

TrekNorth Junior & Senior High School Board of Directors

6:00 pm Board Meeting

October 9, 2018

Members present:

- | | |
|-------------------------|--|
| <u>a</u> Bruce Banta | <u>x</u> Jodie Olson |
| <u>a</u> Chance Adams | <u>x</u> Ekren Miller |
| <u>x</u> Darryl Holman | <u>a</u> Dave VanEngelenhoven (Dr. Dave) |
| <u>x</u> Dave Lavrenz | <u>a</u> Leslie Drimel |
| <u>x</u> Tiffany Happel | |

Ex-Officio Members Present:

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

*DAK
- 11/13/2018*

Agenda Item	Notes:	Vote: 10.09.2018
<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: 6:00 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"> ● CLA Representative, Mary Reedy ● BSU Students, observe ● Student Council Students, observe 	<p>Motion: Approve Mary Reedy to present at the meeting concerning the FY18 Audit. By: Ekren Miller Second: Jodie Olson Vote Results: Unanimous</p>
<p>Additions/Changes to the agenda</p> <p>Approval of Agenda</p>	<ul style="list-style-type: none"> ● Amend: 12.0.3 FY19 Budget Amendments: Furniture - Unanticipated need for pod seating in computer lab to make more functional as multi-purpose space - Increase by \$3000.00, to reflect a \$5000 annual budget to reflect: Furniture - Unanticipated need for pod seating in computer lab to make more functional as multi-purpose 	<p>Motion: Approve agenda amended in 12.0.03 as listed. By: Ekren Miller Second: Tiffany Happel Vote Results: Unanimous</p>

	<p>space and science lab as short due to increased enrollment- increase by \$400,00, to reflect a \$6000 annual budget</p>	
<p>Motion: Pull Jodie's supplemental contract until November meeting based on need for quorum. By: Tiffany Happel Second: Ekren Miller Vote Results: Unanimous</p>	<ul style="list-style-type: none"> • Jodie Olson contract supplemental contracts - pull Jodie's until November meeting 	<p>. Conflict of Interest</p>
<p>Motion: Accept the FY18 and as presented by Mary Reedy, CLA representative. By: Jodie Olson Second: Ekren Miller Vote Results: Unanimous</p>	<ul style="list-style-type: none"> • Mary Reedy presentation <ul style="list-style-type: none"> ○ Presentation ○ Question on Gen Ed expenses and SPED expenses ○ Question on ADM counts ○ Question on how to clear the findings as listed - delegation of duties and financial statement. Kristin and Nikki will work with CLA over the next year to see if there is any division of duties or training that will allow these findings to no longer be included. 	<p>.5 FY2018 Audit Presentation</p>
<p>Motion: Approve 09.11.18 minutes as submitted. By: Tiffany Happel Second: Ekren Miller Vote Results: Unanimous</p>	<ul style="list-style-type: none"> • No amendments from submitted 	<p>.Approval of minutes from previous meeting</p>
<p>Motion: Accept and Approve the annual report as provided by the Executive Director, Kristin Gustafson. By: Tiffany Happel Second: Jodie Olson Vote Results: Unanimous</p>	<p>7.0 Annual Report (Relevant Policy - EI: 2.9.8)</p> <ul style="list-style-type: none"> • Well done! • AP classes looks like more kids participating and doing well 	<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>

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Organizational Performance Review (*Review and acceptance of monitoring reports of policy*)
pursuant to 2.9.1 Monitoring Data in Monitoring concerning communication and support to the Board:

- **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.**

8.0 Financial Condition/Activities (EL: 2.5)

- Handout
- Review of submission
- 2.5.12 Uncompromised Audit
 - Reasonable Interpretation - 5 yes, 0 No
 - Sufficient Data - 5 yes, 0 no
- 2.5.11 Restricted Assets
 - Reasonable Interpretation - 5 yes, 0 No
 - Sufficient Data - 5 yes, 0 no
- 2.5.10 Accounting Controls
 - Reasonable Interpretation - 5 yes, 0 No
 - Sufficient Data - 5 yes, 0 no
- 2.5.9 Cash Balances
 - Reasonable Interpretation - 5 yes, 0 No
 - Sufficient Data - 5 yes, 0 no
- 2.5.8 Tax Requirements
 - Reasonable Interpretation - 5 yes, 0 No
 - Sufficient Data - 5 yes, 0 no
- 2.5.7 Operational Reserve
 - Reasonable Interpretation - 5 yes, 0 No
 - Sufficient Data - 5 yes, 0 no
- 2.5.6 Exception Reporting
 - Reasonable Interpretation - 5 yes, 0 No
 - Sufficient Data - 5 yes, 0 no
- 2.5.5 Loans
 - Reasonable Interpretation - 5 yes, 0 No
 - Sufficient Data - 5 yes, 0 no
- 2.5.4 Pursuing Receivables
 - Reasonable Interpretation - 5 yes, 5 No
 - Sufficient Data - 5 yes, 0 no
- 2.5.3 Property
 - Reasonable Interpretation - 5 yes, 0 No

