

TrekNorth Junior & Senior High School Board of Directors
 6:00 pm Board Meeting
 May 14, 2019

Members present:

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

Ex-Officio Members Present:

- Nicole Thompson, Business Manager
 Kristin Gustafson, Exec Director

DRY
6/11/2019

Agenda Item	Notes:	Vote: 5.14.2019
1. Call to Order , 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"> ● Call to order: 6:00 p.m. ● Roll Call held, results above ● Quorum - Confirmed ● Mission Statement Read 	
2. Public Comment , Guest(s) Maximum 5 min each, 30 minutes total	<ul style="list-style-type: none"> ● Stephanie O., VOA representative - participate ● Joe Bowen, Pioneer - Observe ● Sr. High Student Council Representative (2) - Observe 	
3. Additions/Changes to the agenda 4. Approval of Agenda	<ul style="list-style-type: none"> ● Addition: Allow Stephanie Olsen to participate in the VOA section. 	Motion: Approve agenda with addition of Stephanie Olsen to participate in the VOA section. By: Bruce Banta Second: Dave VanEngelenhoven Vote Results: Unanimous
5. Conflict of Interest	<ul style="list-style-type: none"> ● None Stated 	
6. Approval of minutes from previous meeting	6.0 - April 9, 2019 <ul style="list-style-type: none"> ● No amendments stated 	6.0 Motion: Approve 04.09.19 minutes as submitted.

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		By: Tiffany Happel Second: Leslie Drimel Vote Results: Unanimous
<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>Policy: EL 2.3: Treatment of Staff</p>	<p>7.0 Annual Northwest Service Cooperative/BlueCross BlueShield renewal</p> <ul style="list-style-type: none"> ● Handout ● Discussion concerning the bids and consequences/benefits associated with leaving/staying with the coop. ● Discussed cost increase. Salary scale adjustment from last year (3 year cycle) will pay for the majority of the increase for single policy cost, but there will be out of pocket increase for employees. No current proposal to increase the board approve benefit appropriation. May bring that back to the board post the legislative session, once gen ed funding set. 	<p>Motion: 7.0 Reviewed the Annual Northwest Service Cooperative/BlueCross BlueShield renewal as submitted.</p> <p>By: Chance Adams Second: Dave VanEngelenhoven Vote Results: Unanimous</p>
<p>8. Organizational Performance Review (<i>Review and acceptance of monitoring reports of policy</i>) Pursuant to 2.9.1 <u>Monitoring Data</u> in Monitoring 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 Planning/Budgeting (EL:2.4)</p> <ul style="list-style-type: none"> ● Handout ● Review of submission <p>2.4.5 Cost of Governance</p> <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>8.0 Motion: Accept the monitoring report Planning/Budgeting (EL:2.4) having provided reasonable interpretations and data that demonstrated compliance with those interpretations.</p> <p>By: Chance Adams Second: Tiffany Happel Vote Results: Unanimous</p>

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	<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 ○ No Changes or additions to policy language <p>8.1 Board Management Delegation Policy Review (BMD: 3.0-3.6)</p> <ul style="list-style-type: none"> ● Board Self-Assessment <ul style="list-style-type: none"> ○ Satisfactory or excellent except one with request for training. That will be addressed with the upcoming training with Out of the Woods consulting. ● Member Self Appraisal <ul style="list-style-type: none"> ○ Again satisfactory or excellent ○ Suggestion to go through again prior to the training with Out of the Woods to bring suggestions ○ Suggestion to have a basics of how and where to find especially policy and procedure - meeting with new members with chair, exec director and board secretary. ● Board anticipated expenses for 19-20 Budget <ul style="list-style-type: none"> ○ Out of the Woods consulting - estimate of \$2000 to come up for ½ day training and then attend the meeting either september or october next fall. ○ Current budget estimated at \$1500 so would need a new amount from the board for the upcoming 19-20 budget ● Handout(s) 	<p>8.1 Motion: The board will increase the board training budget for the 19-20 school year to \$3500.00. By: Chance Adams Second: Bruce Banta Vote Results: Unanimous</p>
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	<p>8.2 Governance Policy Review (GP: 4.0-4.9)</p> <ul style="list-style-type: none">● In review of the policies of 4.0-4.8, the board makes no changes at this time● Specific discussion on 4.9 Nominations: concerning electronic media will be completed in 10.0 for Policy Development● No further action <p>8.3 Review: Articles of Incorporation and ByLaws</p> <ul style="list-style-type: none">● ByLaws: Discussion - if we change the board election voting to electronic, the Bylaws would need to be changed.● Discussion - per parent survey, there was no clear favorite between text, email, or regular mail. Would need to have option for electric and regular mail● Reminder: Rod H. from VOA would need to review any changes to ByLaws prior to final approval.● No Changes at this time to Articles of Incorporation or ByLaws● No further action	
<p>9.Membership Linkage Activities (<i>Attend to board's strategy, activities, & implications</i>)</p>	<p>9.0 Parent Survey Results</p> <ul style="list-style-type: none">● 18-19 parent survey - web page, paper survey only by request● 50 responses this year vs 41 responses last year<ul style="list-style-type: none">● Points: Communication to parents/guardians● Trend to work on: How to involve parents and communicate better on how child(ren) is doing● Highlights: Students can get the support they need. Trusted adult in the building.● Board Comment: Less discussion on food● Board Discussion on communication. Texts, emails, website, newsletter - what additional?	

