

TrekNorth Junior & Senior High School Board of Directors

6:00 pm Board Meeting

AMENDED

January 15, 2019

Members present:

- | | |
|--|---|
| <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 checked="" type="checkbox"/> Leslie Drimel |
| <input checked="" type="checkbox"/> Tiffany Happel | |

Ex-Officio Members Present:

- Nicole Thompson, Business Manager
 Kristin Gustafson, Exec Director

DAH
2/12/2019

Agenda Item	Notes:	Vote: 01.15.2019
<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: 6:03 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"> ● Student Council Representatives, observe 	
<p>Additions/Changes to the agenda</p> <p>Approval of Agenda</p>	<ul style="list-style-type: none"> ● No Additions/Changes 	<p>Motion: Approve agenda as provided. By: Ekren Miller Second: Chance Adams Vote Results: Unanimous</p>
<p>Conflict of Interest</p>	<ul style="list-style-type: none"> ● None Stated 	
<p>Approval of minutes from previous meeting</p>	<p>6.1 - November 13, 2018</p> <ul style="list-style-type: none"> ● No amendments or omissions 	<p>Motion: Approve 11.13.18 minutes as submitted. By: Chance Adams</p>

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		Second: Ekren Miller Vote Results: Unanimous
<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>	<p>7.0 No Agenda Item</p>	
<p>Organizational Performance Review (Review and acceptance of monitoring reports of policy) 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 Financial Conditions/Activities (EL: 2.5)</p> <ul style="list-style-type: none"> ● Handout ● Review of submission <ul style="list-style-type: none"> 2.5.12 Uncompromised Audit <ul style="list-style-type: none"> ○ Reasonable Interpretation - 7 yes, 0 No ○ Sufficient Data - 7 yes, 0 no 2.5.11 Restricted Assets <ul style="list-style-type: none"> ○ Reasonable Interpretation - 7 yes, 0 No ○ Sufficient Data - 7 yes, 0 no 2.5.10 Accounting Controls <ul style="list-style-type: none"> ○ Reasonable Interpretation - 7 yes, 0 No ○ Sufficient Data - 7 yes, 0 no 2.5.9 Cash Balances <ul style="list-style-type: none"> ○ Reasonable Interpretation - 7 yes, 0 No ○ Sufficient Data - 7 yes, 0 no 2.5.8 Tax Requirements <ul style="list-style-type: none"> ○ Reasonable Interpretation - 7 yes, 0 No ○ Sufficient Data - 7 yes, 0 no 2.5.7 Operational Reserve <ul style="list-style-type: none"> ○ Reasonable Interpretation - 7 yes, 0 No ○ Sufficient Data - 7 yes, 0 no 2.5.6 Exception Reporting <ul style="list-style-type: none"> ○ Reasonable Interpretation - 7 yes, 0 No ○ Sufficient Data - 7 yes, 0 no 2.5.5 Loans 	<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: Jodie Olson Second: Bruce Banta Vote Results: Unanimous</p>

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	<ul style="list-style-type: none"> ○ Reasonable Interpretation - 7 yes, 0 No ○ Sufficient Data - 7 yes, 0 no <p>2.5.4 Pursuing Receivables</p> <ul style="list-style-type: none"> ○ Reasonable Interpretation - 7 yes, 0 No ○ Sufficient Data - 7 yes, 0 no <p>2.5.3 Property</p> <ul style="list-style-type: none"> ○ Reasonable Interpretation - 7 yes, 0 No ○ Sufficient Data - 7 yes, 0 no <p>2.5.2 IRS Filing</p> <ul style="list-style-type: none"> ○ Reasonable Interpretation - 7 yes, 0 No ○ Sufficient Data - 7 yes, 0 no <p>2.5.1 Unassigned Spending</p> <ul style="list-style-type: none"> ○ Reasonable Interpretation - 7 yes, 0 No ○ Sufficient Data - 7 yes, 0 no <p>2.5. Global Constraint</p> <ul style="list-style-type: none"> ○ Reasonable Interpretation - 7 yes, 0 No ○ Sufficient Data - 7 yes, 0 no ○ No changes or additions to policy language 	
<p>Membership Linkage Activities (<i>Attend to board's strategy, activities, & applications</i>)</p>	<p>9.0 Next Parent Survey Questions</p> <ul style="list-style-type: none"> ● Survey going to be handed out at the chili cook-off in March and also sent out for those that don't attend (via survey monkey). ● Need questions finalized by the February board meeting. ● Would like to have a strong showing at the chile cook-off by the Board. ● Potential parent survey question suggestions: <ul style="list-style-type: none"> ■ Two Questions concerning linkage. Potentials/Suggested: 	

