

TrekNorth Junior & Senior High School Board of Directors

6:00 pm Board Meeting

April 10, 2018

Members present:

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| <u>a</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) |
| <u>x</u> Sarah Winger | <u>x</u> Mark Larson |
| <u>x</u> Tiffany Happel | |

Ex-Officio Members Present:

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

DAY
5/8/18

Agenda Item	Notes:	Vote: 04.10.2018
<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"> • No Guests Present 	
<p>3. Additions/Changes to the agenda</p> <p>4. Approval of Agenda</p>	<ul style="list-style-type: none"> • Change: 12.4 by removing "no ex-officio members present" to allow director to attend final discussion. 	<p>Motion: Approve agenda with change to 12.4, removing "no ex-officio members present" to allow Director to attend final discussion. By: Jodie Olson Second: Ekren Miller Vote Results: Unanimous</p> <p>Motion: Approve agenda with above change. By: Jodie Olson</p>

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		Second: Mark Larson Vote Results: Unanimous
5. Conflict of Interest	<ul style="list-style-type: none"> Sarah Winger and Jodie Olson conflict with 12.5 Contracts. 	Sarah Winger and Jodie Olson abstain from the vote concerning 12.5 Contracts.
6. Approval of minutes from previous meeting	6.1 - 03.28.18	Motion: Approve 03.28.2018 minutes. By: Sarah Winger Second: Mark Larson Vote Results: Unanimous
7. 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)	<ul style="list-style-type: none"> No Agenda Item 	
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: <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. 	8.0 Governance Policy Review (GP: 4.0-4.9) <ul style="list-style-type: none"> Request to postpone until May meeting Board anticipated expenses (training, large purchase discussion) <ul style="list-style-type: none"> Training - Reduce to \$1500 Large Ticket Items <ul style="list-style-type: none"> Required: Vehicle, \$25K - \$37 K (discussion of 12 passenger but remove extra seats for storage?) Phone System - \$4500 Fireproof wall garage - ? Gender Neutral Bathroom - ? Staff Parking lot expansion - est. \$15K? Accordion soundproof walls - computer lab and commons - ? Kitchen update - split closet and extend tile - ? Security Camera Update - ? 	8.0 Motion: Postpone Governance Policy(GP: 4.0-4.9) and Board-Management Delegation Policy Review (BMD:3.0-3.6) until the May 2018 meeting. By: Chance Adams Second: Mark Larson Vote Results: Unanimous Motion: Reduce Board Training budget to prior level of \$1500.00 for the 18-19 Budget. By: Chance Adams Second: Ekren Miller Vote Results: Unanimous Motion: Large Ticket Item replacement vehicle with a

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	<p>8.1 Financial Cond/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 - 8 yes, 0 No○ Sufficient Data - 8 yes, 0 no2.5.11 - Restricted Assets<ul style="list-style-type: none">○ Reasonable Interpretation - 8 yes, 0 No○ Sufficient Data - 8 yes, 0 no○ Add a dollar sign to data point 32.5.10 - Accounting Controls<ul style="list-style-type: none">○ Reasonable Interpretation - 8 yes, 0 No○ Sufficient Data - 8 yes, 0 no2.5.09 - Cash Balances<ul style="list-style-type: none">○ Reasonable Interpretation - 8 yes, 0 No○ Sufficient Data - 8 yes, 0 no2.5.08 - Tax Requirements<ul style="list-style-type: none">○ Reasonable Interpretation - 8 yes, 0 No○ Sufficient Data - 8 yes, 0 no2.5.07 - Operational Reserve<ul style="list-style-type: none">○ Reasonable Interpretation - 8 yes, 0 No○ Sufficient Data - 8 yes, 0 no2.5.06 - Monthly Summaries and Exception Reporting	<p>maximum of \$50,000.00, to be purchased using a one-time fund balance spenddown, board approved allocation for the fiscal year 2018 (prior to 6.30.18) . By: Ekren Miller Second: Chance Adams Vote Results: Unanimous</p> <p>8.1 Motion: Accept the monitoring report Financial Condition/Activities (EL: 2.5) having provided reasonable interpretations and data that demonstrated compliance with those interpretations. By: Chance Adams Second: Dave VanEngelenhoven Vote Results: Unanimous</p>
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- Reasonable Interpretation - 8 yes, 0 No
- Sufficient Data - 8 yes, 0 no

