

TrekNorth Junior & Senior High School Board of Directors

6:00 pm Board Meeting

**June 11, 2019**

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> Dave Lavrenz   | <u>x</u> Leslie Drimel                   |
| <u>A</u> Tiffany Happel |  |

Ex-Officio Members Present:

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

Agenda Item	Notes:	Vote: 6.11.2019
<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>• Lynn Boyer, Incoming Board Member - participate</li> <li>• Leslie Harper, Incoming Board Member - participate</li> </ul>	<p>Motion: Allow incoming board members to participate in the meeting as non-voting to ask questions.                      By: Chance Adams                      Second: Bruce Banta                      Vote Results: Unanimous</p>
<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>• No additions/changes stated</li> </ul>	<p>Motion: Approve agenda as submitted.                      By: Jodie Olson                      Second: Bruce Banta                      Vote Results: Unanimous</p>
<p><b>5. Conflict of Interest</b></p>	<ul style="list-style-type: none"> <li>• None Stated</li> </ul>	

TrekNorth Junior & Senior High School Board of Directors

6:00 pm Board Meeting

June 11, 2019

<p><b>6.Approval of minutes</b> from previous meeting</p>	<p><b>6.0 - May 14, 2019</b></p> <ul style="list-style-type: none"> <li>No amendments stated</li> </ul>	<p>6.0 Motion: Approve 05.14.19 minutes as submitted. By: Dave Lavrenz Second: Jodie Olson 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>Policy: EL 2.3: Treatment of Staff, EL 2.4: Financial Planning and Budgeting, EL 2.8 Compensation and Benefits</b></p>	<p><b>7.0 Proposed new position: School Psychology</b></p> <ul style="list-style-type: none"> <li>Handout - Letters of Intent from Schoolcraft and Voyageurs</li> <li>Discussion concerning basis for position, funding source, budget expense and revenue.</li> <li>No further action at this time</li> </ul>	
<p><b>8. Organizational Performance Review</b> <i>(Review and acceptance of monitoring reports of policy)</i> <i>Pursuant to 2.9.1 Monitoring Data in Monitoring concerning communication and support to the Board:</i></p> <ul style="list-style-type: none"> <li><b>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.</b></li> </ul>	<p><b>8.0 Treatment of Staff (EL:2.3)</b></p> <ul style="list-style-type: none"> <li>Handout</li> <li>Review of submission</li> <li>2.3.9 Compensation             <ul style="list-style-type: none"> <li>Reasonable Interpretation - 6 yes, 0 No</li> <li>Sufficient Data - 6 yes, 0 no</li> </ul> </li> <li>2.3.8 Annual Report             <ul style="list-style-type: none"> <li>Reasonable Interpretation - 6 yes, 0 No</li> <li>Sufficient Data - 6 yes, 0 no</li> </ul> </li> <li>2.3.7 Certification and Licensure             <ul style="list-style-type: none"> <li>Reasonable Interpretation - 6 yes, 0 No</li> <li>Sufficient Data - 6 yes, 0 no</li> </ul> </li> <li>2.3.6 Performance Evaluations             <ul style="list-style-type: none"> <li>Reasonable Interpretation - 6 yes, 0 No</li> <li>Sufficient Data - 6 yes, 0 no</li> </ul> </li> <li>2.3.5 Staff Input             <ul style="list-style-type: none"> <li>Reasonable Interpretation - 6 yes, 0 No</li> <li>Sufficient Data - 6 yes, 0 no</li> </ul> </li> <li>2.3.4 Emergency Preparedness             <ul style="list-style-type: none"> <li>Reasonable Interpretation - 6 yes, 0 No</li> <li>Sufficient Data - 6 yes, 0 no</li> </ul> </li> </ul>	<p>8.0 Motion: Accept the monitoring report Treatment of Staff (EL:2.3) as having provided reasonable interpretations and data that demonstrated compliance with those interpretations. By: Chance Adams Second: Jodie Olson Vote Results: Unanimous</p>

