



Spectrum School Board Minutes

Date: January 17, 2013  
 Scheduled Time: 5:30 PM  
 Attendance:

Position	Committee Member	Arrive	Depart
Chair	Dave Lucas	Present	
Vice-Chair	Rob Rogers	Present	8:04 p.m.
Treasurer	Eric Bubna	Present	7:30 p.m.
Secretary	Don Stauffer	Present	
Member	Kerry Jerred	Present	
Member	Sara Peloquin	Present	
Member	Mike Wiyninger	Present	
Ex-Officio	Vanessta Spark	Present	
Ex-Officio	Patty Jorris	Present	7:02 p.m.
Ex-Officio	Nick Taintor	Absent	
Advisor	Rick Peterson	Present	
Staff Member	Dawn Sorenson	Present	
Guest	Jeff Uecker	Present	

1. Meeting called to order with quorum present at 5:30 p.m.
2. Reading of Mission and Vision Statement
3. Consent Agenda  
 There were no changes so noted to the agenda. Two typographical name spellings were corrected to the minutes.

Following discussion, on a motion duly made and seconded, Bubna/Wiyninger, the minutes of the December 19, 2012 Spectrum Board of Directors meeting, along with the agenda the agenda were unanimously approved by the Spectrum High School Board of Directors with the changes noted above.

4. Public Input  
None
5. Spectrum Student Input  
None

6. Budget Report

6.1 BELTZ, KES, DARLING & ASSOC. DECEMBER, 2012 FINANCIAL REPORT

Mr.Taintor reported that the working budget projects revenues exceeding expenditures in all fund by \$269,789. He noted that they are budgeting state revenues based on 506 students along with a contingent for PSEO

students. Year to date, Mr. Taintor stated that 45.5% of expenditures have been spent, which is normal for this time of the year, and are 50% and 44.4% of the way through the fiscal and school year, respectively.

Mr. Taintor went on to note that the beginning balances shown on the Balance Sheet are based on the audited ending information as of June 30, 2012. Due from the Spectrum Building Company, in the amount of \$356,276, represents funds that have been paid for by the school prior to the bond close for the Building Company. This amount is in the process of being paid off with funds that were collected from the bond closing, and, in fact, Mr. Taintor reported that the funds have been transferred.

Mr. Taintor reported that the State holdback for 2011-2012 fiscal year in the amount of \$45,336 is the portion that would have been collected to date had there never been a 35.7% holdback. He stated that the funds will be paid by Minnesota Department of Education in January 2013 and April 2013. He reported that the State holdback for 2012-2013 fiscal year is estimated to be a deferred revenue of \$531,070. The rationale for this decision is that the State is paying Spectrum based on an accelerated method right now through February and with the decreased holdback percentage, there is actually a deferred revenue estimated at the end of this period. Mr. Taintor called attention to the fact that this will decrease starting in March as we will no longer receive any funding from the State until July.

Following discussion, on a motion duly made and seconded, Stauffer/Peloquin, the Spectrum High School Board of Directors unanimously approved the December 2012 Financial Statements as presented.

#### 6.2 BELTZ, KES, DARLING & ASSOC. Athletic Budget

Mr. Taintor took the Board through an in depth report on the process that he, Mr. Peterson, and Mrs. Jorris have been going through to split out, accurately code, and report all costs/revenues associated with athletics. He noted that they have made great strides in this process and that work continues on this endeavor. The purpose of splitting out the athletic budget will give the Board and administration a more accurate picture of costs and revenue associated with athletics and thereby making budget forecasting that much more accurate. Mr. Taintor reported for the Board that all costs associated with athletics is accounted for in the overall budget for the School.

Following discussion, on a motion duly made and seconded, Rogers/Peloquin, the Spectrum High School Board of Directors unanimously approved the athletic budget as presented.

#### 6.3 Finance Committee Report

Mr. Bubna reported that the Committee addressed the items so noted in the Executive Summary of the Beltz, Kes, Darling & Associates budget report for December, 2012, noting that everything appears to be on track to meet the budget. In addition, Mr. Bubna reported that Mr. Peterson and Mr. Taintor continue to work on the athletic budget. Lastly, Mr. Bubna reported on a couple of payroll issues that recently took place, and the process and procedures for check deposits and bill submission to BKDA.

Following discussion, on a motion duly made and seconded, Peloquin/Rogers, the Spectrum High School Board of Directors unanimously approved the minutes from the Finance Committee meeting on January 10, 2013.

## 7. Old Business

#### FACILITIES UPDATE

Mr. Peterson provided the Board an in depth report on all phases of construction, noting that the respective punch lists for each phase are diminishing. He reported that the temporary certificate of occupancy was secured. The final certificate of occupancy will take place in the spring when the final outside work can be completed.

Mr. Peterson discussed the need for additional storage, specifically once the build-out begins. Mr. Peterson shared other discussions in progress for additional storage, and reported that bids are coming in for the various projects.

Mr. Taintor clarified for the Board the difference between Spectrum High School as a tax exempt entity (state and federal), and the Spectrum Building Company which is currently a non-tax exempt (state) entity. Mr. Taintor reported that he will begin the process for getting the Spectrum Building Company state tax exempt paperwork completed and filed, noting that the process is long and may take some time to hear back from them. In the meantime, again, he clarified the difference between the two entities, and stated that anything that is covered under the capital expense should be directed to the Spectrum Building Company and not to the School.

Mr. Taintor then went on to discuss the reporting requirements now that bonding has been completed. It was noted that Mr. Bubna, Mr. Taintor, Mr. Stauffer, and Mr. Lucas will be meeting to discuss the reporting requirements in detail, and will report this information back to the Board at a later meeting.