<p>8.0 Motion: Accept the monitoring report Financial Cond/Activities (EL: 2.5) as having provided reasonable interpretations and data that demonstrated compliance with those interpretations. By: Ekren Miller Second: Jodie Olson Vote Results: Unanimous</p>	<ul style="list-style-type: none"> ○ Sufficient Data - 5 yes, 0 no ○ Reasonable Interpretation - 5 yes, 0 No ○ Sufficient Data - 5 yes, 0 no ○ Reasonable Interpretation - 5 yes, 0 No 2.5.1 Unassigned Spending listed as early 2018) <ul style="list-style-type: none"> ○ Update date to early 2019 (currently ○ Sufficient Data - 5 yes, 0 no ○ Reasonable Interpretation - 5 yes, 0 No 2.5.2 IRS Filing <ul style="list-style-type: none"> ○ Sufficient Data - 5 yes, 0 no 2.5. Global Constraint <ul style="list-style-type: none"> ○ Reasonable Interpretation - 5 yes, 0 No ○ Sufficient Data - 5 yes, 0 no ○ No changes or additions to policy language 	<p>.Membership Linkage Activities (Attend to board's strategy, activities, & applications)</p> <p>9.0 Linkage</p> <ul style="list-style-type: none"> ● Board presence at parent/teacher conference ● Continue with the same two points for input (expansion and school culture)? Suggestion: What do you feel is going well at the school and what could use more attention? ● No further Action ● Next Parent Survey Questions ● Postpone until November Meeting
	<p>10.0 Ends Policy Review</p> <ul style="list-style-type: none"> ● Reviewed and Confirmed ● No further action 	<p>0.Policy Development (Attend to additions and amendments to governing policies)</p>
	<p>11.0 Handout</p> <ul style="list-style-type: none"> ● Dave L has already completed 2 or the 3 required - way to go! ● No further action <p>11.1 Annual Training for Board</p> <ul style="list-style-type: none"> ● Postpone for next month 	<p>1.Board Education (Presentations and discussions according to the board's annual plan)</p>

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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 - 201903

- 12.0.2 Unaudited Financial Statement
 - Handout
 - No Further action

- 12.0.3 FY19 Budget Amendments:
 - Furniture - Unanticipated need for pod seating in computer lab to make more functional as multi-purpose space - Increase by \$4000.00, to reflect a \$6000 annual budget
 - SPED Psych - Additional contract for paperwork, reduction of primary contract. Increase anticipated. Increase by \$6,000 reflect a \$19,000 annual budget
 - Update Title I and II (revenue and expenses) to reflect FY19 grants as of 9.30.2018
 - Title I - \$61,779.71
 - Title II - \$8,988.34
 - Update Fed Flow Thu Spec Ed (revenue and expenses) to reflect FY19 budget
 - \$56,657.00
 - Update REAP grant amount (revenue and expenses)to reflect FY19 award
 - \$25,157.00

12.0.1 Motion: Approve 201903 Expenditure Matrix, Payment Register, Cash Flow Statement, Balance Sheet and Budget vs. Actual ADM.
By: Ekren Miller
Second: Jodie Olson
Vote Results: Unanimous

12.0.3 Motion: Amend FY19 budget as listed in Furniture, SPED Psych, Title I and II, Fed Flow Thru, REAP, and all revolving accounts:.
By: Jodie Olson
Second: Tiffany Happel
Vote Results:Unanimous

<ul style="list-style-type: none"> ● Update Revolving Accounts (revenue and expenses) to reflect FY18 year end amounts: <ul style="list-style-type: none"> ○ Art Supplies/Fees: \$988.37 ○ SLP: \$18,456.81 ○ OAP: \$7,880.36 ○ Performing arts: \$1,229.81 ○ Nordic Ski: \$728.97 ○ Neilson Grant (Mountain Bike): \$2,902.99 ○ Vending/Spirit Wear: \$1,937.21 ○ Track: \$137.00 ○ Prom: \$1,548.87 ○ Student Council: \$1,158.52 ○ Knowledge Bowl: \$128.00 ○ Yearbook (budget and revolving): \$4,664.00 ○ Envirothon: \$586.69 ○ NHS: \$1,388.96 ○ Mountain Biking: \$3,099.12 ○ Speech: \$4.00 ○ Robotics: \$2,068.44 ○ 3rd Party Reimb.: \$11,007.98 	<p>12.0.4 Annual approval of the accounting manual and all inclusions</p> <ul style="list-style-type: none"> ● Changes as Listed: <ul style="list-style-type: none"> ○ Accounting Manual: Purchases - Change amount from \$50,000 to \$100,000 per Minnesota Legal Compliance Manual ○ Accounting Manual: Financial Statements - Update list of financial statements reviewed each month by the Finance committee to include: cash flow statement, balance sheet, payment
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register, expenditure matrix and budget vs actual ADM