TrekNorth Junior & Senior High School Board of Directors

6:00 pm Board Meeting

**June 11, 2019**

	<p>2.3.3 Health and Safety</p> <ul style="list-style-type: none"> <li>○ Reasonable Interpretation - 6 yes, 0 No</li> <li>○ Sufficient Data - 6 yes, 0 no</li> </ul> <p>2.3.2 Dissent</p> <ul style="list-style-type: none"> <li>○ Defined disruptive, would it be of value to also define non-disruptive for next report? Could be used as directive/instruction if needed in staff conflict.</li> <li>○ Reasonable Interpretation - 6 yes, 0 No</li> <li>○ Sufficient Data - 6 yes, 0 no</li> </ul> <p>2.3.1 Employee Handbook</p> <ul style="list-style-type: none"> <li>○ Reasonable Interpretation - 6 yes, 0 No</li> <li>○ Sufficient Data - 6 yes, 0 no</li> </ul> <p>2.3. Global Constraint</p> <ul style="list-style-type: none"> <li>○ Reasonable Interpretation - 6 yes, 0 No</li> <li>○ Sufficient Data - 6 yes, 0 no</li> </ul> <ul style="list-style-type: none"> <li>● No changes or additions to policy language</li> </ul>	
<p><b>9.Membership Linkage Activities</b> (<i>Attend to board's strategy, activities, &amp; implications</i>)</p>	<p><b>9.0 Update</b></p> <ul style="list-style-type: none"> <li>● Successful year with board member participation at school events.</li> <li>● August - new student orientation. Would be nice to have a board presence.</li> <li>● Would someone step in to spearhead the role Jodie has had to update the board, know the upcoming events and make sure the board is made aware of opportunities to participate?</li> <li>● Suggestion to add update to facebook of new members.</li> <li>● No further action at this time.</li> </ul>	
<p><b>10.Policy Development</b> (<i>Attend to additions and amendments to governing policies</i>)</p>	<p><b>10.0 No Item</b></p>	

TrekNorth Junior & Senior High School Board of Directors

6:00 pm Board Meeting

**June 11, 2019**

<p><b>11. Board Education</b> (<i>Presentations and discussions according to the board's annual plan</i>)</p>	<p><b>11.0 Handout (upcoming opportunities)</b></p> <ul style="list-style-type: none"> <li>● Discussion Out of the Woods Training -             <ul style="list-style-type: none"> <li>○ New member training orientation</li> <li>○ Learn how to govern by policy, how to read and participate in the board reports, etc.</li> </ul> </li> <li>● Discussion concerning Mandatory Training for new members - working with other charters to get local. Will notify when more information received.</li> <li>● No further action</li> </ul>	
<p><b>12. Board Decisions/Work</b> (<i>Logistics, retained management functions, etc.</i>)</p> <p><b>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>12.0 Financial</b></p> <p>12.0.1 Reports: Expenditure Matrix, Payment Register, Cash Flow Statement, Balance Sheet and Budget vs. Actual ADM - 201911</p> <p>NOTE: Budget vs Actual. Actual date should be 5.31.19 not the 4.30.19 date listed. Information listed is accurate for the month of May.</p> <ul style="list-style-type: none"> <li>● Fiscal Year - 92% completed</li> <li>● School Year - 100% completed</li> <li>● Expenses - 86% of projected for the year</li> <li>● Revenue - 82% of projected for the year</li> <li>● Total available cash with investments as of 5.31.19 - \$951,916.00</li> </ul> <p>12.0.2 2019-2020 Budget</p> <ul style="list-style-type: none"> <li>● Slight increase to Lease per our lease agreement</li> <li>● School psych included in budget</li> <li>● Science open position amount high estimate</li> <li>● Estimated \$4700+ to fund balance</li> </ul>	<p>12.0.1 Motion: Approve 201911 Expenditure Matrix, Payment Register, Cash Flow Statement, Balance Sheet and Budget vs. Actual ADM. By: Jodie Olson Second: Bruce Banta Vote Results: Unanimous</p> <p>12.0.2 Motion: Approve 2019-2020 Budget as submitted. By: Chance Adams Second: Jodie Olson Vote Results: Unanimous</p>

TrekNorth Junior & Senior High School Board of Directors

6:00 pm Board Meeting

June 11, 2019

	<ul style="list-style-type: none"><li>● Revenue based on estimated 240 students</li></ul> <p><b>12.1 Expansion</b></p> <ul style="list-style-type: none"><li>● No Further Action</li></ul> <p><b>12.2 Contract(s)[citation: 3.3.3 Executive Director Authorization]:</b></p> <p>12.2.1 Internal Contracts (in addition to annual contract)</p> <p>-</p> <ul style="list-style-type: none"><li>● <b>None</b></li></ul> <p>12.2.2 External Contract / New Hires</p> <ul style="list-style-type: none"><li>● Red Lake Nation College - \$219.00/credit - computer programming class (NEW)<ul style="list-style-type: none"><li>○ RLNC staff will be in house to teach computer programming.</li><li>○ Final project will be translation of Ojibwe to English.</li><li>○ College credit available</li><li>○ STEM related growth in curriculum with this addition</li></ul></li></ul> <p><b>12.3 Board Election Committee</b></p> <p>12.3.1 Certification of Election Results</p> <ul style="list-style-type: none"><li>● Incoming: Effective 7.1.19<ul style="list-style-type: none"><li>○ Leslie Harper</li><li>○ Lynn Boyer</li><li>○ Nicole Friend</li><li>○ Leslie Drimel - incumbent</li><li>○ Chance Adams - incumbent</li></ul></li><li>● Exiting: Effective 6.30.19<ul style="list-style-type: none"><li>○ Darryl Holman</li></ul></li></ul>	<p>12.2.2 Motion: Approve external contract with Red Lake Nation College for the 19-20 school year. By: Leslie Drimel Second: Jodie Olson Vote Results: Unanimous</p> <p>12.3.1 Motion: Approve the incoming board members of Leslie Harper, Lynn Boyer, Nicole Friend, Leslie Drimel and Chance Adams with an effective start date of 7.1.19, and exiting board members Darryl Holman, Tiffany Happel and Jodie Olson with an effective end date of 6.30.19 . By: Bruce Banta Second: Dave Lavrenz</p>
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TrekNorth Junior & Senior High School Board of Directors

