

TrekNorth Junior & Senior High School Board of Directors

6:00 pm Board Meeting

May 8, 2018

AMENDED

*DALL
6/12/18*

Members present:

- | | |
|-------------------------|------------------------------------------|
| <u>x</u> Bruce Banta | <u>x</u> Jodie Olson |
| <u>x</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>a</u> Mark Larson |
| <u>x</u> Tiffany Happel | |

Ex-Officio Members Present:

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

| Agenda Item | Notes: | Vote: 05.08.2018 |
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| <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"> ● Erica Harmsen, Assistant Director - available to answer questions on AIPAC ● Student Council Rep, observe only | |
| <p>Additions/Changes to the agenda</p> <p>Approval of Agenda</p> | <ul style="list-style-type: none"> ● Change: 12.1, Salary Schedules moved to 7.0 Consent Agenda ● Add: 12.0.4 Board Approved Expenditure update | <p>Motion: Approve agenda with change: 12.1, Salary Schedule moved to 7.0 Consent Agenda + and Add: 12.1.4 Board Approved Expenditure update</p> <p>By: Tiffany Happel Second: Jodie Olson Vote Results: Unanimous</p> |

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| <p>. Conflict of Interest</p> | <ul style="list-style-type: none"> No conflict stated | |
| <p>.Approval of minutes from previous meeting</p> | <p>6.1 -04.10.2018</p> | <p>Motion: Approve 04.10.2018 minutes. By: Sarah Winger Second: Bruce Banta 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> | <ul style="list-style-type: none"> 7.0 Salary Schedules Review <ul style="list-style-type: none"> Handout Updated scale for licensed staff New for Para, Admin and Admin adjacent No further action | |
| <p>. 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 Governance Policy Review (GP: 4.0-4.9)</p> <ul style="list-style-type: none"> Discussion concerning review of the ends - small committee should be formed with Kristin who will provide data and input. Will aim for July. Jodie would like to be on the committee, which will be set in the June meeting. How reported to the board? Board orientation in-house/packet - project to be put together for future members. No changes/additions to policy quadrant post review <p>8.1 Board-Management Delegation Policy Review (BMD:3.0-3.6)</p> <ul style="list-style-type: none"> No Changes/additions to the policy quadrant post review <p>8.2 Planning/Budgeting (EL:2.4)</p> <ul style="list-style-type: none"> Handout Review of submission - Date of submission changed to reflect May 2018 2.4.5 Cost of Governance | <p>8.2 Motion: Accept the monitoring report Planning/Budgeting (EL:2.4) having provided reasonable interpretations and data that</p> |

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| | <ul style="list-style-type: none"> ○ Reasonable Interpretation - 6 yes, 0 No ○ Sufficient Data - 6 yes, 0 no <p>2.4.4 Reserves</p> <ul style="list-style-type: none"> ○ Reasonable Interpretation - 6 yes, 0 No ○ Sufficient Data - 6 yes, 0 no <p>2.4.3 Conservative Projections</p> <ul style="list-style-type: none"> ○ Reasonable Interpretation - 6 yes, 0 No ○ Sufficient Data - 6 yes, 0 no <p>2.4.2 Required Budgeting Detail</p> <ul style="list-style-type: none"> ○ Reasonable Interpretation - 6 yes, 0 No ○ Sufficient Data - 6 yes, 0 no <p>2.4.1 Risk</p> <ul style="list-style-type: none"> ○ Reasonable Interpretation - 6 yes, 0 No ○ Sufficient Data - 6 yes, 0 no <p>2.4.0 Global Constraint</p> <ul style="list-style-type: none"> ○ Reasonable Interpretation - 6 yes, 0 No ○ Sufficient Data - 6 yes, 0 no <p>8.3 Articles of Incorporation and ByLaws</p> <ul style="list-style-type: none"> ● Review of current Articles of Incorporation and ByLaws - <ul style="list-style-type: none"> ○ No changes at this time | <p>demonstrated compliance with those interpretations. By: Tiffany Happel Second: Chance Adams Vote Results: Unanimous</p> |
| <p>Membership Linkage Activities (<i>Attend to board's strategy, activities, & applications</i>)</p> | <p>9.1 Parent Satisfaction results from survey</p> <ul style="list-style-type: none"> ● Discussion on the parent survey results concerning the board linkage questions (culture and expansion). <ul style="list-style-type: none"> ○ Expansion - 9 responses including (1) does not affect. Programming and location mentioned. ○ Diversity - 8 responses. Culturally aware and desire for a welcoming respectful to all atmosphere. | |

