



Board Minutes

Date: May 17, 2012
 Scheduled Time: 5:30 PM
 Attendance:

Position	Committee Member	Arrive	Depart
Chair	Dave Lucas	Present	
Vice-Chair	Mike Wiyninger	Present	
Treasurer	Brenda Schulze	Present	
Secretary	Eric Bubna	Present	
Member	Sara Peloquin	Present	
Member	Rob Rogers	Absent	
Member	Kerry Jerred	Absent	
Ex-Officio	Vanessta Spark	Present	
Ex-Officio	Patty Jorris	Absent	
Advisor	Rick Peterson	Present	
Staff Member	Dawn Sorenson	Present	
Guest	Nick Taintor	Present	
Guest	Don Stauffer	Present	
Guest	Jeff Uecker	Present	

1. Meeting called to order with quorum present at 5:30 PM
2. Reading of Mission and Vision Statement
3. Consent Agenda

Additions to the agenda: Brenda Schulze asked that “The Appointment of Jordon Darling to the Technology Committee” be added to the agenda under the Technology Committee report per Board member Rob Rogers who could not attend the meeting. In addition, it was asked that Agenda Item number 8 be handled first prior the remainder of the meeting.

On a motion duly made and seconded by Bubna/Peloquin, the consent agenda with the addition of the agenda item noted above and the reordering of the agenda, along with the minutes of the Special Board of Directors Meeting April 26, 2012, were approved as presented.

4. Public Input
None

8. Budget Report
 - 8.1 Mr. Taintor took the Board through an in-depth report on the current financials for the month of April 2012. He stated that the financials to date are right on track with projections, and noted that the Finance Committee went through the financials in great detail and found nothing of significance to report.

On a motion duly made and seconded, Bubna/Wyningger, the Spectrum High School Board of Directors unanimously approved the April 2012 Financial Statements as presented.

8.2 Fiscal Budget for 2012-2013

Mr. Taintor explained in detail the proposed budget for the 2012-2013 fiscal year. He went on to note the requirement of all fiscal budgets needing approval by June of the previous year. Mr. Taintor commented that following approval, should it be determined that changes are needed within the approved budget, it is possible to approve a revised budget should it be deemed necessary.

Following discussion, on a motion duly made and seconded, Bubna/Wyningger, the Spectrum High School Board of Directors unanimously approved the 2012-2013 budget as presented.

8.3 Finance Committee Report

Following discussion, on a motion duly made and seconded, Schulze/Bubna, the Spectrum High School unanimously approved the Finance Committee minutes from its meeting on May 10, 2012 as presented.

Approval of appointment of Jeff Uecker to the Finance Committee.

Following discussion, on a motion duly made and seconded, Schulze/Bubna, the Spectrum High School Board of Directors unanimously approved the appointment of Jeff Uecker to the Finance Committee.

5. Old Business

5.1 Bonding/Facilities Update

Mr. Peterson provided the Board an update with regard to bonding and facilities. He stated that our legal counsel, John Cairns, has heard back from CSPS (Charter School Property Solutions) and they are interested in completing our Phase II and Phase III construction plans. He noted that Phase II is ready to go once 2011-2012 school year is complete. Phase III is still in the initial stages of planning, however now that we have received preliminary approval from CSPS to go ahead with the project, work will begin in earnest on this endeavor.

Mr. Peterson also noted that our conditional use permit (CUP) for the warehouse will go before the Elk River City Council tonight. It was passed by the City Planning Commission last week.

The purchase of land from C & P Properties of Elk River continues to move along. He reported that the purchase agreement is conditional, such as successful bonding, etc. Mr. Peterson shared that Mr. Foster is in the process of parceling off the land as we are only interested in purchasing 20 acres of the land he has available. Mr. Peterson thought that this process should be completed within the next week, and work will continue in the pursuit of purchasing the 20 acres of land for our athletic facilities from C & P Properties.

Spectrum High School Building Company and Joint Facility Committee meeting minutes from its meeting on May 16, 2012.