6:00 pm Board Meeting

**June 11, 2019**

12.4.3 Board Signature of Lease Aid Assurances

- Handout
- Signatures Obtained
- No Further Action

12.4.4 Board Signature of VOA Assurances

- Handout
- Signatures Obtained
- No Further Action

12.4.5 Board Resolution concerning student activity accounts

- RESOLUTION REGARDING BOARD CONTROL OF EXTRACURRICULAR ACTIVITIES ACCOUNTS: WHEREAS, Minnesota Session Laws 2019, 1<sup>st</sup> Special Session, CH. 11, Art. 1, Sec. 5 will require changes in the accounting for student activity funds and school boards must take charge of and control all student activities of the public schools in the district and that all money received or expended for extracurricular activities shall be recorded in the same manner as other revenues and expenditures of the district;
- THEREFORE, BE IT RESOLVED, that the School Board of TrekNorth Jr & Sr High School, Independent School District No. 4106,, directs the district's administration to implement the requirements of Minnesota Session Laws 2019, 1<sup>st</sup> Special Session, CH. 11, Art. 1, Sec. 5 .

12.4.6 Board Meeting Date/Time Schedule for the 19-20 School Year

12.4.5 Motion: Adopt the resolution regarding board control of extracurricular activities accounts effective immediately.

By: Jodie Olson  
Second: Bruce Banta  
Vote Results: Unanimous

12.4.6 Motion: Approve the 19-20 board meeting date/time schedule as

TrekNorth Junior & Senior High School Board of Directors

6:00 pm Board Meeting

**June 11, 2019**

	<ul style="list-style-type: none"> <li>● Handout</li> <li>● Change August 13th to 20th as primary election day - same times.</li> <li>● Notify missing members as this is next meeting</li> </ul>	<p>modified to reflect 8.20.19 not 8.13.19.                  By: Dave Lavrenz                  Second: Chance Adams                  Vote Results: Unanimous</p>
<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) Pursuant to 2.8.3 <u>Compensation and Benefits</u></i></p>	<p><b>13.0 Student Performance /General Discussion - Current Events</b></p> <ul style="list-style-type: none"> <li>● Handout(s)</li> <li>● Awards night - highlights                         <ul style="list-style-type: none"> <li>○ 3 students were AP Scholars</li> <li>○ 1 student was AP Scholar with Distinction</li> <li>○ Capstone diploma student - 1st from the school</li> <li>○ Interviews for Science teacher tomorrow</li> <li>○ No further action</li> </ul> </li> </ul> <p><b>13.1 General Discussion - Current Events</b></p> <ul style="list-style-type: none"> <li>● Anticipated/Scheduled meetings with director schedule</li> <li>● ESY in the building in July</li> </ul>	
<p><b>14.To Do Next Meeting</b></p>	<p><b>August 20, 2019</b></p> <ul style="list-style-type: none"> <li>● GP 4.9 Nominations: concerning electronic media                         <ul style="list-style-type: none"> <li>○ ByLaw change to VOA if election options change</li> </ul> </li> <li>● 19-20 Lease Aid submission review</li> <li>● Financial Condition/Activities (EL: 2.5)</li> <li>● Emergency Executive Director Succession (EL: 2.7)</li> <li>● Compensation and Benefits (EL: 2.8)</li> <li>● Annual motions and check signatories (including resolution for student activity account and MNHSL membership authorization to get on one schedule)</li> <li>● Title LEA Representative for 19-20</li> <li>● Confirm IOWA representatives for 19-20</li> <li>● Open Board Appointment</li> </ul>	



TrekNorth Junior & Senior High School Board of Directors

6:00 pm Board Meeting

**June 11, 2019**

<b>15.VOA Meeting Observation Form</b>	● VOA Evaluation - passed	
<b>16.Adjourn</b>	● Adjourn: 8:03 p.m.	Motion: Motion to Adjourn at 8:03 p.m. By: Jodie Olson Second: Dave Lavrenz Vote Results: Unanimous