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	<p>Go over at parent events? Suggestion to opt in or out of paper</p> <ul style="list-style-type: none"> ■ missing parents by not sending things out in standard mail. ■ board presence has been increased at events and seems that has helped also ■ TNT suggestion - peer tutoring? 	<p>9.0 Motion: Accept the 18-19 parent survey as submitted. By: Dave VanEngelhoven Second: Chance Adams Vote Results: Unanimous</p>
<p>10. Policy Development (<i>Attend to additions and amendments to governing policies</i>)</p>	<p>10.0 GP 4.9 Nominations: concerning electronic media</p> <ul style="list-style-type: none"> ● Board election committee, after feedback, would like to rewrite the voting policy. Chance will email the MSBA template policy to all members for review and make Trek specific adjustments. They will then bring back to the board in August 2019 with the policy adjustment and to bring any ByLaw change to VOA. ● No further action at this time 	
<p>11. Board Education (<i>Presentations and discussions according to the board's annual plan</i>)</p>	<p>11.0 Handout</p> <ul style="list-style-type: none"> ● Discussion concerning preference on the Out of the Woods Training - recommendation of September meeting. ● Kristin and Nikki will research getting required core training offered here in town with other charter schools in the area.. ● 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 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>12.0 Financial</p> <p>12.0.1 Reports: Expenditure Matrix, Payment Register, Cash Flow Statement, Balance Sheet and Budget vs. Actual ADM - 201910</p>	<p>12.0.1 Motion: Approve 201910 Expenditure Matrix, Payment Register, Cash Flow Statement, Balance Sheet and Budget vs. Actual ADM. By: Dave VanEngelhoven Second: Chance Adams Vote Results: Unanimous</p>

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NOTE: Cash Flow statement. Total balances correct.
Payroll section low as typically added expenses in that line are found in other expenses line.
NOTE: Payment register check 21552 missing. Voided - verification added to financial packet.

12.0.2 MDE Finance Award

12.1 Expansion

- No Further Action

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

12.2.1 Internal Contracts (in addition to annual contract)

- None

12.2.2 External Contract - New Hires

- None

12.3 VOA Assessment and Contract

- Handouts
- Offered 5 year contract
- Board requested to sign both contract and amendment page that would be used for technical/grammatical adjustments. Would not be signed by Kristin until she has reviewed any changes proposed.
- Stephanie: appreciates and thanks Kristin for being a part of the VOA leadership team

12.3 Motion: Approve the VOA contract and amendment page for the time period of July 2019 thru June 2024 .
By: Chance Adams
Second: Tiffany Happel
Vote Results: Unanimous

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	<p>12.4 Board Election Committee</p> <p>12.4.1 Update on results</p> <ul style="list-style-type: none">● Incoming Teacher members:<ul style="list-style-type: none">○ Chance Adams (incumbent)○ Leslie Drimel (incumbent)○ Nicole Friend (new)● Incoming Parent/Community Members:<ul style="list-style-type: none">○ Lynn Boyer (new) community member○ Leslie Harper (new) community member● Invitation to next meeting on 6.11.19● Discuss new member orientation prior to June meeting to get the highlights in before the Out of the Woods Training.<ul style="list-style-type: none">○ Attendance Expectation: ByLaws Section 10b - Board Chair and Executive Director○ Executive Director reports time pre-meeting - Board Chair and Executive Director	
<p>13.Other Information <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 <u>Compensation and Benefits</u></i></p>	<p>13.0 Student Performance /General Discussion - Current Events</p> <ul style="list-style-type: none">● Handout● Highlights: AP testing is wrapping up on May 24th. Very smooth this year - Thank you Leslie● Envirothon - going to state, 1st at regionals● Speech - Jake Atencio got 6th at State in his category● MANY events coming up at the end of May● College signing day on May 1st went well with guests Bemidji Mayor, Rita Albrecht and Bill Blackwell from BSU● Discussion concerning the point on the HWY 197 reconstruction and roundabout vs stop light. Too much pedestrian traffic for a roundabout.● No further action	

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<p>14.To Do Next Meeting</p>	<p>June 11 2019</p> <ul style="list-style-type: none"> ● 19-20 Budget Approval ● Treatment of Staff (EL:2.3) ● Certify Election Results ● Annual meeting selection of officers ● Annual Conflict of Interest Review and Signature ● Annual Lease Aid Review and Signature <p>August Meeting</p> <ul style="list-style-type: none"> ● GP 4.9 Nominations: concerning electronic media ● ByLaw change to VOA if election options change. 	
<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: 7:08 p.m. 	<p>Motion: Motion to Adjourn at 7:08 p.m. By: Bruce Banta Second: Dave VanEngelenhoven Vote Results: Unanimous</p>