

TrekNorth Junior & Senior High School Board of Directors

6:00 pm Board Meeting

February 13, 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 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  
3/28/2018*

Agenda Item	Notes:	Vote: 02.13.2018
<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>• Sr. High Student Council Representative - Observe only</li> <li>• Erica Harmsen, Asst. Director - AIPAC - future meeting concerning concurrence on the Indian Ed plan as submitted to the state.</li> </ul>	
<p><b>3. Additions/Changes to the agenda</b></p> <p><b>4. Approval of Agenda</b></p>	<ul style="list-style-type: none"> <li>• Addition: 12.8 March Meeting Date from 3.13.18 to later in the month for VOA visit alignment to the week of 26th.</li> </ul>	<p>Motion: Approve agenda with addition of March meeting date to later in March to align with VOA attendance.                      By: Chance Adams                      Second: Jodie Olson                      Vote Results: Unanimous</p>
<p><b>5. Declaration of Conflict of Interest</b></p>	<ul style="list-style-type: none"> <li>• Ekren Miller and Chance Adams - Abstain from vote on 7.1</li> <li>• Darryl Holman - Abstain from vote on 7.1</li> </ul>	

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<p><b>6.Approval of minutes</b> from previous meeting</p>	<p><b>6.1 - 01.09.2018</b></p>	<p>Motion: Approve 01.09.2018 minutes. By: Bruce Banta Second: Mark Larson Vote Results: Unanimous</p>
<p><b>7. Consent Agenda</b> <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><b>7.1 Contracts</b> Pursuant to 3.3.3 <u>Executive Director Authorization in Delegation to the Executive Director</u>, the Director has the authority to offer employee contracts. However, guidance from VOA has directed that all contracts retain board approval:</p>	<p><b>7.1 Contract(s)[citation: 3.3.3 Executive Director Authorization]:</b></p> <p>7.1.1 Internal Contracts (in addition to annual contract)</p> <ul style="list-style-type: none"> <li>● Quiet Study - Ekren Miller &amp; Chance Adams             <ul style="list-style-type: none"> <li>○ \$1,200/each for 2nd semester</li> </ul> </li> <li>● SPED Para - Alicia Papke-Larson             <ul style="list-style-type: none"> <li>○ Continuation of contract until end of school year. \$15.73/hr</li> </ul> </li> <li>● Knowledge Bowl - Stephen Peterka             <ul style="list-style-type: none"> <li>○ \$750/season</li> </ul> </li> <li>● Ski Assistant - Brenda Cecena             <ul style="list-style-type: none"> <li>○ \$10.00/hr, not to exceed 15 hours for season</li> </ul> </li> <li>● Full Time English - Matt "Dave" Lavrenz             <ul style="list-style-type: none"> <li>○ Increase from .80 time to 1.0 FT as of 2nd semester</li> </ul> </li> </ul> <p>7.1.2 External Contract</p> <ul style="list-style-type: none"> <li>● 6th Robotics - James Owens             <ul style="list-style-type: none"> <li>○ \$4125.00/Semester maximum</li> </ul> </li> <li>● 6th Robotics - Karen Bradley             <ul style="list-style-type: none"> <li>○ \$3300.00/Semester maximum</li> </ul> </li> <li>● Quiet Study &amp; misc. (3 hrs /school day) - Kaija Roy             <ul style="list-style-type: none"> <li>○ \$5,047/Semester</li> </ul> </li> </ul>	<p>Motion: Approve contracts as listed with no changes. By: Mark Larson Second: Bruce Banta Vote Results: Unanimous Chance Adams, Ekren Miller and Darryl Holman abstained.</p>
<p><b>8. Organizational Performance Review</b> <i>(Review and acceptance of monitoring reports of policy)</i> Pursuant to 2.9.1 <u>Monitoring Data in Monitoring concerning communication and support to the Board:</u></p>	<p><b>8.0 Asset Protection (EL: 2.6)</b></p> <ul style="list-style-type: none"> <li>● Handout</li> <li>● Review of submission</li> <li>● 2.6.8 - External Usage             <ul style="list-style-type: none"> <li>○ Reasonable Interpretation - 9 yes, 0 No</li> <li>○ Sufficient Data - 9 yes, 0 no</li> </ul> </li> <li>2.6.7 - Preserving Environment</li> </ul>	<p>8.0 Motion: Accept the monitoring report Asset Protection (EL: 2.6) having provided reasonable interpretations and data that demonstrated compliance with those interpretations.</p>



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<p><b>9.Membership Linkage Activities</b> <i>(Attend to board's strategy, activities, &amp; implications)</i></p>	<p>9.1 Adhoc Committee Report</p> <ul style="list-style-type: none"> <li>● Chili Feed March 2, 2018 - Darryl will sit at the table and provide board coverage with a suggestion box for ideas. Letter will be available for all that will include High Quality Charter School Award and the board's position on expansion of K-5.</li> <li>● Request for March 15, 2018 board participation in an informational presentation by PACER concerning <b>ABC's of the IEP for the Transition Age Students and their Parents.</b></li> <li>● Suggestion - monthly blurb via email concerning highlights on the current meeting. Darryl will get information to Kirby to send out.</li> <li>● Mark is looking into something for members to wear to events to make obvious board member.</li> <li>● No further action</li> </ul>	
<p><b>10.Policy Development</b> <i>(Attend to additions and amendments to governing policies)</i></p>	<p>10.1 No Item</p>	
<p><b>11.Board Education</b> <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"> <li>● Handout</li> <li>● No Further Action</li> </ul>	
<p><b>12.Board Decisions/Work</b> <i>(Logistics, retained management functions, etc.)</i></p>	<p><b>12.1 Financial</b></p> <p>12.1.1 Reports: Expenditure Matrix, Payment Register, Cash Flow Statement, Balance Sheet and Budget vs. Actual ADM - 201807</p> <ul style="list-style-type: none"> <li>● No additional discussion</li> </ul>	<p>12.1.1 Motion: Approve 201807 Expenditure Matrix, Payment Register, Cash Flow Statement, Balance Sheet and Budget vs. Actual ADM. By: Chance Adams Second: Dave VanEngelenhoven Vote Results: Unanimous</p>