- Procurement Procedure: Purchase Thresholds - B. and C. update amount to reflect the \$100,000 limit as referenced above
- Procurement Procedure: Procedures for Disposition of Equipment less than: Update amount to reflect \$1,000 amount instead of the \$5,000 currently listed. This change in line with the board policy change in 17-18 to EL 2.5.3 dollar amount
- Inclusion of TrekNorth Fee Policy and Information Request Forms

12.0.4 Motion: Approve annual review and listed updates to the FY19 accounting manual.
By: Tiffany Happel
Second: Jodie Olson
Vote Results: Unanimous

12.1 Fund Balance Spend Down adjustment/new

- Request to move prior approved amount for trailer from 17-18 budget year to 18-19 based on availability and payment accuracy. \$5715.73
- Request one time fund balance spend down in FY19 for Technology:
 - Plans in place for student computer replacements based on inability to load required software for testing and the outdated computers in the existing carts/additional carts needed
 - 3rd priority - Staff Computers - \$20K-\$25K - postpone to November
- Request one time fund balance spend down in FY19 for safety:

12.1 Motion: Approve the fund balance spend down including: Approve the \$5715.73 for the new trailer originally approved in the 17-18 board approved spend down amount to 18-19 school year. Approve phone system upgrade in the amount of

<p>\$21,658.52. Approve tempered glass for vestibule the amount of \$17,710.00. By: Ekren Miller Second: Tiffany Happel Vote Results: Unanimous</p>	<ul style="list-style-type: none"> ○ 1st priority -New Schoolwide phone system - \$21,658.52 ○ 2nd priority - Upgrade glass and partition of vestibule area: <ul style="list-style-type: none"> ■ \$17,710 - Tempered Glass ■ \$33,110 - Bullet proof glass <p>12.2 Expansion</p> <ul style="list-style-type: none"> ● No further action <p>12.3 Contract(s)[citation: 3.3.3 Executive Director Authorization]:</p> <p>12.3.1 Internal Contracts (in addition to annual contract) -</p> <ul style="list-style-type: none"> ● Teresa Roscoe - amended contract Para 80% and Teacher 20% - Science ● Tami Wornor - amended contract: error in initial by business manager that did not reflect the adjustment to pay post probationary ● Chance Adams - Thinking Maps Trainer ● (Jodie Olson - Sr High Student Council - postpone to November meeting) ● Jennifer Aakre - Envirothon ● Jennie Lanz - National Honor Society (NHS) ● Elizabeth Mathews - Jr High Student Council ● Jennifer Aakre - TEAMS Advisor ● Tara King - Yearbook ● Lisa Fisher - Speech ● Leslie Drimel - Leadership Team ● Chance Adams - Leadership Team ● Greg Moen - Leadership Team ● Dan Gannon - Athletic Director ● Dan Gannon - Soccer Coach, Head 	
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	<ul style="list-style-type: none"> ● Nicole Friend - Track Coach, Head ● Michael Meehlhause - Nordic Ski Coach, Head ● Lisa Fisher - Tutor ● Stephen Peterka - Tutor ● Dan Gannon - 6th grade Phy Ed ● Elizabeth Mathews - Breakfast Program ● Russ Perrson - Vehicle Coordinator <p>12.3.2 External Contract - New Hires</p> <ul style="list-style-type: none"> ● Paul Ekhoﬀ - Soccer Coach, Middle School ● Karen Bradley - Gen Ed Classroom Monitor ● Karen Bradley - 6th grade play ● Karen Bradley - 6th grade robotics assistant ● James Owen - 6th grade robotics ● Ben Rudnick - Treknorth Tutor ● Anna Johansen - SPED Speech - maximum \$33,000 ● Doug Anderson - SPED Psych - maximum \$9,000 ● Malisa Van Masdem - Dishwashing service - \$30/day ● Angela Fossen-Jensen - SPED Para - PT ● Michael Meehlhause - Academic Structured Quiet Study ● Jeff Harmsen - Custodial ● Claire Hansen - SPED Para - PT 	<p>12.3.1 & 12.3.2 Motion: Approve internal and external contracts for the 18-19 school year as listed in the minutes. By: Ekren Miller Second: Jodie Olson Vote Results: Unanimous NOTE: Jodie Olson - contract moved to November agenda to retain quorum/voting ability.</p>
<p>3.Other Information <i>(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</i></p>	<p>13.0 Student Performance</p> <ul style="list-style-type: none"> ○ See annual report ○ No Further Action 	
<p>4.To Do Next Meeting</p>	<p>November 13, 2018</p> <ul style="list-style-type: none"> ● Global Executive Constraint Review (EL:2.0) ● Next Parent Survey Questions ● Annual Training for Board ● 3rd priority - Staff Computers - \$20K-\$25K - postpone to November ● Jodie Olson - Sr High Student Council - postpone to November meeting 	

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	<ul style="list-style-type: none"> • VOA Evaluation - passed 	5.VOA Meeting Observation Form
Motion: Motion to Adjourn at 7:14 p.m. By: Ekren Miller Second: Tiffany Happel Vote Results: Unanimous	<ul style="list-style-type: none"> • Adjourn: 7:14 p.m. 	6.Adjourn