

Board Minutes

Date: October 18, 2012  
 Scheduled Time: 5:40 PM  
 Attendance:

Position	Committee Member	Arrive	Depart
Chair	Dave Lucas	Present	
Vice-Chair	Rob Rogers	Present	
Treasurer	Eric Bubna	Present	
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	Absent	
Advisor	Rick Peterson	Present	
Staff Member	Dawn Sorenson	Present	
Guest	Brenda Schulze	Present	
Guest	Jeff Uecker	Present	
Guest	Mark Beltz	Present	7:05 p.m.
Guest	John Cairns	Present	6:40 p.m.
Guest	Nick Taintor	Present	7:30 p.m.
Guest	Tom Holdenfield	Present	7:30 p.m.
Guest	Nick Hagen	Present	6:40 p.m.
Guest	Alison Kraus	Present	6:00 p.m.

1. Meeting called to order with quorum present at 5:40 PM
2. Reading of Mission and Vision Statement
3. Consent Agenda

Correction of September 20, 2012 meeting minutes to read "Retirement Planning" rather than 401K.

On a motion duly made and seconded by Wiyninger/Rogers, the consent agenda, and the corrected minutes of the September 20, 2012 regular Board of Directors meeting were approved as presented.

4. Public Input  
None

5. Spectrum Student Input

Spectrum Student Council member, Alison Kraus, presented before the Board on behalf of the Spectrum's student body. She stated that the student body is in support of allowing non-Spectrum students to attend Spectrum dances other than Prom. Ms. Kraus provided the following details, such as guest students would be

required to have a guest contract signed by their respective school administrator, provide a picture ID at the time of the dance, and the guest's name would be checked off on a guest list prior to admittance into the dance, as to how non-Spectrum students would be monitored. Following her presentation, the Board thanked Ms. Kraus and shared that they would take her proposal into consideration. In addition, Ms. Spark provided logistical detail should the Board decide to adopt the student's proposal on behalf of the Spectrum student body. Further discussion and a decision will be made by the Board at its next meeting, which is scheduled for November 8, 2012.

#### 6. Review Provisions & Covenants of Bonding Agreement

John Cairns, Mark Beltz, and Nick Hagen described in detail the provisions of the bonding documents and the various reporting requirements and timelines. In addition, they each spoke on the filing requirements of their respective areas, and stated that their offices would assist Spectrum in all document filings. They went on to stress the importance of meeting all document filing deadlines but, again, would aid Spectrum with assistance in the collection and filing of all reporting documentation. Discussion ensued regarding future financial budget planning and long term financing for the school. Following discussion, the Board thanked Mr. Cairns, Mr. Beltz, and Mr. Hagen for their time, and their detailed reports.

#### 7. Budget Report

##### 7.1 2011-2012 YEAR END AUDIT FINDINGS

Mr. Tom Hodnefield, from the accounting firm of Tautges Redpath, Ltd., presented their audit findings for the 2011-2012 year ended June 30, 2012. He went on to note that there were no findings to report for this audit. Mr. Hodnefield stated that the School has elected to account for its current facility lease as an operating lease rather than a capital lease. Management has reviewed accounting guidance and current operating conditions and believes that the substance of the agreement qualifies for operating lease accounting. There is no on-point GAAP guidance in these circumstances. He went on to report that they have discussed the accounting for the lease with management and believe that the method elected is acceptable in this circumstance.

Following discussion, on a motion duly made and seconded, Bubna/Peloquin, the Spectrum High School Board of Directors unanimously approved the 2011-2012 FYE 6.30.12 audit as presented.

##### 7.2 Beltz, Kes, darling & Associates September, 2012, Financials

Mr. Taintor presented the Executive Summary on the current financials for the month of September. He noted the working budget projects revenues exceeding expenditures in all funds by \$281,890. He stated they are budgeting state revenues based on 504 students (with a contingency for PSEO students), which was the amount submitted to MDE on October 1<sup>st</sup>.

Mr. Taintor went on to report that year-to-date, 21.3% of expenditures have been spent, which is normal for this time of year. We are 25% and 11.1% of the way through the fiscal year and school year, respectively.

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

##### 7.3 Finance Committee Report

Mr. Uecker presented to the Board the findings of the Committee’s work on retirement plans for staff. He noted that after completing its due diligence, the deferred compensation plan through the State of Minnesota is most advantageous with the least amount of cost to the School and employees.

The Board asked that the minutes reflect its thanks for the work, time, and effort that Mr. Uecker put in to researching various retirement plan options for its employees.

