



Spectrum School Board Minutes

Date: February 21, 2013

Scheduled Time: Immediately following the Spectrum High School Building Company Meeting, if needed.

Attendance:

Position	Committee Member	Arrive	Depart
Chair	Dave Lucas	Present	
Vice-Chair	Rob Rogers	Absent	
Treasurer	Eric Bubna	Present	
Secretary	Don Stauffer	Present	
Member	Kerry Jerred	Present	
Member	Sara Peloquin	Absent	
Member	Mike Wiyninger	Present	
Ex-Officio	Vanessta Spark	Absent	
Ex-Officio	Patty Jorris	Absent	
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
 Mr. Peterson requested the addition of Spectrum Logo/Mascot be made to the agenda under the item of Miscellaneous.

It was requested that New Business Item, "Ratification of Don Stauffer to the Spectrum High School Building Company Board of Directors" be moved to the front of the agenda.

On a motion duly made and seconded, Bubna/Wiyninger, the minutes of the January 17, 2013 Spectrum Board of Directors meeting, along with the revisions of the agenda as noted above, were unanimously approved by the Spectrum High School Board of Directors.

4. Ratification of Don Stauffer to Spectrum Building Company
 Following a brief discussion, on a motion duly made and seconded, Wiyninger/Bubna, the Spectrum High School Board of Directors unanimously approved the ratification of Don Stauffer to the Spectrum High School Building Company Board of Directors.

The Spectrum High School Board of Directors meeting was temporarily adjourned to convene the Spectrum High School Building Company Board of Directors meeting.

On a motion duly made and seconded, Bubna/Wiyninger, the Spectrum High School Board of Directors unanimously approved the temporary adjournment of the Spectrum High School Board of Directors meeting.

Following the brief adjournment of the meeting, Mr. Lucas reconvened the Spectrum High School Board of Directors meeting at 5:50 p.m.

5. Public Input
None
6. Spectrum Student Input
None
7. Budget Report

7.1 BELTZ, KES, DARLING & ASSOC. JANUARY, 2013 FINANCIAL REPORT

Mr. Bubna reported that the working budget projects revenues exceeding expenditures in all funds by \$240,161. He stated that Spectrum is budgeting state revenues based on 506 students along with a contingency for PSEO students. Mr. Bubna noted that year to date, 52.7% of expenditures have been spent, which is normal for this time of year. Finally, Mr. Bubna stated that there were no significant changes to the budget for the month of January.

Following discussion, on a motion duly made and seconded, Jerred/Wiyninger, the Spectrum High School Board of Directors unanimously approved the January 2013 Financial Statements as presented.

7.2 Finance Committee Report

Mr. Bubna commented on the “waterfall fund” and how the monies may be used. He stated that the Committee is recommending that Spectrum seek legal counsel on how the money may be spent. Once known, this information will be brought to the Spectrum High School Board of Directors for their consideration. Mr. Bubna also commented on the change in instructional supplies, textbooks and workbooks. Lastly, Mr. Bubna reported that it is the recommendation of the Committee that administration move forward with the use of credit cards for specific employees. An amendment to the Spectrum Financial Policy will be made to include the usage of credit cards. Mr. Bubna stated that it was the opinion of the Committee that moving to a credit card system would protect the school, as well as streamline and consolidate processes and thereby make this process more efficient for the school and its employees.

Following discussion, on a motion duly made and seconded, Wiyninger/Jerred, the Spectrum High School Board of Directors unanimously approved the minutes from the Finance Committee meeting on February 14, 2013.

7. Old Business

FACILITIES UPDATE

Mr. Peterson provided a detailed report on the state of facilities. He noted that in the phase I construction there is only one item left on the punch list yet to be addressed. He stated this has to do with the condition of the carpet in the Resource Room and old music room. The construction company has attempted to make the repairs; however the result is unacceptable to the school. Mr. Peterson will keep the Board apprised of the resolution of this item.

In the phase II construction there is also only one item left on the punch list and that has to do with a water leak in one of the upper level rooms. The leak remains and therefore more work will need to be completed before Spectrum will sign-off on the repair.

Mr. Peterson went on to note that the phase III construction punch list is coming along nicely in terms of completion. He did note that many of the items remaining on the punch list are items that cannot be addressed until spring as it is outside work.

Mr. Peterson provided a detailed report of the construction of the new athletic site and his work with the City of Elk River on the site. He stated that the project is moving along nicely and he is hopeful that by March the project will be underway. He will keep the Board apprised of the progress of this project.

