

TrekNorth Junior & Senior High School Board of Directors

6:00 pm Board Meeting

March 28, 2018

Members present:

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

Ex-Officio Members Present:

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

*DAK
4/10/18*

Agenda Item	Notes:	Vote: 03.28.2018
<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"> • Stephanie Olsen, VOA • Student Council representatives (2) - observe only 	
<p>Additions/Changes to the agenda</p> <p>Approval of Agenda</p>	<ul style="list-style-type: none"> • Change: 7.1.1 Split out Sarah Winger and Jodie Olson contracts postponed until the next meeting. • Change: 12.4 AIPAC Statement of Concurrence postpone until next meeting. 	<p>Motion: Approve agenda with changes to 7.1.1 Split out Sarah Winger and Jodie Olson contracts postponed until the next meeting and 12.4 AIPAC Statement of Concurrence postpone until next meeting. By: Jodie Olson Second: Mark Larson Vote Results: Unanimous</p>
<p>Conflict of Interest</p>	<ul style="list-style-type: none"> • No conflict statements 	

<p>Approval of minutes from previous meeting</p>	<p>6.1 - 02.13.18</p>	<p>Motion: Approve 02.13.2018 minutes. By: Bruce Banta Second: Sarah Winger Vote Results: Unanimous</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"> ● Thinking Maps Mentor - Chance Adams <ul style="list-style-type: none"> ○ \$2,000 for 2nd semester ● Track, Head Coach - Nicole Friend <ul style="list-style-type: none"> ○ \$2000/season ● 6th grade Physical Activity - Dan Gannon <ul style="list-style-type: none"> ○ \$15.00/hr, not to exceed 40 hours for season (\$600.00) <p>7.1.2 External Contract</p> <ul style="list-style-type: none"> ● CliftonLarsonAllen - 17-18 Audit \$10,200.00 <ul style="list-style-type: none"> ○ 16-17 Audit, CLA - \$10,000.00 ● CliftonLarsonAllen - 17-18 Preparation 990 estimated \$2,000.00 <ul style="list-style-type: none"> ○ 16-17 Preparation 990 - \$2,000.00 	<p>Motion: 7.1.1 Approve contracts as listed with no additional changes. By: Mark Larson Second: Sarah Winger Vote Results: Unanimous</p> <p>Motion: 7.1.2 Approve contracts as listed. By: Mark Larson Second: Bruce Banta Vote Results: Unanimous</p>
<p>Organizational Performance Review (Review and acceptance of monitoring reports of policy)</p> <p>Pursuant to 2.9.1 <u>Monitoring Data in Monitoring concerning communication</u> 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 Treatment of Parents/Guardians (EL: 2.2)</p> <ul style="list-style-type: none"> ● Handout ● Review of submission ● 2.2.5 Academic Progress Reports - <ul style="list-style-type: none"> ○ Reasonable Interpretation - 5 yes, 0 No ○ Sufficient Data - 5 yes, 0 no 2.2.4 Service Expectations - <ul style="list-style-type: none"> ○ Reasonable Interpretation - 5 yes, 0 No ○ Sufficient Data - 5 yes, 0 no 2.2.3 Parents/Guardians Involvement in Policy-setting 	<p>8.0 Motion: Accept the monitoring report Asset Protection (EL: 2.2) having provided reasonable interpretations and data that demonstrated compliance with those interpretations. By: Mark Larson Second: Jodie Olson Vote Results: Unanimous</p>

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	<ul style="list-style-type: none"> ○ Reasonable Interpretation - 5 yes, 0 No ○ Sufficient Data - 5 yes, 0 no <p>2.2.2 Prompt Communication with Executive Director</p> <ul style="list-style-type: none"> ○ Reasonable Interpretation - 5 yes, 0 No ○ Sufficient Data - 5 yes, 0 no <p>2.2.1 School and Student Information -</p> <ul style="list-style-type: none"> ○ Reasonable Interpretation - 5 yes, 0 No ○ Sufficient Data - 5 yes, 0 no ○ add section about the current TV's mounted to provide announcements in the waiting area and commons for parents and students <p>2.6.0 - Global Constraint</p> <ul style="list-style-type: none"> ○ Reasonable Interpretation - 5 yes, 0 No ○ Sufficient Data - 5 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"> ● Darryl, Bruce and Tiffany attended conferences ● Good comments about the board information sheets now printed and posted on the wall in the commons ● Representation of the board at the Chili Feed also ● Survey will be sent early April to parents/guardians ● Representation to be at awards night ● No further action 	
<p>Policy Development (<i>Attend to additions and amendments to governing policies</i>)</p>	<p>10.1 No Item</p>	
<p>Board Education (<i>Presentations and discussions according to the board's annual plan</i>)</p>	<p>11.1 MSBA handout</p> <ul style="list-style-type: none"> ● No further action 	
<p>Board Decisions/Work (<i>Logistics, retained management functions, etc.</i>)</p>	<ul style="list-style-type: none"> ● 12.1 Financial 	

