

TrekNorth Junior & Senior High School Board of Directors

6:00 pm Board Meeting

September 12, 2017

Members present:

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| <u>x</u> Bruce Banta | <u>x</u> Jodie Olson |
| <u>A</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

DAM
10/10/17

Agenda Item	Notes:	Vote: 09.12.2017
<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"> ● Stacy Sjogren, Out of the Woods Consulting, Participate 	<p>Motion: Approve guest Stacy Sjogren to participate in Board meeting presentations, 09.12..2017. By: Jodie Olson 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"> ● Add: 12.1.3 Northwestern Surveying and Engineering, Inc <ul style="list-style-type: none"> ○ Approval of invoice pertaining to expansion expenses. \$7440.00 ● Change: 7.1.4 FROM AP English - additional class adjustment \$4567/school year TO English - step/lane adjustment - Lia Wiggins, currently additional \$4567/school year 	<p>Motion: Approve amended agenda with addition: 12.1.3 Northwestern Surveying and Engineering, Inc Approval of invoice pertaining to expansion expenses. \$7440.00. and change 7.1.4</p>

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	<ul style="list-style-type: none"> ● Change: 13.1 Out of the Woods - to 12.4 	<p>FROM AP English - additional class adjustment \$4567/school year TO English - step/lane adjustment - Lia Wiggins, currently additional \$4567/school year and change 13.1 out of the woods to 12.4. By: Bruce Banta Second: Mark Larson Vote Results: Unanimous</p>
<p>5. Declaration of conflict of interest</p>	<ul style="list-style-type: none"> ● No Conflict Stated 	
<p>6. Approval of minutes from previous meeting</p>	<p>6.1 - 08.08.17</p> <ul style="list-style-type: none"> ● Request from Chance to amend 7.1.6: comment to reflect Chance said he voted against the contract because of offering a first year teacher a max lane contract with no job posting. <p>6.2 - 08.21.17 6.3 - 08.30.17</p>	<p>Motion: Accept the amendment without the language "with no job posting" and the amended minutes of 08.08.17. By: Mark Larson Second: Sarah Winger Vote Results: Unanimous</p> <p>Motion: Approve 08.21.17 & 08.30.17 minutes. By: Bruce Banta Second: Ekren Miller 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 <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>7.1 Contract(s):</p> <p>7.1.1 PSEO Contract</p> <ul style="list-style-type: none"> ● Bemidji State University \$202.86/credit hr (all inclusive) ● Northwest Technical College \$202.86/credit hr (all inclusive) <p>7.1.2 College in the High School</p> <ul style="list-style-type: none"> ● Northland Community and Technical College \$2000/class 	<p>Motion: Approve contracts for PSEO, College in the high school, SPED Speech, SPED Psych, Internal Contracts and New Hires. By: Sarah Winger Second: Ekren Miller Vote Results: Unanimous</p>

TrekNorth Junior & Senior High School Board of Directors

6:00 pm Board Meeting

September 12, 2017

7.2 Ongoing Financial Condition and Activities (EL: 2.5) - 2.5.10

Accounting Controls: Operate without a system of accounting and controls or receive, process, or disburse funds without appropriate controls sufficient to meet the board-appointed auditor's standards.

7.1.3 SPED Service Contracts

- Anna Johansen
\$80/hr, not to exceed \$33,000.00/year
- Susan Cutler, PH, NCSP, ABSNP
\$80/hr, not to exceed \$13,000.00/year

7.1.4 Internal Contracts (in addition to annual contract)

- SLP Director - Erica Harmsen
\$6500.00/year
- NHS Advisor- Lia Wiggins
\$1000.00/year
- Soccer - Head Coach - Dan Gannon
\$3000.00/season
- Soccer - Middle School Coach - Paul Ekhoﬀ
\$2000.00/season
- TNT Tutor (Sub) - Julie Ueland
\$15.00/hr, not to exceed 6 hrs/week
- 6th grade play - Karen Bradley
\$60/seminar hr
- English - step/lane adjustment - Lia Wiggins, currently additional \$4567/school year

7.1.5 New Hires

- English - .8 - Matt "Dave" Lavrenz
\$27,608.00/school year
- SPED Para - Kellie Lindquist
\$24,522.00/school year
- SPED Community Expert - Julie Ueland
\$34,510.00/school year
- SPED Para - Mary Comfort
\$22,022.00/school year

7.2 Accounting Manual and Procurement Procedure - Proposed updates by Finance Committee

- Finance committee will review the pertinence of issue being FYI ongoing or approval needed

