

TrekNorth Junior & Senior High School Board of Directors

6:00 pm Board Meeting

September 11, 2018

Members present:

- Bruce Banta
- Chance Adams
- Darryl Holman
- Vacant
- Tiffany Happel
- Jodie Olson
- Ekren Miller
- Dave VanEngelenhoven (Dr. Dave)
- Leslie Drimel

Ex-Officio Members Present:

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

*DAH  
10/9/2018*

Item	Notes:	Vote: 09.11.2018
<p><b>Order</b>, roll call, and announcement of quorum, opening reading of TrekNorth is to prepare young people to make a positive difference in their local and global communities and to maximize student success by challenging and supporting individual students on an individual path that includes participation in a spectrum of vertically aligned college-readiness courses, including AP courses.</p>	<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>	
<p><b>Comment</b>, Guest(s) Maximum 5 min each, 30 minutes total</p>	<ul style="list-style-type: none"> <li>• Rod Haenke, VOA rep</li> <li>• BSU Students, observe</li> </ul>	
<p><b>Motions/Changes to the agenda</b>  <b>Review of Agenda</b></p>	<ul style="list-style-type: none"> <li>• Addition: 12.6 Review and approval of TrekNorth Annual Assessment Calendar</li> </ul>	<p>Motion: Approve agenda with addition of 12.6 TrekNorth Annual Assessment Calendar.. By: Chance Adams Second: Ekren Miller Vote Results: Unanimous</p>
<p><b>Conflict of Interest</b></p>	<ul style="list-style-type: none"> <li>• No conflict stated</li> </ul>	
<p><b>Review of minutes</b> from previous meeting</p>	<p><b>6.1 - 08.14.2018</b></p> <ul style="list-style-type: none"> <li>• Amend 12.0.1 motion to reflect Approve 201812 and 201901 instead of the 201811 that is listed.</li> </ul>	<p>Motion: Approve 08.14.18 minutes with the amendment to 12.0.1 to reflect Approve 201812 and 201901 instead of 201811. By: Ekren Miller Second: Chance Adams</p>

<p><b>Agenda</b> (Items the board is required to approve by relevant law or that has been delegated to the Director. Each item is properly cited with policies)</p>	<ul style="list-style-type: none"> <li>● No Agenda Item</li> </ul>	<p>Vote Results: Unanimous</p>
<p><b>Operational Performance Review</b> (Review and acceptance of reports of policy)</p> <p>o 2.9.1 <u>Monitoring Data in Monitoring concerning communication</u> report to the Board:</p> <p><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></p>	<p><b>8.0 Treatment of Students (EL: 2.1)</b></p> <ul style="list-style-type: none"> <li>● Handout</li> <li>● Review of submission             <ul style="list-style-type: none"> <li>2.1.7 Background Checks                 <ul style="list-style-type: none"> <li>○ Reasonable Interpretation - 7 yes, 0 No</li> <li>○ Sufficient Data - 7 yes, 0 no</li> </ul> </li> <li>2.1.6 Protections Information                 <ul style="list-style-type: none"> <li>○ Reasonable Interpretation - 7 yes, 0 No</li> <li>○ Sufficient Data - 7 yes, 0 no</li> </ul> </li> <li>2.1.5 Academic Progress Reports                 <ul style="list-style-type: none"> <li>○ Reasonable Interpretation - 7 yes, 0 No</li> <li>○ Sufficient Data - 7 yes, 0 no</li> </ul> </li> <li>2.1.4 Data Privacy                 <ul style="list-style-type: none"> <li>○ Reasonable Interpretation - 7 yes, 0 No</li> <li>○ Sufficient Data - 7 yes, 0 no</li> </ul> </li> <li>2.1.3 Handling of Student Maltreatment                 <ul style="list-style-type: none"> <li>○ Reasonable Interpretation - 7 yes, 0 No</li> <li>○ Sufficient Data - 7 yes, 0 no</li> </ul> </li> <li>2.1.2 Discipline                 <ul style="list-style-type: none"> <li>○ Reasonable Interpretation - 7 yes, 0 No</li> <li>○ Sufficient Data - 7 yes, 0 no</li> </ul> </li> <li>2.1.1 Violence and Harassment Protection                 <ul style="list-style-type: none"> <li>○ Reasonable Interpretation - 7 yes, 0 No</li> <li>○ Sufficient Data - 7 yes, 0 no</li> </ul> </li> </ul> </li> <li>2.1 Global Constraint             <ul style="list-style-type: none"> <li>○ Reasonable Interpretation - 7 yes, 0 No</li> <li>○ Sufficient Data - 7 yes, 0 no</li> <li>○ No changes or additions to policy language</li> </ul> </li> </ul>	<p>8.0 Motion: Accept the monitoring report <b>Treatment of Students (EL: 2.1)</b> as having provided reasonable interpretations and data that demonstrated compliance with those interpretations.</p> <p>By: Jodie Olson              Second: Bruce Banta              Vote Results: Unanimous</p>

