

TrekNorth Junior & Senior High School Board of Directors  
 6:00 pm Board Meeting  
 April 9, 2019

Members present:

- |  |   |
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| <input checked="" type="checkbox"/> Bruce Banta    | <input checked="" type="checkbox"/> Jodie Olson                     |
| <input checked="" type="checkbox"/> Chance Adams   | <input checked="" type="checkbox"/> Ekren Miller                    |
| <input checked="" type="checkbox"/> Darryl Holman  | <input checked="" type="checkbox"/> Dave VanEngelenhoven (Dr. Dave) |
| <input checked="" type="checkbox"/> Dave Lavrenz   | <input type="checkbox"/> Leslie Drimel                              |
| <input checked="" type="checkbox"/> Tiffany Happel |   |

Ex-Officio Members Present:

- Nicole Thompson, Business Manager  
 Kristin Gustafson, Exec Director

*DAF*  
5/14/2019

Agenda Item	Notes	Vote: 04.09.2019
<b>1. Call to Order</b> , roll call, and announcement of quorum, opening reading  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.	<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>	
<b>2. Public Comment</b> , Guest(s) Maximum 5 min each, 30 minutes total	<ul style="list-style-type: none"> <li>● None</li> </ul>	
<b>3. Additions/Changes to the agenda</b>  <b>4. Approval of Agenda</b>	<ul style="list-style-type: none"> <li>● No Additions/Changes</li> </ul>	Motion: Approve agenda as provided. By: Bruce Banta Second: Jodie Olson Vote Results: Unanimous
<b>5. Conflict of Interest</b>	<ul style="list-style-type: none"> <li>● None Stated</li> </ul>	
<b>6. Approval of minutes</b> from previous meeting	<b>6.0 - March 12, 2019</b> <ul style="list-style-type: none"> <li>● No amendments stated</li> </ul>	6.0 Motion: Approve 03.12.19 minutes as submitted. By: Jodie Olson Second: Ekren Miller Vote Results: Unanimous

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<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>7.0 AIPC Survey and Resolution MN Statute 124D.78, subd 1 Policy EL 2.9 Communication to the Board</b></p> <ul style="list-style-type: none"> <li>● Board needs to view. That allows submission for next years grant application.</li> </ul>	<p>Motion: 7.0 Reviewed the AIPC Survey and Resolution MN Statute 124D.78, subd 1 as submitted. By: Chance Adams Second: Dave Lavrenz Vote Results: Unanimous</p>
<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 Financial Condition and Activity (EL: 2.5)</b></p> <ul style="list-style-type: none"> <li>● Handout</li> <li>● Update - caught date change at very top from 2018 to 2019</li> <li>● Review of submission</li> </ul> <p>2.5.12 Uncompromised Audit</p> <ul style="list-style-type: none"> <li>○ Reasonable Interpretation - 8 yes, 0 No</li> <li>○ Sufficient Data - 8 yes, 0 no</li> </ul> <p>2.5.11 Restricted Assets</p> <ul style="list-style-type: none"> <li>○ Reasonable Interpretation - 8 yes, 0 No</li> <li>○ Sufficient Data - 8 yes, 0 no</li> </ul> <p>2.5.10 Accounting Controls</p> <ul style="list-style-type: none"> <li>○ Reasonable Interpretation - 8 yes, 0 No</li> <li>○ Sufficient Data - 8 yes, 0 no</li> </ul> <p>2.5.9 Cash Balances</p> <ul style="list-style-type: none"> <li>○ Reasonable Interpretation - 8 yes, 0 No</li> <li>○ Sufficient Data - 8 yes, 0 no</li> </ul> <p>2.5.8 Tax Requirements</p> <ul style="list-style-type: none"> <li>○ Reasonable Interpretation - 8 yes, 0 No</li> <li>○ Sufficient Data - 8 yes, 0 no</li> </ul> <p>2.5.7 Operational Reserve</p> <ul style="list-style-type: none"> <li>○ Reasonable Interpretation - 8 yes, 0 No</li> <li>○ Sufficient Data - 8 yes, 0 no</li> </ul>	<p>8.0 Motion: Accept the monitoring report Financial Conditions/Activities (EL 2.5) as having provided reasonable interpretations and data that demonstrated compliance with those interpretations. By: Tiffany Happel Second: Chance Adams Vote Results: Unanimous</p>

