

TrekNorth Junior & Senior High School Board of Directors

6:00 pm Board Meeting

AMENDED August 14, 2018

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"/> Sarah Winger | <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 9/11/2018

| Agenda Item | Notes: | Vote: 08.14.2018 |
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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: 18:00 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"> ● No guests | |
| <p>Additions/Changes to the agenda</p> <p>Approval of Agenda</p> | <ul style="list-style-type: none"> ● No Additions or Changes to the Agenda | <p>Motion: Approve agenda as submitted. By: Ekren Miller Second: Jodie Olson Vote Results: Unanimous</p> |
| <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 - 06.12.2018</p> <ul style="list-style-type: none"> ● No Changes | <p>Motion: Approve 06.12.2018 minutes with no changes. By: Chance Adams Second: Ekren Miller Vote Results: Unanimous</p> |

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| <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"> ● No Agenda Item | |
| <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 report 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 Condition/Activities (EL: 2.5)</p> <ul style="list-style-type: none"> ● Handout ● Review of submission 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 <ul style="list-style-type: none"> ○ Reasonable Interpretation - 7 yes, 0 No ○ Sufficient Data - 7 yes, 0 no | |

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2.5.4 Pursuing Receivables

- Reasonable Interpretation - 7 yes, 0 No
- Sufficient Data - 7 yes, 0 no

2.5.3 Property

- Reasonable Interpretation - 7 yes, 0 No
- Sufficient Data - 7yes, 0 no

2.5.2 IRS Filing

- Reasonable Interpretation - 7 yes, 0 No
- Sufficient Data - 7yes, 0 no

2.5.1 Unassigned Spending

- Reasonable Interpretation - 7 yes, 0 No
- Sufficient Data - 7 yes, 0 no

2.5. Global Constraint

- Reasonable Interpretation - 7 yes, 0 No
- Sufficient Data - 7 yes, 0 no
- No changes or additions to policy language

8.1 Emergency Ex Director Succession (EL: 2.7)

2.7 Global Constraint

- Reasonable Interpretation - 7 yes, 0 No
- Sufficient Data - 7 yes, 0 no
- No changes or additions to policy language

8.2 Comp/Benefits (EL: 2.8)

- Handout

8.0 Motion: Accept the monitoring report **Financial Condition/Activities (EL: 2.5)** as having provided reasonable interpretations and data that demonstrated compliance with those interpretations.
By: Bruce Banta
Second: Jodie Olson
Vote Results: Unanimous

8.1 Motion: Accept the monitoring report **Emergency Ex Director Succession (EL: 2.7)** as having provided reasonable interpretations and data that demonstrated compliance with those interpretations.
By: Jodie Olson
Second: Chance Adams
Vote Results: Unanimous

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| | <ul style="list-style-type: none"> ● Review of submission 2.8.3 Market Parameters <ul style="list-style-type: none"> ○ Reasonable Interpretation - 7 yes, 0 No ○ Sufficient Data - 7 yes, 0 no 2.8.2 Hiring Practices <ul style="list-style-type: none"> ○ Reasonable Interpretation - 7 yes, 0 No ○ Sufficient Data - 7 yes, 0 no 2.8.1 Executive Director Compensation & Benefits <ul style="list-style-type: none"> ○ Reasonable Interpretation - 7 yes, 0 No ○ Sufficient Data - 7 yes, 0 no 2.8 Global Constraint <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>8.2 Motion: Accept the monitoring report Comp/Benefits (EL: 2.8) as having provided reasonable interpretations and data that demonstrated compliance with those interpretations. By: Dave VanEngelenhoven Second: Chance Adams Vote Results: Unanimous</p> |
| <p>Membership Linkage Activities (Attend to board's strategy, activities, & applications)</p> | <p>9.0 Linkage update</p> <ul style="list-style-type: none"> ● School Newsletter - POC Darryl ● New Student Orientation Aug28th @ 18:30 ● Availability for Family night ● Availability for conferences ● Select Board Focus Areas <ul style="list-style-type: none"> ○ Cultural Diversity ○ Expansion ○ Other ● Discuss at next meeting ● No Further Action | |
| <p>Policy Development (Attend to additions and amendments to governing policies)</p> | <p>10.0 Ends Policy Committee Formation</p> <ul style="list-style-type: none"> ● Report a next meeting ● No Further Action | |
| <p>Board Education (Presentations and discussions according to the board's annual plan)</p> | <p>11.1 Upcoming -</p> <ul style="list-style-type: none"> ● Handout ● No further action | |