IrekaNorth Junior & Senior High School Board of Directors

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	<p><b>8.1 Treatment of Parents/Guardians (EL: 2.2)</b></p> <ul style="list-style-type: none"> <li>● Handout</li> <li>● Review of submission</li> <li>2.2.5 Academic Progress Reports             <ul style="list-style-type: none"> <li>○ Reasonable Interpretation - 7 yes, 0 No</li> <li>○ Sufficient Data - 7 yes, 0 no</li> </ul> </li> <li>2.2.4 Service Expectations             <ul style="list-style-type: none"> <li>○ Reasonable Interpretation - 7 yes, 0 No</li> <li>○ Sufficient Data - 7 yes, 0 no</li> </ul> </li> <li>2.2.3 Parent/Guardian Involvement in policy-Setting             <ul style="list-style-type: none"> <li>○ Reasonable Interpretation - 7 yes, 0 No</li> <li>○ Sufficient Data - 7 yes, 0 no</li> </ul> </li> <li>2.2.2 Prompt Communications with Executive Director             <ul style="list-style-type: none"> <li>○ Reasonable Interpretation - 7 yes, 0 No</li> <li>○ Sufficient Data - 7 yes, 0 no</li> </ul> </li> <li>2.2.1 School and Student Information             <ul style="list-style-type: none"> <li>○ Reasonable Interpretation - 7 yes, 0 No</li> <li>○ Sufficient Data - 7 yes, 0 no</li> </ul> </li> <li>2.2 Global Constraint             <ul style="list-style-type: none"> <li>○ No changes or additions to policy language</li> </ul> </li> </ul>	<p>8.1 Motion: Accept the monitoring report <b>Treatment of Parents/Guardians (EL: 2.2)</b> as having provided reasonable interpretations and data that demonstrated compliance with those interpretations.          By: Ekren Miller          Second: Jodie Olson          Vote Results: Unanimous</p>
<p><b>Partnership Linkage Activities</b> (Attend to board's strategy, activities, &amp; 15)</p>	<p>9.0 Linkage update</p> <ul style="list-style-type: none"> <li>● Board representation at the Open House for new students end of August</li> <li>● Staff/Board will be in attendance at the Schoolcraft ribbon cutting ceremony on Thursday, 9.13.18 at 6 p.m.</li> <li>● Next event is parent/teacher conferences</li> <li>● Next meeting - revisit focus and questions for next parent survey</li> <li>● No Further Action</li> </ul>	
<p><b>Development</b> (Attend to additions and amendments to governing</p>	<p>10.0 Ends Policy Review</p> <ul style="list-style-type: none"> <li>● Handout</li> <li>● Review of submission</li> </ul>	

	<ul style="list-style-type: none"> <li>● Director requesting any input on additional data points for future reports</li> <li>1.3 Suggestion: Foreign Language vs World Language - grammatical update for next round             <ul style="list-style-type: none"> <li>○ Reasonable Interpretation - 7 yes, 0 No</li> <li>○ Sufficient Data - 7 yes, 0 no</li> </ul> </li> <li>1.2 No Suggestions             <ul style="list-style-type: none"> <li>○ Reasonable Interpretation - 7 yes, 0 No</li> <li>○ Sufficient Data - 7 yes, 0 no</li> </ul> </li> <li>1.1 Question: Change annually based on scores? Yes POV: Gap narrows - strength of Trek             <ul style="list-style-type: none"> <li>○ Reasonable Interpretation - 7 yes, 0 No</li> <li>○ Sufficient Data - 7 yes, 0 no</li> </ul> </li> <li>1.0 Global Constraint Suggestion: adding policy language about SLP/OAP?  Suggestion: 1.3.3 more info about those programs and AP specifically - more comprehensive including number of hours total per program, number of students?             <ul style="list-style-type: none"> <li>■ Reasonable Interpretation - 7 yes, 0 No</li> <li>■ Sufficient Data - 7 yes, 0 no</li> </ul> </li> </ul> <p>Update to policy: Suggestion: Eliminate 1.3.3 or add 1.3.4 to include "Students demonstrate concepts of Outdoor Adventure Program, Service Learning Program and Advanced Placement Programming"</p>	<p>10.0 Motion: Accept the report <b>Ends</b> as having provided reasonable interpretations and data that demonstrated compliance with those interpretations. By: Chance Adams Second: Jodie Olson Vote Results: Unanimous</p> <p>Motion: Change 1.2.1 to reflect current 1.3.3 language. Change 1.3.3 "Students demonstrate concepts of Outdoor Adventure and Service Learning Programming" add 1.2.2 "Students will have the opportunity to apply critical thinking skills in advanced placement courses." By: Chance Adams Second: Ekren Miller Vote Results: Unanimous</p>
<p><b>Education</b> (Presentations and discussions according to the board's agenda)</p>	<p>11.1 Upcoming -</p> <ul style="list-style-type: none"> <li>● Handout</li> <li>● Congrats to Leslie for completing the mandatory training!</li> <li>● No further action</li> </ul>	
<p><b>Decisions/Work</b> (Logistics, retained management functions, etc.)</p>	<ul style="list-style-type: none"> <li>● <b>12.0 Financial</b></li> </ul>	