On a motion duly made and seconded, Pelloquin/Bubna, the Joint Spectrum High School Building Company and Facility Committee meeting minutes from its meeting on May 16, 2012 were approved as presented.

It was noted in the minutes from the Joint Spectrum High School Building Company and Facility Committee meeting that a Satisfaction/Release of Claims Resolution was to be presented to the Spectrum High School Board of Directors for consideration of approval.

Following discussion, the Spectrum High School Board of Directors took the following action:

RECITAL: The Board earlier gave consent generally to resolve open claims arising from the lease for the prior school site based on each party releasing any claims against the other. An agreement to do so has been concluded and is Ex. 1 hereto,

RESOLVED, The authority earlier given to any officer or director to execute a Release of Claims arising from the lease for its prior school site shall be and hereby is ratified.

Following discussion, on a motion duly made and seconded, Bubna/Wyninger, the Spectrum High School Board of Directors unanimously approved the Satisfaction/Release of Claims Resolution as presented.

6. Director's Report

Ms. Spark presented her Director's Report for the Board. Discussion ensued regarding the Board's involvement in the management of (both hiring and the releasing of faculty and staff of their at-will letter, if necessary) human resources. It was determined that the Board should approve a faculty roster each year prior to the start of the academic year. A faculty roster will be presented to the Board at its meeting in August.

Following discussion, on a motion duly made and seconded, Bubna/Peloquin, the Spectrum High School Board of Directors unanimously approved the Director's Report as presented.

7. New Business

COMMITTEE REPORTS:

Technology Committee – Board's consideration of appointing Jordon Darling to the Technology Committee. Following discussion, it was determined that Board Committee structure should be addressed, and that this would be best suited for discussion at an upcoming Board Workshop Meeting where all governance items would be considered. Therefore, the appointment of Jordon Darling to the Technology Committee was tabled and will be addressed at an upcoming board workshop meeting.

7.1 Approve Service Contract Renewal for Special Education

Following discussion, on a motion duly made and seconded, Bubna/Peloquin, the Spectrum High School Board of Directors unanimously approved the Minnesota Special Education Resources for Charters Contract as presented.

7.2 VOA Annual Submission Calendar

The Board reviewed the 2012-2013 Annual Submission Calendar. Following discussion, it was determined that no formal action was necessary by the Board. Ms. Schulze commented that the items so noted in the VOA Submission Calendar should be incorporated into Spectrum's Annual Board Calendar. The Board Calendar will be addressed at an upcoming work session of the Board.

7.3 Proposed Pledge of Allegiance Policy

It was noted that following VOA's site visit on May 2nd, that a Pledge of Allegiance policy is necessary, which also requires annual approval by the Board.

Following discussion, on a motion duly made and seconded, Bubna/Lucas, the Spectrum High School Board of Directors unanimously approved the Pledge of Allegiance Policy as presented.

7.5 Director's Performance Evaluation Policy, Procedure and Timeline

The Board reviewed the proposed Director's Performance Evaluation Policy, Procedure and Timeline as presented by Ms. Schulze. Ms. Schulze noted that she has been diligently working on this project and anticipates its completion within the next week.

Following discussion, on a motion duly made and seconded, Bubna/Peloquin, the Spectrum High School Board of Directors unanimously approved the draft Director Performance Evaluation Policy, Procedure and Timeline as presented by Ms. Schulze.

7.4 Approve Director 2012-2013 Proposed Salary and At-Will Letter

The Board discussed at length the process of evaluating the position of Director. The Board acknowledged its lack of regular Director performance evaluations and vowed to do better in the future, incorporating this process into its Annual Board Calendar to ensure completion. Ms. Schulze commented on her research discovery for competitive salary ranges, for which Mark Beltz provided the current market research, and reported that Ms. Spark's current salary level was low in comparison to other charter school directors of similar size and scope.

Following discussion, on a motion duly made and seconded, Bubna/Wiyninger, the Spectrum High School Board of Directors unanimously approved the competitive increase to the Director's salary and benefits package, and authorizes the Chair to sign the at-will letter for the 2012-2013 academic year.