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2.Board Decisions/Work *(Logistics, retained management functions, etc.)*

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:

● **12.0 Financial**

- 12.0.1 Reports: Expenditure Matrix, Payment Register, Cash Flow Statement, Balance Sheet and Budget vs. Actual ADM - 201812 & 201901

- 12.0.2 Check signers:
 - 17-18: Kristin Gustafson, Mark Larson, Tiffany Happel, Ekren Miller, Erica Harmsen and Bruce Banta
 - 18-19: Kristin Gustafson, Mark Larson, Tiffany Happel, Ekren Miller, and Erica Harmsen

- 12.0.3 Annual Motions
 - Approve the Business Manager, Nicole Thompson, as direct deposit, payroll, taxes, retirement funds signer.
 - Designate the Bemidji Pioneer as the official newspaper, First National Bank Bemidji as the official bank depositor, Haskell Law Firm as the official legal counsel and www.treknorth.org as the official venue for public source information.

12.0.1 Motion: Approve 201812 & 201901 Expenditure Matrix, Payment Register, Cash Flow Statement, Balance Sheet and Budget vs. Actual ADM.

By: Chance Adams
 Second: Ekren Miller
 Vote Results: Unanimous

12.0.2 Motion: Approve Kristin Gustafson, Mark Larson, Tiffany Happel, Ekren Miller, and Erica Harmsen as check signers for the 18-19 school year.

By: Bruce Banta
 Second: Jodie Olson
 Vote Results: Unanimous
 Abstain: Ekren Miller

- Approve Business Manager, Nicole Thompson, to make electronic transfers between First National Bank Accounts.

12.0.3 Motion: Approve annual motions as listed.
By: Chance Adams
Second: Jodie Olson
Vote Results: Unanimous

12.0.4 Annual Election of Local Education Agency (LEA) Representative - Rebecca Snyder

- Reviews and files annual plan to maintain compliance with appropriate federal statutes, regulations and procedures in relation to the Title I grant.
- Acts as the responsible authority relating to the administration of any improvement plan.
- Periodically updates the Board of Education regarding goals, strategies and practices, participates as a member of the school leadership implementation team, and works in collaboration with the Regional Centers of Excellence and/or MDE.

12.0.4 Motion: The local Board of Education/Charter Board of TrekNorth Jr. & Sr. High School (LEA Name) has authorized Rebecca Snyder at a monthly meeting on August 14, 2018 to act as the Local Education Agency (LEA) representative in reviewing and filing the plan as provided under P.L. 107-110 for school year 2018-2019. The LEA Representative will ensure that the school district (LEA) will maintain compliance with the appropriate federal statutes, regulations, and procedures and will act as the responsible authority in all matters relating to the administration of this improvement plan. The local Board of Education/Charter

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Board ensures that its designee(s) will periodically update the Board regarding goals and strategies/practices; participate as a member of the school leadership implementation team, and work in collaboration with the Regional Centers of Excellence and/or MDE in support of technical assistance through the Minnesota Statewide System of Support (SSOS) or the Department.

By: Chance Adams

Second: Jodie Olson

Vote Results: Unanimous

12.1 Expansion - priorities discussion

- Nothing new to report at this time.
- 6 more years on our lease at Naylors.
- No further action

12.2 VOA Charter Contract:

Operating under current goals under remaining contract

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

- Shelby Dukek - 6th & 7th grade math
- Tami Worner - High School Math
- Aubrey Lyons - PARA

12.3.2 Motion: Accept external contracts - New Hire for Shelby Dukek, Tami Worner, Aubrey Lyons and the PSEO contract for 18-19 with both Bemidji State and Northwest Tech.

By: Ekren Miller

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21A.11 UNITED STATES FLAG.

- PSEO - 18-19 Bemidji State and Northwest Tech - \$207.22/credit
 - 17-18 \$202.86/credit

12.4 Board Opening - exiting: Sarah Winger

- Board would like to express deepest gratitude to Sarah Winger for her years of service at TrekNorth, not only as an excellent teacher but a dedicated board member. Good Luck in your next adventure.
- Staff has been notified by the Executive Director of the teacher opening on the board and potential nominees will be brought to next meeting.