2.5.05 - Loans

- Reasonable Interpretation - 8 yes, 0 No
- Sufficient Data - 8 yes, 0 no

2.5.04 - Pursuit of Receivables

- Reasonable Interpretation - 8 yes, 0 No
- Sufficient Data - 8 yes, 0 no

2.5.03 - Property Disposal

- Reasonable Interpretation - 8 Yes, 0 No
- Sufficient Data - 8 Yes, 0 no

2.5.02 - IRS Filing

- Reasonable Interpretation - 8 yes, 0 No
- Sufficient Data - 8 yes, 0 no
- Justification - update 0 to 0 in "990"

2.5.01 - Unassigned Spending

- Reasonable Interpretation - 8 yes, 0 No
- Sufficient Data - 8 yes, 0 no

2.5.00 - Global Constraint

- Reasonable Interpretation - 8 yes, 0 No
- Sufficient Data - 8 yes, 0 no

8.2 Comm/Support to Board (direct inspection) (EL:2.9)

- Handout
- Review of submission
- 2.9.10 - Consent Agenda
 - Reasonable Interpretation - 7 yes, 0 No
 - Sufficient Data - 7 yes, 0 no
- 2.9.9 - Communication to the Whole Board
 - Reasonable Interpretation - 7 yes, 0 No
 - Sufficient Data - 7 yes, 0 no
 - data - change we're sent change to were sent

8.2 Motion: Accept the monitoring report Comm/Support to Board (EL: 2.9), having provided reasonable interpretation and data that demonstrate non-compliance. The board requests that the currently non-compliant report remain

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	<p>2.9.8 - Communication Methods</p> <ul style="list-style-type: none">○ Reasonable Interpretation - 7 yes, 0 No○ Sufficient Data - 7 yes, 0 no <p>2.9.7 - Adequate Information</p> <ul style="list-style-type: none">○ Reasonable Interpretation - 7 yes, 0 No○ Sufficient Data - 7 yes, 0 no <p>2.9.6 - Information Clarity</p> <ul style="list-style-type: none">○ Reasonable Interpretation - 7 yes, 0 No○ Sufficient Data - 7 yes, 0 no <p>2.9.5 - Incidental Information</p> <ul style="list-style-type: none">○ Reasonable Interpretation - 6 yes, 0 No○ Sufficient Data - 6 yes, 0 no○ Recommendation for next years report: Request of listing incidents from the current report period <p>2.9.4 - Decision Information and Trends</p> <ul style="list-style-type: none">○ Reasonable Interpretation - 7 yes, 0 No○ Sufficient Data - 7 yes, 0 no <p>2.9.3 - Board Policy Compliance</p> <ul style="list-style-type: none">○ Reasonable Interpretation - 7 yes, 0 No○ Sufficient Data - 7 yes, 0 no <p>2.9.2 - NonCompliance Communication</p> <ul style="list-style-type: none">○ Reasonable Interpretation - 7 yes, 0 No○ Sufficient Data - yes, no○ Discussion of compliance in report - board feels should be in compliance, not out of compliance.○ Measurement plan - board approved adjustments to calendar. Board updates 2.9.2 to reflect compliant based on updated calendar. <p>2.9.1 - Monitoring Data</p> <ul style="list-style-type: none">○ Reasonable Interpretation - 0 yes, 8 No○ Sufficient Data - 8 yes, 0 no	<p>on annual schedule no earlier than April 2019. By: Jodie Olson Second: Chance Adams Vote Results: Unanimous</p>
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	<ul style="list-style-type: none"> ○ Interpretation maybe should be listed in data. Interpretation would remain static from year to year unless policy or director changes. <p>2.6.0 - Global Constraint</p> <ul style="list-style-type: none"> ○ Reasonable Interpretation - 0 yes, 8 No ○ Sufficient Data - 8 yes, 0 no ○ Interpretation maybe should be listed in data. Interpretation would remain static from year to year unless policy or director changes. <p>8.3 Board-Management Delegation Policy Review (BMD:3.0-3.6)</p> <ul style="list-style-type: none"> ● Postponed until May meeting (see prior motion approval) 	
<p>9.Membership Linkage Activities (<i>Attend to board's strategy, activities, & implications</i>)</p>	<p>9.1 Activities Update</p> <ul style="list-style-type: none"> ● Parent Survey out and will be presented at the May meeting ● Linkage activities end of the year - awards night and graduation? Board message end of the year? 	
<p>10.Policy Development (<i>Attend to additions and amendments to governing policies</i>)</p>	<p>10.1 No Item</p> <ul style="list-style-type: none"> ● No Action 	
<p>11.Board Education (<i>Presentations and discussions according to the board's annual plan</i>)</p>	<p>11.1 Upcoming -</p> <ul style="list-style-type: none"> ● handout ● No further action 	
<p>12.Board Decisions/Work (<i>Logistics, retained management functions, etc.</i>)</p> <p>Contracts Pursuant to 3.3.3 <u>Executive Director Authorization</u> in 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:</p>	<ul style="list-style-type: none"> ● 12.1 Financial <ul style="list-style-type: none"> ○ 12.1.1 Reports: Expenditure Matrix, Payment Register, Cash Flow Statement, Balance Sheet and Budget vs. Actual ADM - 201809 	<p>12.1.1 Motion: Approve 201809 Expenditure Matrix, Payment Register, Cash Flow Statement, Balance Sheet and Budget vs. Actual ADM. By: Sarah Winger Second: Tiffany Happel Vote Results: Unanimous</p>