#### 8. Director's Report

Ms. Spark provided an update for the Board. She specifically reported on the enrollment numbers for next year, noting that interest in Spectrum has been especially high. She reported that we will have between 535 and 540 students for the 2013-2014 school year.

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

#### 9. New Business

##### COMMITTEE REPORTS

##### 9.1 Technology Committee

The Board reviewed the minutes of the Technology Committee meeting which took place on January 10, 2013. Ms. Spark reported that the 2013-2015 Technology Plan, which was approved by the Board at its meeting in December and submitted to the State of Minnesota Department of Education, has been approved by MDE.

Following discussion, *on a motion duly made and seconded, Peloquin/Jerred, the Spectrum High School Board of Directors unanimously approved the acceptance of the Technology Committee minutes as presented.*

##### 9.2 Athletic Handbook Changes

The Board reviewed the proposed changes to the 2012-2013 Athletic Handbook. Mr. Peterson reported that an overall update to the handbook was completed. In addition, Mr. Peterson stated that the handbook now reflects the language that not all athletes may be able to compete, and that students are placed on teams depending upon experience and ability. In addition, the handbook was updated with the most current forms being utilized by the school.

Following discussion, *on a motion duly made and seconded, Bubna/Rogers, the Spectrum High School Board of Directors unanimously approved the changes to the Athletic Handbook as presented.*

### 9.3 Co-op Letter District #728

Mr. Peterson presented the letter received from Mike Cunningham, Activities Director at Elk River High School, which outlines the dissolving of the co-op agreement between Spectrum High School and District #728. Currently, there is a co-op that exists in Boys' Swimming, Girls' Swimming, Gymnastics, and Boys' Tennis. It states that those students who are already involved in athletics with District #728 are grandfathered in, provided that we agree to pay the fee associated with our students being involved in their program, and if not, the co-op ceases immediately. If we agree, then, again, only those students that are currently involved may remain – no new Spectrum students may join the co-op.

Following discussion, Mr. Peterson noted that he would inform the parents of the students who are involved, and wait to see what the invoice amount will be from District #728 and go from there.

### 9.4 Election/Nominating Committee Update

Mr. Wiyninger reported that the Committee had met just prior to the meeting. He stated that they are making good progress on the election process. He stated that they've added additional language to the documents to show that there are two open seats – one is a teacher seat with no incumbent candidate, and the other is a community/parent seat with an incumbent candidate, Dave Lucas, running for the seat. Mr. Wiyninger stated that they will provide additional information for the Board as it becomes available.

### 9.5. ERHS Student Transfer – Spectrum High School Graduation Requirement

Ms. Spark stated that Spectrum has a student who transferred from Elk River High School to Spectrum who will be 1.5 credits short of Spectrum's requirement of 26 credits for graduation. Ms. Spark stated that she has her enrolled in all the classes that she can that will fit within her schedule, as well as signing her up for an on-line class through Blue Sky to get her to 24.5 credits. Ms. Spark stated that she is asking that the Board make a onetime consideration for this student and wave the 26 credit requirement for graduation.

Following discussion, *on a motion duly made and seconded, Rogers/Peloquin, the Spectrum High School Board of Directors unanimously approved a onetime exception to the graduation requirement of 26 credits for this student only, and requests that the Director prepare a letter to the student outlining the specific details for this exception as presented.*

## 10. Academic Oversight

Service Learning.

Ms. Spark provided a detailed report for the Board on Service Learning at Spectrum High School. She noted that there are 24 different Service Learning groups at Spectrum with various focus and interests for the students. Ms. Spark then went on to describe each group and their respective area of focus. Ms. Spark stated that the service learning groups meet twice a month and is a graded class. She stated that 50% of the class is academic and the other 50% is community service. High school students are required to complete 5 hours of community service per quarter, and middle school students must complete 3 hours of community service each quarter. Ms. Spark ended her presentation with a slide of the HOTees (Hunger Outreach Teens), which is a group who recently made hats and scarves for the students of Cornerstone Montessori Elementary – another Volunteers of America school. Ms. Spark noted that it is the goal of Spectrum High School to partner with community organizations to provide authentic service learning experiences so that our students learn that they may make a difference in the world.

11. Charter School Updates & Training

No update provided. This will be covered on a quarterly basis.

12. Board Goals

- Board Goal #1: By the April 2013 Board meeting, an assessment of technology will be completed, including assessment of the current state of technology, and a recommendation of how technology can better be applied.
- Board Goal #2: By the March 2013 Board meeting, the Board will have completed research to include similar size charter schools regarding pay structure and administrative structure, and provide recommendations for the following fiscal year cycle.
- Board Goal #3: By the October 2012 Board meeting, the Board will define a process for students to formally provide input at the Board level. Completed ✓

All goals are on track for completion at or prior to agreed upon deadlines.

13. Previously Tabled Items

None

14. Miscellaneous

- It was requested that the standing agenda item, Spectrum High School Building Company Meeting be moved to the front of the agenda.
- Board workshop meeting date. It was determined that there wasn't a need for a Board Workshop meeting this quarter.

15. Next Meeting Agenda Input: February 21, 2013

- Nominating Committee Update

16. Adjournment;

On a motion duly made and seconded, Peloquin/Stauffer, the Spectrum High School Board of Directors unanimously adjourned the meeting at 8:40 p.m.



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A handwritten signature in black ink, appearing to read 'Don Stauffer', followed by a stylized flourish or scribble.

Board Secretary Certification, Don Stauffer