The Board requested that the minutes reflect their great appreciation for Ms. Spark's continued excellence in leadership of the school.

7.6 Board Calendar

Following brief discussion, on a motion duly made and seconded, Peloquin/Buban, the Spectrum High School unanimously agreed to table this item and move it for discussion to the upcoming Board Workshop meeting.

7.7 Approve Contract Renewal with BKDA

Ms. Schulze commented on the great working relationship the Finance Committee has with Beltz, Kes, Darling & Associates. The Board is very pleased with the work the firm has been doing on behalf of the school, and feels that the rationale for the cost increase is reasonable and reflective of the increased student population, and thereby increased work load.

Following discussion, on a motion duly made and seconded, Bubna/Peloquin, the Spectrum High School Board of Directors unanimously approved the Beltz, Kes, Darling & Associates Commitment Letter as presented.

9. Academic Oversight

It was noted that the topic of Academic Oversight will be present on every Board agenda for the purpose of providing academic perspective for the Board. It is acknowledged that it is easy for the Board to become mired in the details of finance and governance to the point that the area of academics can be unintentionally overlooked.

This month's academic focus is SPANISH.

Ms. Spark presented to the Board on the academic area of Spanish at Spectrum High School. She stated that we recently had 29 students who chose to participate in The National Spanish Exam, which is completely voluntary; only motivated top students choose to take the test. We earned 2 GOLD medals (95-100%), 3 bronze medals (75-84%), and 15 honorable mention (50-74%) is a ranking within the elite Spanish students in the entire United States.

Ms. Spark went on to note that the National Spanish Examination is sponsored by the American Association of Teachers of Spanish and Portuguese. The National Director of the exam states, "attaining a medal or honorable mention for any student on the National Spanish Examination is very prestigious because the exam is the largest of its kind in the United States with over 143,641 students participating in 2012". Ms. Spark also stated that Mrs. Oberg chooses to participate in this, again, completely voluntary exam, as a way of improving her personal teaching methodologies. Spectrum has continually upped its offerings of Spanish sections as a way to accommodate student interest. In addition, Spectrum is looking at offering a Spanish IV in the future as we currently have 4 students who want to take this advanced class. Spectrum has been in conversation with Anoka Ramsey Community College and St. Cloud State University to partner with them in offering the advanced Spanish IV. As of now, Anoka Ramsey is not interested in partnering with us as they themselves have just recently began offering this course. We're still waiting to hear from St. Cloud State and will update the Board as more information becomes available.

In celebration of the above-noted Spanish Exam accomplishments, on Saturday, May 12th, student participants, Mrs. Oberg, and Ms. Spark enjoyed a free brunch served at Mucho Loco in Elk River. It was a fun day!

In addition to Mrs. Oberg's accomplishments with the National Spanish Exam, she is directing a trip to Costa Rica in the spring of 2013.

10. Charter School Updates & Training

The Board has decided to have a standing "Charter School Updates & Training" item on the agenda for the purpose of conducting ongoing Board education training. In the process of this discussion, it was noted that board member-elect Don Stauffer, and Finance Committee member Jeff Uecker will take the required Board training sometime this summer.

9. Previously Tabled Items

Board Workshop Meeting:

The Board discussed at length the need for a Board Workshop to discuss topics relating to board governance, board goals, board calendar and board structure. Brenda Schulze will work with Dawn Sorenson to develop the agenda for the meeting. The Board Workshop Meeting is scheduled for Saturday, June 9, 2012 from 8:00 – 1:00 p.m.

10. Miscellaneous



17796 Industrial Circle NW ■ Elk River, MN 55330
Phone: 763-241-8703 ■ Fax: 763-633-1380
www.spectrumhighschool.org

None

11. Next Meeting Agenda Input

- Director's Evaluation
- Seat newly-elected Board member, Don Stauffer
- Board Officer Elections
- Board Training Update
- Academic Oversight

12. Adjournment

On a motion duly made and seconded, Peloquin/Wyninger, the Spectrum High School Board of Directors unanimously adjourned the meeting at 8:20 p.m.

Board Secretary Certification, Eric Bubna