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	<p>2.5.6 Exception Reporting</p> <ul style="list-style-type: none"><li>○ Reasonable Interpretation - 8 yes, 0 No</li><li>○ Sufficient Data - 8 yes, 0 no</li></ul> <p>2.5.5 Loans</p> <ul style="list-style-type: none"><li>○ Reasonable Interpretation - 8 yes, 0 No</li><li>○ Sufficient Data - 8 yes, 0 no</li></ul> <p>2.5.4 Pursuing Receivables</p> <ul style="list-style-type: none"><li>○ Reasonable Interpretation - 8 yes, 0 No</li><li>○ Sufficient Data - 8 yes, 0 no</li></ul> <p>2.5.3 Property</p> <ul style="list-style-type: none"><li>○ Reasonable Interpretation - 8 yes, 0 No</li><li>○ Sufficient Data - 8 yes, 0 no</li></ul> <p>2.5.2 IRS Filing</p> <ul style="list-style-type: none"><li>○ Reasonable Interpretation - 8 yes, 0 No</li><li>○ Sufficient Data - 8 yes, 0 no</li></ul> <p>2.5.1 Unassigned Spending</p> <ul style="list-style-type: none"><li>○ Reasonable Interpretation - 8 yes, 0 No</li><li>○ Sufficient Data - 8 yes, 0 no</li></ul> <p>2.5. Global Constraint</p> <ul style="list-style-type: none"><li>○ Reasonable Interpretation - 8 yes, 0 No</li><li>○ Sufficient Data - 8 yes, 0 no</li><li>○ No changes or additions to policy language</li></ul> <p><b>8.1 Communication and Support to Board (direct inspection) (EL: 2.9)</b></p> <ul style="list-style-type: none"><li>● Handout</li><li>● Review of submission</li><li>● 2.9.10 - Consent Agenda</li></ul>	<p>8.1 Motion: Accept the monitoring report Comm/Support to Board (EL: 2.9), having provided reasonable interpretation and data that demonstrate compliance with those interpretations.</p> <p>By: Dave VanEngelenhoven Second: Jodie Olson Vote Results: Unanimous</p>
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|  | <ul style="list-style-type: none"><li>○ Reasonable Interpretation - 8 yes, 0 No</li><li>○ Sufficient Data - 8 yes, 0 no</li><li>2.9.9 - Communication to the Whole Board<ul style="list-style-type: none"><li>○ Reasonable Interpretation - 8 yes, 0 No</li><li>○ Sufficient Data - 8 yes, 0 no</li></ul></li><li>2.9.8 - Communication Methods<ul style="list-style-type: none"><li>○ Reasonable Interpretation - 8 yes, 0 No</li><li>○ Sufficient Data - 8 yes, 0 no</li></ul></li><li>2.9.7 - Adequate Information<ul style="list-style-type: none"><li>○ Reasonable Interpretation - 8 yes, 0 No</li><li>○ Sufficient Data - 8 yes, 0 no</li></ul></li><li>2.9.6 - Information Clarity<ul style="list-style-type: none"><li>○ Reasonable Interpretation - 8 yes, 0 No</li><li>○ Sufficient Data - 8 yes, 0 no</li></ul></li><li>2.9.5 - Incidental Information<ul style="list-style-type: none"><li>○ Reasonable Interpretation - 8 yes, 0 No</li><li>○ Sufficient Data - 8 yes, 0 no</li></ul></li><li>2.9.4 - Decision Information and Trends<ul style="list-style-type: none"><li>○ Reasonable Interpretation - 8 yes, 0 No</li><li>○ Sufficient Data - 8 yes, 0 no</li></ul></li><li>2.9.3 - Board Policy Compliance<ul style="list-style-type: none"><li>○ Reasonable Interpretation - 8 yes, 0 No</li><li>○ Sufficient Data - 8 yes, 0 no</li></ul></li><li>2.9.2 - NonCompliance Communication<ul style="list-style-type: none"><li>○ Reasonable Interpretation - 8 yes, 0 No</li><li>○ Sufficient Data - 8 yes, 0 no</li><li>○ requested definition of "land the plane" - prioritize based on the emergency in terms of contacting the board</li></ul></li><li>2.9.1 - Monitoring Data<ul style="list-style-type: none"><li>○ Reasonable Interpretation - 8 yes, 0 No</li><li>○ Sufficient Data - 8 yes, 0 no</li></ul></li></ul> |  |
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2.6.0 - Global Constraint

- Reasonable Interpretation - 8 yes, 0 No
- Sufficient Data -8 yes, 0 no
- No Changes or additions to policy language