Following discussion, *on a motion duly made and seconded, Stauffer/Peloquin, the Spectrum High School Board of Directors unanimously approved the deferred compensation retirement plan through the State of Minnesota.*

Following discussion, *on a motion duly made and seconded, Wyingner/Rogers, the Spectrum High School Board of Directors unanimously approved the minutes from the Finance Committee meeting on October 11, 2012.*

## 8. Old Business

### FACILITIES UPDATE

Mr. Peterson provided the Board an updated and in-depth report on the current state of Phase III construction, stating that the music room and building permit have been approved.

Mr. Peterson then went on to provide an in-depth report on the state of the athletic fields and its various stages of approval. He encouraged Board members and staff to attend the upcoming meetings with the City of Elk River as a show of support for our project.

Following Mr. Peterson’s report, Ms. Spark asked that the minutes reflect the School’s thanks for all of the hard work, time, and effort that Mr. Peterson has put in to this project, noting that the School would not be where it is today without Mr. Peterson’s dedication to the project.

## 9. Director’s Report

Ms. Spark commented on the Director’s Report for the Board. In addition to her comments, Ms. Schulze gave a brief update to the Board on her marketing efforts to date. She noted that the billboard is now up, and she is working with local movie theaters as another means of getting Spectrums name in to the community.

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

## 10. New Business

### COMMITTEE REPORTS

A. Technology Committee – Mr. Rogers reported that the Technology Committee met on October 8, 2012. The minutes of the meeting were presented to the Board for their consideration. He went on to note that the next major task of the Technology Committee is to define “Technology Rich School” as noted in the school’s Mission Statement. He will update the Board as more information becomes available.

Following discussion, on a motion duly made and seconded, Bubna/Peloquin, the Spectrum High School Board of Directors unanimously approved the Technology Committee Minutes and report as presented.

10.1 Amended Lunch Policy

Mr. Bubna reported that the current Lunch Policy was amended to more accurately reflect the actual practice of past due lunch account balances, as well as some other minor revisions.

Following discussion, on a motion duly made and seconded, Stauffer/Rogers, the Spectrum High School Board of Directors unanimously approved the amended Lunch Policy as presented.

10.2 Minnesota Department of Education Assurance of Compliance

Mr. Bubna, Ms. Jerred, and Ms. Sorenson presented the amended and updated MDE (Minnesota Department of Education) AoC (Assurance of Compliance) which is required to be filed with the State of Minnesota every 6 years. They reported that they had met to discuss the Inclusive Education Plan and to update it with the current practice of the school. In addition, the MDE AoC has been added to the Board calendar to ensure that it is reviewed on a yearly basis. Lastly, the School Improvement Team will address the ongoing compliance of diversity within the curriculum as called for in the Inclusive Education Plan.

In addition to the Inclusive Education Plan, several additional policies were necessary for the School to be in compliance with the requirements of the MDE AoC plan. The following policies were proposed for the Boards consideration:

- Harassment Policy
- Hazing Policy
- Equal Education Policy
- Non-Discrimination Title IX Policy

Following discussion, on a motion duly made and seconded, Peloquin/Wiyninger, the Spectrum High School Board of Directors unanimously approved the Inclusive Education Plan, and the Harassment, Hazing, Equal Education, and Non-Discrimination Title IX Policies as presented.

11. Academic Oversight

Will be covered on a quarterly basis.

12. Charter School Updates & Training

Will be covered on a quarterly basis.

13. Previously Tabled Items

None

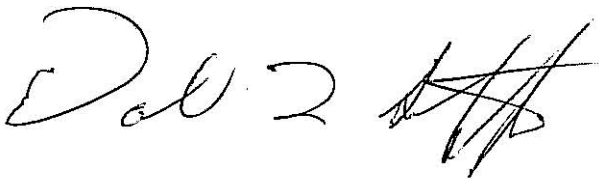
14. Next Meeting Agenda Input – November 8, 2012

- Mr. Stauffer asked for the Board’s consideration of a standing item on the agenda “Board Goals Status/Update” as a means to making sure that the Board is on task and target with meeting its yearly goals and objectives. This item will be added to the agenda.

- Technology Assessment
- Proposed student input item of allowing non Spectrum students to attend Spectrum dances.

15. Adjournment

On a motion duly made and seconded, Peloquin/Bubna, the Spectrum High School Board of Directors unanimously adjourned the meeting at 8:30 p.m.



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Board Secretary Certification, Don Stauffer