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	<ul style="list-style-type: none"> ● What do you see as the strengths and weaknesses of TrekNorth? ● What would you like to communicate to the school board as far as the operation of the school? ● What is one thing you would like to see changed at TrekNorth? ● What do you see as areas to improve at TrekNorth? ● Jodie will send out google doc to all members to bring finalized suggestions at the February meeting. ● Family Indian Ed dinners scheduled in Red Lake on January 23rd and Cass Lake on January 28th. Board members plan to be present. ● No further action 	
<p>10.0 Policy Development (<i>Attend to additions and amendments to governing policies</i>)</p>	<p>10.0 Ends Policy -Clarification request prior to committee formation</p> <ul style="list-style-type: none"> ● Ends will be used to drive the conversations for the upcoming meetings of multiple committees. ● Language reviewed and confirmed ● No further action 	
<p>11.0 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"> ● No further action <p>11.1 Annual Training for Board</p> <ul style="list-style-type: none"> ● Data Privacy - update: <ul style="list-style-type: none"> ○ VOA contacted and may be putting a training together to be utilized by their authorized organizations 	
<p>12.0 Board Decisions/Work (<i>Logistics, retained management functions, etc.</i>)</p>	<ul style="list-style-type: none"> ● 12.0 Financial 	

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	<ul style="list-style-type: none"> ○ Kristin suggests for the Trek Board to start internally with our own policy and then complete (hopefully a webinar) or in-house training on the specifics of data privacy. ○ No further action 	
<p>Contracts Pursuant to 3.3.3 Executive Director Authorization in Delegation <i>the Executive Director, the Director has the authority to offer employee contracts. However, guidance from VOA has directed that all contracts retain board approval:</i></p>	<ul style="list-style-type: none"> ○ 12.0.1 Reports: Expenditure Matrix, Payment Register, Cash Flow Statement, Balance Sheet and Budget vs. Actual ADM - 201905 & 201906 ○ 12.0.2 990 Tax Document Presentation <ul style="list-style-type: none"> ■ Completed by CLA ■ Reviewed by Board at this meeting <ul style="list-style-type: none"> ● Error found: Dan McKeon listed as authority on page 6. Needs to be changed to Kristin Gustafson ■ Approved for submission by CLA with that change. ○ 12.0.3 Budget Discussion - SPED Psych <ul style="list-style-type: none"> ■ Requesting increase to SPED Psych budget 	<p>12.0.1 Motion: Approve 201905 & 201906 Expenditure Matrix, Payment Register, Cash Flow Statement, Balance Sheet and Budget vs. Actual ADM. By: Chance Adams Second: Ekren Miller Vote Results: Unanimous</p> <p>12.0.2 Motion: Approve the 990 tax form submission with recognized change on page 6 from Dan McKeon to Kristin Gustafson, by CLA on behalf of TrekNorth Jr & Sr High School By: Jodie Olson Second: Tiffany Happel Vote Results: Unanimous</p> <p>12.0.3 Motion: Approve increase in SPED Psych budget to reflect total of \$26,000 \$32,000. Utilizing funds from</p>

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- Amount higher than anticipated with both contracts being used on a student to align practices.
- Ongoing amount will now decrease, but expenditures to date indicate increase to the budget required at this time
- Propose increasing from 419 funds in which we do have additional available, therefore increasing both the expense and revenue by that amount.
- Increase by \$13,000 to a total annual budget of ~~\$26,000~~-\$32,000

419 and increasing both the expense and revenue portion of the budget from that fund.