**8.2 Board Management Delegation Policy Review (BMD: 3.0-3.6)**

- **Member Self-Assessment -**
  - request to have the member self assessment turned in by 4.12.19
  - when received and tabulated, results will be shared with all members and reviewed at next meeting
- **Board anticipated expenses for 19-20 Budget**
  - Discussion on anticipated training needs for new board members - required
  - Contract with Stacy to get new members on board? Kristin will contact to check on price
- **Update: Policy Monitoring Schedule: Communication and support to the Board (prior typo) to reflect Method: Internal**

**8.3 Governance Policy Review (GP: 4.0-4.9)**

- request to have the Board self assessment turned in by 4.12.19
- when received and tabulated, results will be shared with all members and reviewed at next meeting
- ➔ **4.9 Nominations and Electronics**
  - Discussion concerning voting on open board members positions - paper/electronic
  - Update to policy language - bringing back in June
- ➔ **4.8 Cost of Governance**

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	<ul style="list-style-type: none"> <li>○ No changes</li> <li>→ 4.7 Board Committee Structure             <ul style="list-style-type: none"> <li>○ No changes</li> </ul> </li> <li>→ 4.6 Board Committee Principles             <ul style="list-style-type: none"> <li>● No changes</li> </ul> </li> <li>→ 4.5 Board member's code of conduct             <ul style="list-style-type: none"> <li>● discussion that board is highly transparent for any potential conflicts</li> <li>● No changes</li> </ul> </li> <li>→ 4.4 Board Chair's Role             <ul style="list-style-type: none"> <li>● No changes</li> </ul> </li> <li>→ 4.3 Agenda Planning             <ul style="list-style-type: none"> <li>● Discussion on issuing a draft agenda prior to the 3 day period/electronically</li> <li>● No changes</li> </ul> </li> <li>→ 4.2 Board Job Description             <ul style="list-style-type: none"> <li>● No changes</li> </ul> </li> <li>→ 4.1 Governing Style             <ul style="list-style-type: none"> <li>● No changes</li> </ul> </li> <li>→ 4.0 Global Governance Commitment             <ul style="list-style-type: none"> <li>● No changes</li> </ul> </li>   <li>● No Changes/additions to the policy quadrant post review</li> </ul> <p>Review of the Ends</p> <ul style="list-style-type: none"> <li>● No Changes/additions to the policy quadrant post review</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 on Activity</b></p> <ul style="list-style-type: none"> <li>● Leech Lake family dinner attended by staff and board</li> <li>● Honors breakfast was well attended</li> <li>● Parent survey will be brought to the May meeting</li> <li>● Awards night - Board will be present and open the night</li> <li>● Graduation on May 24th</li> </ul>	

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<p><b>10. Policy Development</b> (<i>Attend to additions and amendments to governing policies</i>)</p>	<ul style="list-style-type: none"> <li>• No further action</li> </ul> <p><b>10.0 No Agenda Item</b></p>	
<p><b>11. Board Education</b> (<i>Presentations and discussions according to the board's annual plan</i>)</p>	<p><b>11.0 Handout</b></p> <ul style="list-style-type: none"> <li>• No further action</li> </ul> <p><b>11.1 Annual Training - Data Privacy - Dave Lavrenz</b></p> <ul style="list-style-type: none"> <li>• Powerpoint presentation</li> <li>• Well Done Dave! Thank you for the Training!</li> </ul>	
<p><b>12. Board Decisions/Work</b> (<i>Logistics, retained management functions, etc.</i>)</p> <p><b>Contracts Pursuant to 3.3.3 Executive Director Authorization 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:</b></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 - 201909</p> <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>• Track JV Coach - Michael Meehlhause \$2000</li> </ul> <p>12.2.2 External Contract - New Hires</p>	<p>12.0.1 Motion: Approve 201909 Expenditure Matrix, Payment Register, Cash Flow Statement, Balance Sheet and Budget vs. Actual ADM.        By: Chance Adams        Second: Dave VanEngelenhoven        Vote Results: Unanimous</p> <p>12.2.2 Motion: Approve internal and external contracts for the 18-19 school year as listed in the minutes.</p>