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**12.2 Expansion**

12.2.1 Expansion expenses per vendor as requested

- Darryl will be working on an official statement for the linkage letter
- No further action

12.2.2 Best & Flanagan, Lindquist & Vennum LLP - update

- Attorney drafted language and letters sent to companies
- No further action at this time

**12.3 Student Performance**

12.3.1 Mid-Year update

- Handout
- New document - discuss mid-year only (not a monthly thing) - keeps topics and detail at a high level not day-to-day - general agreement
- Request if there is anything else to touch on for the next one? SLP/OAP
- No further action

**12.4 Director Eval Committee update**

- Update including:
  - Reviewed the format from last year
  - Removed prior director specific
  - Draft Timeline - survey staff and evaluate, presented to the Director and the Board, PDP developed for upcoming year and finalization at a board meeting.
  - Board received MACS seven items to include in an evaluation
- No further action

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	<p><b>12.5 VOA - Goals</b></p> <ul style="list-style-type: none"><li>● Current goals based on proficiency</li><li>● Could adjust goals to growth if chose to renew early (vs. sticking with current goals and renewal post 06.30.2019).</li><li>● New contract would include language concerning expansion and additional site approval.</li><li>● Due March 15th if going to renew early</li><li>● Both Kristin and Leslie are supportive to renew early.</li></ul> <p><b>12.6 Vote on RA, DPCO and DPA assignments</b></p> <ul style="list-style-type: none"><li>● Executive Director suggests:<ul style="list-style-type: none"><li>○ RA - Responsible Authority - Kristin Gustafson</li><li>○ DPCO - Data Practices Compliance Officer - Darryl Holman</li><li>○ DPA - Designated Person Authority - Kirby Ganske</li><li>○ Add to annual motions in August Board meeting</li></ul></li></ul> <p><b>12.7 Board Strategic Plan</b></p> <ul style="list-style-type: none"><li>● Strategic Plan is the Ends (Policy) as reviewed and agreed upon annually.</li></ul>	<p>12.5 Motion: Renew contract early with VOA. By: Jodie Olson Second: Ekren Miller Vote Results: Unanimous</p> <p>12.6 Motion: Accept the roles as follows: <b>Responsible Authority - Kristin Gustafson</b> <b>Data Practices Compliance Officer - Darryl Holman</b> <b>Designated Person Authority - Kirby Ganske</b> and add this to the annual motion docket in August's meeting. By: Mark Larson Second: Chance Adams Vote Results: Unanimous</p>
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	<ul style="list-style-type: none"><li>● Kristin will update the website to officially label as such and add a link</li></ul> <p><b>12.8 March Meeting Date</b></p> <ul style="list-style-type: none"><li>● From 3.13.18 to later in the month for VOA visit alignment to the week of 26th.</li><li>● Request to Skype instead? Record and send to her? See if that's an option. If not Darryl will send an email to all changing to either the Tuesday or Wednesday of that week of the 26th.</li></ul>	
<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> <i>Pursuant to 2.8.3 <u>Compensation and Benefits</u></i></p>	<p><b>13.1 Lunch Discussion</b></p> <ul style="list-style-type: none"><li>● Handouts</li><li>● Called a number of local entities - they need to qualify for the school program. Suggestion to add Concordia, Marketplace and Brian Baker Catering to the list.</li><li>● Could there be a salad bar option?</li><li>● Begin discussion of changing lunch and breakfast prices. Nikki will bring average cost for the year at next meeting.</li><li>● No further action</li></ul> <p><b>13.2 Parent Survey</b></p> <ul style="list-style-type: none"><li>● Required by VOA</li><li>● Beginning work on questions now - would the board like to add some? Yes - work with the linkage concerning expansion and culture questions to add.</li><li>● No further action</li></ul>	

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<b>14.To Do Next Meeting</b>	<b>03.13.18 (to be confirmed)</b> <ul style="list-style-type: none"><li>● Treatment of Guardians EL: 2.2</li><li>● Director Eval Committee - update</li><li>● AIPAC statement of concurrence</li><li>● Lunch discussion - price and revenue</li><li>● Linkage update</li><li>● Expansion update</li><li>● Student performance update</li></ul>	
<b>15.VOA Meeting Observation Form</b>	● VOA Evaluation - passed	
<b>16.Adjourn</b>	● Adjourn: 7:54 p.m.	Motion: Motion to Adjourn at 7:54 p.m. By: Jodie Olson Second: Tiffany Happel Vote Results: Unanimous