12.5 Annual Data Designation - VOA requirement

Vote on RA, DPCO and DPA assignments

- Executive Director suggests:
 - RA - Responsible Authority - Kristin Gustafson
 - DPCO - Data Practices Compliance Officer - Darryl Holman
 - DPA - Designated Person Authority - Kirby Ganske

12.6 18-19 meeting schedule - potentially move to 3rd Tuesday instead of 2nd

Second: Dave VanEngelenhoven
Vote Results: Unanimous

12.5 Motion: Accept the role as follows:
Responsible Authority - Kristin Gustafson
Data Practices Compliance Officer - Darryl Holman
Designated Person Authority - Kirby Ganske
By: Bruce Banta
Second: Ekren Miller
Vote Results: Unanimous

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| <p>ubd. 3.Pledge of Allegiance.</p> <p>a) All public and charter school students shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted:</p> <p>1) by each individual classroom teacher or the teacher's surrogate; or</p> <p>2) over a school intercom system by a person designated by the school principal or other person having administrative control over the school.</p> <p>b) A local school board or a charter school board of directors may annually, by majority vote, waive this requirement.</p> <p>c) Any student or teacher may decline to participate in recitation of the pledge.</p> <p>d) A school district or charter school that has a student handbook or school policy guide must include a statement that anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so and that students must respect another person's right to make that choice.</p> <p>e) A local school board or a charter school board of directors that waives the requirement to recite the Pledge of Allegiance under paragraph (a) may adopt a district or school policy regarding the reciting of the Pledge of Allegiance.</p> | <ul style="list-style-type: none"> • Have Nikki change select dates for changes and bring to the next board meeting. <p>12.7 Annual Pledge of Allegiance - Mn Statute 121A.11, Subd 3</p> | <p>12.7 Motion: TrekNorth will waive the pledge of allegiance requirement as cited in MN Statute 121A.11, Subd 3, during the 18-19 school year</p> <p>Motion: Chance Adams</p> <p>Second: Leslie Drimel</p> <p>Vote Results:</p> <p>In Favor - 3</p> <p>Opposed - 2</p> <p>Abstain - #</p> <p>Dave left the meeting at 19:55 and was unable to vote</p> |
| <p>3.Other Information <i>(Incidental information from the CEO in accordance with board policies such as Communication and Support to the Board)</i></p> <p><i> pursuant to 2.8.3 <u>Compensation and Benefits</u></i></p> | <p>13.0 Lunch Discussion</p> <ul style="list-style-type: none"> ○ Lutheran Social Services will be our new Lunch contract for the 18-19 school year | <p>Motion: Extend meeting past 8:00 p.m.</p> <p>Motion: Bruce Banta</p> <p>Second: Ekren Miller</p> <p>Vote Results Unanimous</p> |

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| | <ul style="list-style-type: none"> ○ Lunch will be \$4.10/meal. Prior contract with Aramark was \$3.70/meal + separate contract for delivery/day that averaged about \$0.20/meal. ○ Contract will be prepared and ready for board acceptance in September meeting ○ No further action <p>13.1 Student Performance</p> <ul style="list-style-type: none"> ○ Handout and discussion ○ No Further Action | |
| <p>4.To Do Next Meeting</p> | <p>September 2018</p> <ul style="list-style-type: none"> ● UnAudited Financial Statement for the 17-18 School Year ● Treatment of Students (EL: 2.1), Treatment of Parents/Guardians (EL: 2.2) ● Review Ends ● Projected growth results MCA ● Signature of Conflict of Interest Statement - Board members ● Nikki bring Dates to change for third week changes ● Appoint new Board Member vice Sarah <p>VOA Representative will be attending this meeting</p> | |
| <p>5.VOA Meeting Observation Form</p> | <ul style="list-style-type: none"> ● VOA Evaluation - passed | |
| <p>6.Adjourn</p> | <ul style="list-style-type: none"> ● Adjourn: 20:45 AKA 8:45 p.m. | <p>Motion: Motion to Adjourn at 8:45 p.m. By: Jodie Olson Second: Chance Adams Vote Results: Unanimous</p> |