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	<ul style="list-style-type: none"><li>● <b>Blind Visual Impairment and Orientation and Mobility - Diane Grundyson - Not to exceed \$290.00</b></li><li>● <b>18-19 Audit and 990 Tax Prep - CLA - \$10,500.00 + \$2,050.00</b><ul style="list-style-type: none"><li>● CliftonLarsonAllen - 17-18 Audit \$10,200.00<ul style="list-style-type: none"><li>○ 16-17 Audit, CLA - \$10,000.00</li></ul></li><li>● CliftonLarsonAllen - 17-18 Preparation 990 estimated \$2,000.00<ul style="list-style-type: none"><li>○ 16-17 Preparation 990 - \$2,000.00</li></ul></li></ul></li></ul> <p><b>12.3 Director Eval Committee</b></p> <ul style="list-style-type: none"><li>● <b>Board decided not to close the meeting for current discussion</b></li><li>● <b>PDP was established with the Executive Director and two board members</b><ul style="list-style-type: none"><li>○ <b>Maintenance Items and Prescriptive Items assigned</b></li><li>○ <b>Budget for networking opportunities</b></li></ul></li><li>● <b>Contract: Reviewed the current contract. Reviewed the proposed annual increases.</b><ul style="list-style-type: none"><li>○ <b>Proposed 3 year contract period</b></li><li>○ <b>School pays for professional memberships (Executive Director proposes budget)</b></li><li>○ <b>School pays for networking funds (Executive Director proposes budget)</b></li><li>○ <b>Board HSA contribution of \$1000 annually</b></li></ul></li><li>● <b>Legal language concerning re-negotiation time frame to include in the contract.</b></li><li>● <b>Thank you for all you do</b></li></ul>	<p>By: Jodie Olson Second: Tiffany Happel Vote Results: Unanimous</p> <p>Motion: Extend the meeting past 8:00 p.m. By: Chance Adams Second: Ekren Miller Vote Results: Unanimous</p> <p>12.3 Motion: Offer to the Executive Director the financials as agreed upon for this contract renewal. Requesting legal opinion on re-negotiation language only to add to the contract. Approve the PDP with the maintenance and prescriptive items. By: Chance Adams Second: Jodie Olson Vote Results: Unanimous</p>
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	<p><b>12.4 Board Election Committee</b>          12.4.1 Candidates:          Teacher Member: please vote for Three openings:</p> <p>_____ Chance Adams, (incumbent)          _____ Leslie Drimmel, (incumbent)          _____ Nicole Friend</p> <p>Community/Parent Member: TWO positions. At least one must be a community member.</p> <p>_____ Leslie Harper, Community Member          _____ Lynn Boyer, Community Member          _____ Lydia Pietruszewski, Parent          _____ Jennie Clare, Parent</p> <ul style="list-style-type: none"> <li>● No Further Action</li> </ul> <p><b>12.5 2019-2020 Turf Bids</b></p> <ul style="list-style-type: none"> <li>● Bids received: 4</li> <li>● Comparison of Services</li> <li>● Board delegates to Kristin to gather further clarification on specific questions and Kristin will make final decision for 19-20 turf contract</li> <li>● No further action</li> </ul>	
<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)</i>  <i>Pursuant to 2.8.3 Compensation and Benefits</i></p>	<p><b>13.0 Student Performance /General Discussion - Current Events</b></p> <ul style="list-style-type: none"> <li>● Handout</li> <li>● additional: mn state high school league art competition - 4 best of shows. Currently student art on display at Watermark.</li> </ul>	

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	<ul style="list-style-type: none"> <li>● additional: choir - large ensemble - superior rating</li> <li>● additional: speech - Jake Attencio - going to state</li> <li>● No further action</li> </ul>	
<p><b>14.To Do Next Meeting</b></p>	<p><b>May 14, 2019</b></p> <ul style="list-style-type: none"> <li>● VOA Charter Contract</li> <li>● Flooring change proposal - choir room - Jake Attencio</li> <li>● Planning/Budgeting (EL:2.4)</li> <li>● Review: Articles of Incorporation and ByLaws</li> <li>● Parent Survey Results</li> <li>● Governance Policy 4.9 Nominations and Electronics</li> <li>● Review of member and whole board self-assessments</li> </ul>	
<p><b>15.VOA Meeting Observation Form</b></p>	<ul style="list-style-type: none"> <li>● VOA Evaluation - passed</li> </ul>	
<p><b>16.Adjourn</b></p>	<ul style="list-style-type: none"> <li>● Adjourn: 8:56 p.m.</li> </ul>	<p>Motion: Motion to Adjourn at 8:56 p.m.                  By: Dave VanEngelenhoven                  Second: Bruce Banta                  Vote Results: Unanimous</p>