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12.2 Expansion

- Handout
- Starting point on Board Process Draft for Expansion.
- Start with "revisit priorities" for the May meeting
- Board driven, not Director and make sure to get multiple viewpoints
- No additional action taken

12.3 AIPAC Statement of Concurrence

- MN Statute 124D.78, subd 1
- Handout
- Postpone to May meeting

12.4 Director Eval Committee: *per Minnesota Statute 13D.03: Closed Meetings for Executive Director Evaluation.*

12.4 Motion: Close the meeting per Minnesota Statute 13D.03: Closed meetings for Director Evaluation at 7:32 p.m.
By: Jodie Olson
Second: Dave VanEngelenhoven
Vote Results: Unanimous

Motion: Reopen the closed session at 7:52 p.m.
By: Jodie Olson
Second: Ekren Miller
Vote Results: Unanimous

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	<p>12.5 Contract(s)[citation: 3.3.3 Executive Director Authorization]:</p> <p>12.5.1 Internal Contracts (in addition to annual contract)</p> <ul style="list-style-type: none"> ● Thinking Maps Mentor - Sarah Winger <ul style="list-style-type: none"> ○ \$2,000 for 2nd semester ● Home Based Instruction - Jodie Olson <ul style="list-style-type: none"> ○ Continuation of contract (1.20.18-5.25.18) until end of school year, Max 54 hours + drive time. \$17.00/hr ○ New contract (2.28.18 - 6.1.18), Max 70 hours + drive time. \$17.00/hr <p>12.5.2 External Contract</p> <ul style="list-style-type: none"> ● Leech Lake Tribal College - \$154.00/credit (no additional fees) 8.1.18-5.18.19 <ul style="list-style-type: none"> ○ 17-18, \$154.00/credit (no additional fees) 	<p>Motion: Approve PDP as discussed in closed meeting. By: Jodie Olson Second: Ekren Miller Vote Results: Unanimous</p> <p>12.5 Motion: Accept contracts as submitted including: Sarah Winger - Thinking Maps Mentor, Jodie Olson - Home Based Instruction and PSEO Leech Lake Tribal 18-19 School year. By: Ekren Miller Second: Dave VanEngelenhoven Vote Results: Unanimous Abstained Sarah Winger and Jodie Olson</p>
<p>13. 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 <u>Compensation and Benefits</u></i></p>	<ul style="list-style-type: none"> ● 13.1 Lunch Discussion <ul style="list-style-type: none"> ○ Schoolcraft is meeting with us and Voyageurs ● 13.2 Student Performance <ul style="list-style-type: none"> ○ First MCA tests given ○ MDE did a random audit on our MCA process on the first day ○ Kudos to all that made that successful 	
<p>14. To Do Next Meeting</p>	<p>05.08.18</p> <ul style="list-style-type: none"> ● VOA Charter Contract ● Planning/Budgeting (EL: 2.4) ● Review: Articles of Incorporation and ByLaws ● Linkage Update: Parent Satisfaction results from survey 	

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	<ul style="list-style-type: none"> ● Expansion - discussion on revisiting priorities ● AIPAC Statement of Concurrence MN Statute 124D.78, subd 1 ● Governance Policy(GP: 4.0-4.9) and Board-Management Delegation Policy Review (BMD:3.0-3.6) 	
<p>15.VOA Meeting Observation Form</p>	<ul style="list-style-type: none"> ● VOA Evaluation - passed 	
<p>16.Adjourn</p>	<ul style="list-style-type: none"> ● Adjourn: 8:05 p.m. 	<p>Motion: Motion to Adjourn at 8:05 p.m. By: Tiffany Happel Second: Ekren Miller Vote Results: Unanimous</p>