By: Jodie Olson
Second: Chance Adams
Vote Results: Unanimous

12.1 Fund Balance Spend Down

- Update on safety, New Schoolwide phone system
 - \$21,971.62
- Upgrade safety, glass and partition of vestibule area
- Computer request - Tech committee looking at grants at this time. Next meeting in January. Will keep board updated.
- No Further Action

12.2 Expansion

- ABC Board - Suggestion for new members
 - Michael Meehlhause needs to be replaced as he is now a staff.
 - Dan McKeon suggested
 - Dan Haugan suggested
 - an annual meeting will be set to remove/confirm new member

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

12.3.1 Internal Contracts (in addition to annual contract) -

- None

12.3.2 External Contract - New Hires

- Nordic Ski Para - Trevor Smith
- Robotics Assistant - Amy Johnson
- Speech - Evan Wilson (replaces prior approved contract for person on medical leave)
- Nordic Ski Assistant - Madeline Treuer
- Autism Consultant - Holly Nelson
- Online College in the High School - Northwest Tech
- Discussion concerning assistant coaching contracts in the future to be hourly with time sheets

12.4 Appoint Director Eval Committee Adhoc

- members: Jodie Olson, Chance Adams, Leslie Drimel, Tiffany Happel

12.5 Establish Board Election Committee Adhoc

- Re-election: Chance, Darryl, Leslie, Tiffany & Jodie
- members:
 - Chance Adams prelim, not on final as up for re-election
 - Ekren Miller
 - Bruce Banta
 - Dave Lavrenz

12.3.2 Motion: Approve external contracts for the 18-19 school year as listed in the minutes.

By: Chance Adams

Second: Tiffany Happel

Vote Results: Unanimous

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3. Other Information (Incidental information from the CEO in accordance with board policies such as Communication and Support to the Board) pursuant to 2.8.3 Compensation and Benefits

○ **13.0 Student Performance**

- New for this semester: Erica Harmsen is doing “back on track” with students that are behind and working with the academic advisor to get things pulled together. When started 57 failing grades, now at 37.
- Student Council sponsored study night/ Had 35 participants.
- Academic advisor working with students to understand the percentages to help the kids understand effect on GPA, graduation, etc.
- No further action

○ **13.1 General Discussion - Current Events**

- Finals this week, then Buena Vista for all students and staff (weather permitting)
- College visits scheduled at a number of different places in the next month - student can sign up
- 8th grade Camp Miller trip scheduled
- Family dinners - Red Lake (1.23.19) and Cass Lake (1.28.19) Scheduled

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	<ul style="list-style-type: none"> ■ 6th and 7th grade starting a "Rock Sober" program ■ Chili Cook-off and Talent show on March 1, 2019. ■ Request to add conversation point like this prior to agenda being sent out for parents to read ahead of the events being discussed ■ No further action 	
<p>4.To Do Next Meeting</p>	<p>February 12, 2019</p> <ul style="list-style-type: none"> ● Asset Protection (EL: 2.6) ● Director Eval Committee Update ● Election Committee: Solicitation of nomination update ● Expansion ● Linkage: Parent survey question finalization <p>Future Meeting:</p> <ul style="list-style-type: none"> ● Data Privacy Training for all Board 	
<p>5.VOA Meeting Observation Form</p>	<ul style="list-style-type: none"> ● VOA Evaluation - passed 	
<p>5.Adjourn</p>	<ul style="list-style-type: none"> ● Adjourn: 7:48 p.m. 	<p>Motion: Motion to Adjourn at 7:48 p.m. By: Chance Adams Second: Bruce Banta Vote Results: Unanimous</p>