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- **12.1.1 Reports: Expenditure Matrix, Payment Register, Cash Flow Statement, Balance Sheet and Budget vs. Actual ADM - 201808**

12.1.1 Motion: Approve 201808 Expenditure Matrix, Payment Register, Cash Flow Statement, Balance Sheet and Budget vs. Actual ADM.
By: Sarah Winger
Second: Jodie Olson
Vote Results: Unanimous

- **12.2 Expansion**
 - **New letter sent to one of the firms (bought out prior company) that billed for the expansion related expenses. This letter made directly to the purchasing company addressing the invoice.**
 - **Discussion about next steps - set up committee to review priorities, potential sites, etc. Management members to be set at next meeting.**
 - **Still approved for two sites from VOA.**
 - **No further action at this time.**

- **12.3 School Calendar 18-19 School Year**
 - **Update side comments to: November 9th instead 10th and January 21st instead of 15th.**
 - **Update side comments to: January 21st update language to Staff Day/No school**

12.3 Motion: Approve 2018-2019 calendar with changes: Update side comments to: November 9th instead 10th and January 21st instead of 15th.
Update side comments to: January 21st update language to Staff Day/No school
By: Mark Larson
Second: Jodie Olson
Vote Results: Unanimous

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	<ul style="list-style-type: none"> ● 12.4 Postponed to next meeting ● 12.5 Director Eval Committee: <i>per Minnesota Statute 13D.03: Closed Meetings for Director Evaluation, no ex-officio members present.</i> <ul style="list-style-type: none"> ● Official congratulations on behalf of board for job well done. ● Committee will meet with Kristin to create PDP that will be brought to the board at the next meeting. 	<p>Motion: Close the meeting per Minnesota Statute 13D.03: Closed meetings for Director Evaluation at 6:52 p.m. By: Jodie Olson Second: Mark Larson Vote Results: Unanimous</p> <p>Motion: Reopen the closed session at 7:12 p.m. By: Mark Larson Second: Bruce Banta Vote Results: Unanimous</p>
<p>3. 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>	<ul style="list-style-type: none"> ● 13.1 Lunch Discussion <ul style="list-style-type: none"> ○ Working on salad bar for next year ○ Looking for new vendor for lunch for next school year, Kirby has had contact with local agencies ○ Commodities and Fresh Fruit and Vegi program approved by MDE and will be in place for the next school year ○ Handout ○ No further action at this time ● 13.2 Student Performance <ul style="list-style-type: none"> ○ Entering test season as of April 9th ○ AP breakfast, practice test sign up and first ever AP Study Night (April 27th) ○ No further action ● 13.3 School Safety Update <ul style="list-style-type: none"> ○ Safety Committee met - getting quote for glass in front of Kirby, cost of a resource officer and changes to safety drills to include an evacuation. 	

	<p>These are the suggestions from the parent meeting and safety committee members.</p> <ul style="list-style-type: none"> ○ No further action ● 13.4 MDE Finance Award 2018 <ul style="list-style-type: none"> ○ Handout ○ No further action 	
<p>4.To Do Next Meeting</p>	<p>04.10.18</p> <ul style="list-style-type: none"> ● Governance policy Review (GP: 4.0-4.9) ● Financial Cond/Act (EL:2.5) ● Comm/Support to Board (direct inspection) (EL:2.9) ● Board-Management Delegation Policy Review (BMD:3.0-3.6) (self-assessment) ● Director Eval: Final ● Expansion Update ● Student performance update ● Food Service Update ● Set up committee for expansion ● Contracts that were postponed: Sarah Winger and Jodie Olson ● AIPAC Statement of Concurrence <p>May Meeting:</p> <ul style="list-style-type: none"> ● Charter Contract ● Linkage Update: Parent Satisfaction results from survey 	
<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: 7:40 p.m. 	<p>Motion: Motion to Adjourn at 7:40 p.m. By: Jodie Olson Second: Sarah Winger Vote Results: Unanimous</p>