></p>	<p>10.1 No Item</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"> ● Handout <p>11.2 STAR test</p> <ul style="list-style-type: none"> ● First round of STAR tests completed (replaced OLPA). Getting baselines and exploring additional options with this type. 	

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	<ul style="list-style-type: none"> Positive from teachers so far - helpful data mining processes internally so departments can focus in on needs. 	
<p>12. Board Decisions/Work (<i>Logistics, retained management functions, etc.</i>)</p>	<p>12.1.1 Reports: Expenditure Matrix (current and updated form), Payment Register (unchanged), Cash Flow Statement (unchanged), Balance Sheet (new form) and Budget vs. Actual ADM (new form) - 201804</p> <p>12.1.2 Best & Flanagan</p> <ul style="list-style-type: none"> Update Postpone pending review <p>12.1.3 Zetah Construction - inspection and pre-construction fees - \$4165.80</p> <p>12.1.4 Lindquist & Vennum LLP -</p> <ul style="list-style-type: none"> ABC formation and 1023 Application - \$5150.00 Acquisition of Facilities - \$19,801.53 <p>Nikki will draft a letter to Best and Flanagan and Lindquist & Vennum LLP to notify of the delay and send to Darryl for signature.</p>	<p>12.1.1 Motion: Approve 201804 Expenditure Matrix, Payment Register, Cash Flow Statement, Balance Sheet and Budget vs. Actual ADM. By: Chance Adams Second: Tiffany Happel Vote Results: Unanimous</p> <p>Motion: Expansion related expenses - Approval to pay Zetah at \$4165.80. By: Chance Adams Second: Sarah Winger Vote Results: Unanimous</p> <p>Motion: Expansion related expenses - Approval to pay Lindquist & Vennum LLP - \$5150 for the ABC Formation and the 1023 Application. By: Jodie Olson Second: Tiffany Happel Vote Results: Unanimous</p> <p>Motion: Extend meeting beyond 8:00 p.m. By: Bruce Banta Second: Chance Adams</p>

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	<p>12.2 Expansion</p> <ul style="list-style-type: none"> ● What is the board looking for in terms of update? ● Provide itemized expenditures to date ● Linkage with parents for future expansion (including gathering an official waiting list) <p>12.3 School Calendar: Change staff work day from 1/22/18 to 1/15/18</p>	<p>Vote Results: Unanimous</p> <p>Motion: Postpone Lindquist & Venum LLP acquisition of facilities to January 2018 meeting. By: Chance Adams Second: Tiffany Happel Vote Results: Unanimous</p> <p>12.3 Motion: Change staff only day from the 22nd to the 15th, but compensate the staff for the additional time. By: Bruce Banta Second: Chance Adams Vote Results: Unanimous</p>
<p>13.Other Information (Incidental information from the CEO in accordance with board policies such as Communication and Support to the Board) Pursuant to 2.8.3 <u>Compensation and Benefits</u></p>	<p>13.1 Sub Pay Change</p> <ul style="list-style-type: none"> ● Increase from \$45/½ day and \$95-\$107.50/day to \$60/½ day and \$120/day ● No further action 	
<p>14.To Do Next Meeting</p>	<p>01.09.18</p> <ul style="list-style-type: none"> ● Financial Condition EL: 2.5 ● Treatment of Students EL: 2.1 ● Appoint Director Eval Committee 	

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	<ul style="list-style-type: none">• Tax Document Presentation• Expansion Update• Linkage - ad hoc needs to meet prior to next board meeting about next steps. Report at January meeting.• Lunch Discussion	
15.VOA Meeting Observation Form	<ul style="list-style-type: none">• VOA Evaluation - passed	
16.Adjourn	<ul style="list-style-type: none">• Adjourn: 8:40 p.m.	Motion: Motion to Adjourn at 8:40 p.m. By: Sarah Winger Second: Ekren Miller Vote Results: Unanimous