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| | <ul style="list-style-type: none"> ○ Improvement suggestions - increased communication (multiple sources requested). Additional communication concerning OAP/SLP programming. (list on website for upcoming?) ○ Do well currently - AP, academics ● Awards night - 23rd of May ● Graduation - 25th of May ● No further action | |
| <p>0. 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>1. 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>2. Board Decisions/Work (<i>Logistics, retained management functions, etc.</i>)</p> <p>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> | <ul style="list-style-type: none"> ● 12.0 Financial <ul style="list-style-type: none"> ○ 12.0.1 Reports: Expenditure Matrix, Payment Register, Cash Flow Statement, Balance Sheet and Budget vs. Actual ADM - 201810 ○ missing check #12837 verification of prior use of the manual check number found in month's attachments. (statement added post 6.12.18 meeting approving amendment) ○ 12.0.2 Annual signatures and submission of Lease Aid Application <ul style="list-style-type: none"> ■ Signatures will be collected and submission completed within the next 30 days ■ handout | <p>12.0.1 Motion: Approve 201810 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>12.0.2 Motion: Approve submission of the completed 18-19 Lease Aid application. By: Chance Adams Second: Jodie Olson Vote Results: Unanimous</p> |

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- 12.0.3 Annual Northwest Service Cooperative/BlueCross BlueShield renewal for 18-19
 - Increase in premiums for the upcoming year
 - handout
 - no further action
- 12.0.4 Board approved expenditure update -
 - to be addressed in june meeting

12.0.3 Motion: Approve contract renewal with Northwest Service Cooperative/BlueCross BlueShield for 18-19.

By: Tiffany Happel
Second: Jodie Olson
Vote Results: Unanimous

12.1 Expansion

- **Discussion on revisiting priorities**
 - Financially conservative would be priority
 - Communicate with external that TrekNorth is still committed and looking for space (project manager/realtor) to notify us about space available
 - Continue agenda item to discuss realtor in future
 - No further action
- **Response from Ballard Spahr, LLP (previously Lindquist & Vennum LLP) Outstanding amount \$19,801.53**
 - Confirmation from Ballard Spahr that payment of the settlement is considered payment in full and would close the invoice. \$10,054.03
 - Board requests Legal opinion from James Haskell prior to decision where in he request a copy of the contract for these charges.
 - Update in June meeting

Motion: Extend the meeting past 8:00 p.m.

By: Tiffany Happel
Second: Bruce Banta
Vote Results: Unanimous

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12.2 AIPAC Statement of Concurrence

- MN Statute 124D.78, subd 1

12.3 VOA Charter Contract

- postpone until June 2018

12.4 Contract(s)[citation: 3.3.3 Executive Director Authorization]:

12.4.1 Internal Contracts (in addition to annual contract)

- Math Long Term Sub - Mary Comfort
 - \$\$7,711.73 (04.04.18 - 06.01.18)

12.4.2 External Contract

- School Psychologist - Sue Cutler, PH, NCSP, ABSNP
 - Not to exceed \$9000/year, 2 year contract (09.05.17 - 05.31.19)

12.5 Board Opening

- Mark Larson (effective 7.1.18) will no longer be elig for board based on the admin/teacher split change in his contract. One year appointment 07.01.18 - 06.30.19.

12.2 Motion: Accept the AIPAC Statement of Concurrence.

By: Chance Adams

Second: Tiffany Happel

Vote Results: Unanimous

12.4 Motion: Accept contracts as submitted for Math long term sub, Mary Comfort and School Psychologist, Sue Cutler, PH, NCSP, ABSNP.

By: Jodie Olson

Second: Chance Adams

Vote Results: Unanimous

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| | <ul style="list-style-type: none"> • Teacher position - suggest Darryl send email to staff to find interest. (at least 51% teaching, licensed teacher per ByLaws) From candidates, majority vote at next meeting. | |
| <p>3. 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"> ○ Received bid from Baker's Place Catering ○ Concordia bid received ○ ISD 31 has also contacted and will potentially provide bid • 13.2 Student Performance <ul style="list-style-type: none"> ○ AP testing in place as of this week and will run through next week. ○ Last MCA's completed last week and data may be available by the June meeting. ○ Student Council put on AP study night for the first time and it was well attended and received. Super productive and student suggested - new! ○ Envirothon teams both received 1st place, with the senior high moving on to State competition again this year! ○ "Senior Signing Day" - also first year and well received by the students and the speakers. | |
| <p>4. To Do Next Meeting</p> | <p>06.12.18</p> <ul style="list-style-type: none"> • Budget Approval for 18-19 School Year • Treatment of Staff (EL:2.3) • Annual Meeting Selection of Officers • Ends Policy committee formation • Expansion Discussion - realtor • Expansion Discussion - outstanding bill • VOA Charter Contract • Lunch discussion/decision • Filling Board Vacancy | |

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| | <ul style="list-style-type: none">• Board approved expenditure update | |
| 5.VOA Meeting Observation Form | <ul style="list-style-type: none">• VOA Evaluation - passed | |
| 6.Adjourn | <ul style="list-style-type: none">• Adjourn: 8:37 p.m. | Motion: Motion to Adjourn a 8:37 p.m. By: Jodie Olson Second: Bruce Banta Vote Results: Unanimous |