TrekNorth Junior & Senior High School Board of Directors

6:00 pm Board Meeting

September 12, 2017

<p>8.Organizational Performance Review (<i>Review and acceptance of monitoring reports of policy</i>)</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>8.1 Asset Protection (EL: 2.6)</p> <ul style="list-style-type: none"> • Being worked on with Stacy <p>8.2 Treatment of Students (EL: 2.1)</p> <ul style="list-style-type: none"> • Being worked on with Stacy <p>8.3 Treatment of Parents/Guardians (EL: 2.2)</p> <ul style="list-style-type: none"> • Being worked on with Stacy <p>8.4 Treatment of Staff (EL:2.3)</p> <ul style="list-style-type: none"> • Being worked on with Stacy <p>8.5 Financial Condi/Act (EL: 2.5)</p> <ul style="list-style-type: none"> • Being worked on with Stacy <p>8.6 Comp/Benefits (EL:2.8)</p> <ul style="list-style-type: none"> • Handout in the packet <p>8.7 Review Ends</p> <ul style="list-style-type: none"> • Being worked on with Stacy 	<p>8.6 Motion: Accept the monitoring report Compensation and Benefits (EL:2.8) having provided reasonable interpretations and data that demonstrated compliance with those interpretations. By: Jodie Olson Second: Mark Larson Vote Results: Unanimous</p>
<p>9.Membership Linkage Activities (<i>Attend to board's strategy, activities, & implications</i>)</p>	<ul style="list-style-type: none"> • Linkage Calendar Review <ul style="list-style-type: none"> ○ Current strong membership linkage would include staff survey concerning executive director. ○ Discussion about what should be considered membership linkage activities. What will be good events to have a board presence attend? ○ Goal is 1 linkage activity per quarter ○ Discuss more at depth at next training session with Stacy 	
<p>10.Policy Development (<i>Attend to additions and amendments to governing policies</i>)</p>	<p>10.1 Governance Policy Review Committee & Board Management Delegation Policy Review Committee</p>	

TrekNorth Junior & Senior High School Board of Directors

6:00 pm Board Meeting

September 12, 2017

	<ul style="list-style-type: none"> ● Self-assessment - is the board in compliance with the guidelines that are in place? ● Darryl will work with Stacy directly ● no further action 	
<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"> ● Dr Speiker will be here October 14, 2017 from 8:30 a.m. -4:00 p.m. to provide the mandatory training for members ● no further action <p>11.2 Parent Satisfaction Results</p> <ul style="list-style-type: none"> ● Packet information. Parent survey was expansion based, not satisfaction based. ● Will make sure to get a clear satisfaction one out this year. ● No further action <p>11.3 Projected growth results MCA</p> <ul style="list-style-type: none"> ● Packet Information ● No further action <p>11.4 Conflict of Interest Statement - Signatures</p> <ul style="list-style-type: none"> ● Conflict of Interest policy training and annual signatures collected ● No further action 	
<p>12.Board Decisions/Work (<i>Logistics, retained management functions, etc.</i>)</p>	<p>12.1 Financial</p> <p>12.1.1 Expenditure Matrix, Payment Register, Cash Flow Statement - 201802</p> <p>12.1.2 Pay Scale committee formation (admin and teacher)</p> <ul style="list-style-type: none"> ● Discussed. Agreed admin (not board) prerogative to set the committee and move forward on this. ● No further action 	<p>12.1.1 Motion: Approve 201802 Expenditure Matrix, Payment Register and Cash Flow Statement. By: Sarah Winger Second: Ekren Miller Vote Results: Unanimous</p>

TrekNorth Junior & Senior High School Board of Directors

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September 12, 2017

	<p>12.1.3 Northwestern Surveying and Engineering, Inc</p> <ul style="list-style-type: none">○ Approval of invoice pertaining to expansion expenses. \$7440.00 <p>12.2 Expansion</p> <ul style="list-style-type: none">● Confirmation received that the earnest money will be returned.● VOA is working on the affidavit and will be open language in terms of site. Executive Director suggests that when the affidavit is received, we would then move forward on the MDE Review and Comment letter.● No further action <p>12.3 17-18 School Calendar</p> <ul style="list-style-type: none">● Currently approved calendar does not include a staff grading day at the end of first semester● Request change to 17-18 calendar to reflect staff only day on January 22, 2018. <p>12.4 Out of the Woods - Discussion</p> <ul style="list-style-type: none">● Training agenda for October 10, 2017<ul style="list-style-type: none">○ Current list of monitoring reports to get caught up○ Ownership linkage plan○ As a board, are we prepared to answer the hard questions? What are they?○ Annual Board Calendar● No further action	<p>12.1.3 Motion: Approve payment of expansion invoice from Northwestern Surveying and Engineering, Inc. - \$7440.00. By: Tiffany Happel Second: Mark Larson Vote Results: Unanimous</p> <p>12.3 Motion: Change the calendar to reflect staff only day on January 22, 2018 (no students). Motion: Mark Larson Second: Sarah Winger Vote Results: Unanimous</p>
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6:00 pm Board Meeting

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<p>13. Other Information <i>(Incidental information from the CEO in accordance with board policies such as Communication and Support to the Board)</i></p>	<p>13.2 Simonson Arbitration - Update</p> <ul style="list-style-type: none"> ● No further action 	<p>Motion: Extend meeting past 8 p.m. By: Mark Larson Second: Jodie Olson Vote Results: Unanimous</p>
<p>14. To Do Next Meeting</p>	<p>10.10.17 - Training Session (Noon - 4 p.m.)</p> <ul style="list-style-type: none"> ● Current list of monitoring reports to get caught up ● Ownership linkage plan ● As a board, are we prepared to answer the hard questions? What are they? ● Annual Board Calendar and planning <p>10.10.17 - 6:00 p.m.</p> <ul style="list-style-type: none"> ● Financial Conditions/Activities (EL: 2.5) ● Approve Annual Report ● Year End results growth/decline by class in reading, math and science 	
<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: 8:09 p.m. 	<p>Motion: Motion to Adjourn at 8:09 p.m. By: Sarah Winger Second: Dave VanEngelenhoven Vote Results: Unanimous</p>