**acts** 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 the same approval process as all other contracts.

- 12.0.1 Reports: Expenditure Matrix, Payment Register, Cash Flow Statement, Balance Sheet and Budget vs. Actual ADM - 201902
  
- 12.0.2 Unaudited Financial Statement
  - Request to postpone until October meeting - still making final adjustments with auditors
  
- 12.0.3 18-19 thru 20-21 Salary Schedule - Official Adoption
  - Handout
  - Reviewed previously, but not officially motioned to adopt.
  - Updates:
    - PARA to include Para/Custodial
    - Add'n of Academic Advisor

12.0.1 Motion: Approve 201902 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: Postpone 12.0.2 Unaudited Financial Statement until October 2018  
 By: Chance Adams  
 Second: Ekren Miller  
 Vote Results: Unanimous

12.0.3 Motion: Adopt salary schedules as submitted for school years 18-19, 19-20 and 20-21.  
 By: Jodie Olson  
 Second: Chance Adams  
 Vote Results: Unanimous

**12.1 Expansion - priorities discussion**

- Nothing at this time
- No further action

**12.2 Conflict of Interest Statement - Board**

- Handout for signature

- Review of Handout
- No Further action

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

12.3.1 Internal Contracts (in addition to annual contract) -

- Ryan Webber - amended contract to include additional \$1.00/hr for SPED secretarial duties
- 12.3.2 External Contract - New Hires
- Ashley Blevins - 1 semester - Gen Ed Classroom Monitor
  - Ben Rudnick - 1 semester - Gen Ed Classroom Monitor
  - Don King - Soccer Assistant Coach
  - Carol Skoe - DAPE SPED Instructor
  - Lutheran Social Services - Lunch Contract - \$4.10/meal
  - PSEO - 18-19 Northland Community and Technical College, College in the High School - \$2250.00
    - 17-18 \$2000.00

Question: Gen Ed Classroom Monitor concerning placement on scale

**12.4 Board Opening - exiting: Sarah Winger**

- Matthew "Dave" Lavrenz, English teacher agreed
- Other Teachers approached to put their name in, but not interested at this time
- Dave will need required training for new members and will serve the remainder of the term vacated by Sarah Winger, ending June 2020.

**12.5 18-19 meeting schedule -**

12.3.1 & 12.3.2 Motion: Approve internal, Ryan Webber and external, Ashley Blevins, Ben Rudnick, Don King, Carol Skoe, LSS and Northland community and tech college contracts for the 18-19 school year.  
By: Chance Adams  
Second: Ekren Miller  
Vote Results: Unanimous

12.4 Motion: Appoint Matthew "Dave" Lavrenz as TrekNorth Board Member, with a term end date of June 2020.  
By: Bruce Banta  
Second: Ekren Miller  
Vote Results: Unanimous

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	<ul style="list-style-type: none"> <li>● January 8, 2019 to January 15, 2019 or postpone financial documents for December until February 12, 2019 meeting</li> </ul> <p><b>12.6 Review and approval of TrekNorth Annual Assessment Calendar</b></p> <ul style="list-style-type: none"> <li>● Question about AP testing schedule - can we get them added to the “big” calendar?</li> </ul>	<p>Motion: Move the January 2019 meeting to 15th.                  By: Bruce Banta                  Second: Ekren Miller                  Vote Results: Unanimous</p> <p>12.6 Motion: Approval of the TrekNorth Annual Assessment Calendar 18-19 school year.                  By: Jodie Olson                  Second: Chance Adams                  Vote Results: Unanimous</p>
<p><b>Information</b> <i>(Incidental information from the CEO in accordance with policies such as Communication and Support to the Board)</i>                  o 2.8.3 <u>Compensation and Benefits</u></p>	<p>13.0 Student Performance</p> <ul style="list-style-type: none"> <li>○ See Global Ends Report</li> <li>○ No Further Action</li> </ul>	
<p><b>Next Meeting</b></p>	<p><b>October 9, 2018</b></p> <ul style="list-style-type: none"> <li>● UnAudited Financial Statement for the 17-18 School Year</li> <li>● Financial Cond/Activities (EL:2.5)</li> <li>● Annual Report</li> <li>● Student Performance</li> <li>● Auditor Rep from CLA will be in attendance to discuss 17-18 Audit</li> <li>● Linkage - revisit focus and questions for next parent survey</li> <li>● Ends - final review of September 2018 change and approval</li> </ul>	
<p><b>Meeting Observation Form</b></p>	<ul style="list-style-type: none"> <li>● VOA Evaluation - Passed</li> </ul>	
<p>rn</p>	<ul style="list-style-type: none"> <li>● Adjourn: 7:23 p.m.</li> </ul>	<p>Motion: Motion to Adjourn at 7:23 p.m.                  By: Ekren Miller                  Second: Chance Adams                  Vote Results: Unanimous</p>