Mr. Peterson provided a report on the enhanced security features that have been installed at the school. He noted that beginning at 8:10 a.m., all outside doors to the building are locked and in order for someone to enter the building, they must first buzz the reception staff and state their purpose for being at the school. The reception staff may then unlock the door for them. Other security items were discussed and so noted.

Mr. Peterson provided an update on the process of securing a new logo/mascot for athletics at Spectrum. He stated that one of our parents is a graphic artist and has provided the school some possible options. Mr. Peterson stated that staff is currently providing feedback and ideas as to which logo/look they like best. Mr. Peterson disseminated copies of the suggested artwork to the Board for their consideration. Mr. Peterson stated that he would be working with Coach Hall to get the proposed ideas to the students for their feedback as well. Work continues on this endeavor and progress is being made. As more information becomes available, Mr. Peterson will pass it along to the Board for its consideration.

8. Director's Report

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

9. New Business

COMMITTEE REPORTS

9.1 Technology Committee

Following discussion, on a motion duly made and seconded, Stauffer/Bubna the Spectrum High School Board of Directors unanimously approve to accept the Technology Committee meeting minutes of January 24, 2013 and February 7, 2013 as presented.

9.2 SIT Committee Meeting

Mr. Bubna provided for the Board a brief update on the work of the School Improvement Team Committee to date. Mr. Lucas commented that he especially likes the fact that the Committee is establishing a method in which to remain in contact with past graduates of Spectrum for the purpose of soliciting their feedback and input on how to improve the school and its course offerings, etc.

Following discussion, on a motion duly made and seconded, Stauffer/Wiyninger, the Spectrum High School Board of Directors unanimously approved to accept the November 26, 2012 SIT Committee Meeting minutes as presented.

9.3 Admissions Policy

The Board discussed at length the proposed changes and revisions presented in the Admissions Policy. Following discussion, the Board felt that it would be best if the policy were brought back to the admissions office for further work and clarification.

Following discussion, on a motion duly made and seconded, Bubna/Stauffer, the Spectrum High School Board of Directors unanimously approved the tabling the approve of the proposed changes to the Admissions Policy as presented.

9.4 International Travel Policy

Mr. Bubna reported that the proposed change to the International Travel Policy has to do with the physicians statement form and the current requirement of needing a physical within 6 months from the date of travel. The proposed change is within one year from the date of travel. He stated that most health insurance companies will only cover one physical per year, and therefore the requirement of having a physical within 6 months is monetarily burdensome if they have had a physical but that the physical is outside the 6 month requirement.

Following discussion, on a motion duly made and seconded, Bubna/Wiyninger, the Spectrum High School Board of Directors unanimously approved the change to the International Travel Policy as presented.

9.5 Wellness policy Update

Following discussion, on a motion duly made and seconded, Bubna/Stauffer, the Spectrum High School Board of Directors unanimously approved the changes to the Wellness Policy as presented.

9.6 Election/Nominating Committee Update

Mr. Wiyninger provided an update on the work of the Committee. A candidate profile packet was disseminated to the Board. There are two open seats on the Board and two candidates are running in the election. Mr. Tony Brunt is running unopposed for the open teacher seat on the Board, and Mr. Dave Lucas is running unopposed as an incumbent candidate for the open parent/community member on the Board.

Following discussion, on a motion duly made and seconded, Wiyninger/Stauffer, the Spectrum High School Board of Directors approved the acceptance of candidates for the election as presented. Mr. Dave Lucas abstained from the vote.

9.7 Annual Meeting Update

Ms. Jerred and Ms. Sorenson provided and update on the work of the Annual Meeting Committee regarding the Spectrum High School Annual Meeting, Variety Show and Dessert Auction scheduled for Thursday, March 14, 2013. It was noted that the money raised from this event is slated for athletics. This will be heavily advertised before and during the event to ensure awareness. More information will be forthcoming as the final details are solidified.

10. Academic Oversight

No update provided. Will be covered on a quarterly basis.

11. Charter School Updates & Training

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

12. Board Calendar

An updated board calendar was disseminated to the Board. Mr. Stauffer stated that the calendar has been updated to include information related to bonding, as well as additional items that are not done on a yearly basis – but on several year basis.

13. 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. Completed ✓
- 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. Mr. Bubna reported that the compensation goal is on track for presentation at the March board meeting.

14. Previously Tabled Items

None

15. Miscellaneous

16. Next Meeting Agenda Input: March 21, 2013

- Admissions Policy Revisions
- Board Self Evaluation
- Director Evaluation

17. Adjournment;

On a motion duly made and seconded, Bubna/Wiyninger, the Spectrum High School Board of Directors adjourned the meeting at 8:12 p.m.



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Board Secretary Certification, Don Stauffer