

Spectrum School Board Minutes

Date: March 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	Present	
Treasurer	Eric Bubna	Present	
Secretary	Don Stauffer	Present	
Member	Kerry Jerred	Present	
Member	Sara Peloquin	Absent	
Member	Mike Wiyninger	Present	
Ex-Officio	Vanessta Spark	Present	
Ex-Officio	Patty Jorris	Absent	
Ex-Officio	Nick Taintor	Present	
Advisor	Rick Peterson	Present	
Staff Member	Dawn Sorenson	Present	
Guest	Jeff Uecker	Present	
Guest	Sharon Hall	Present	

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

On a motion duly made and seconded, Rogers/Stauffer, the minutes of the February 21, 2013 Spectrum Board of Directors meeting, along with the agenda, were unanimously approved as presented by the Spectrum High School Board of Directors.

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

6.1 BELTZ, KES, DARLING & ASSOC. FEBRUARY, 2013 FINANCIAL REPORT

Mr. Taintor reported that the working budget projects revenues exceeding expenditures in all funds by \$290,840. State revenues are based on 506 students, with a contingency for PSEO students. Mr. Taintor went on to note that year to date, 61.8% of expenditures have been spent, which is normal for this time of year. He stated that we are 66.7% way through the fiscal year and 66.7% through the school year, as well.

With regard to the balance sheet, Mr. Taintor reported that the beginning balances shown on this month's balance sheet are based on audited ending information as of June 30, 2012. He also stated that the Spectrum Building Company is due to reimburse the school \$321,022 which will take place in March, 2013.

Mr. Taintor reported that the State holdback for 2011-2012 fiscal year in the amount of \$9,146 is the portion that would have been collected to date had there never been a 35.7% holdback. These funds will be paid by MDE in April, 2013.

Mr. Taintor went on to report that the State holdback for 2012-2013 fiscal year is estimated to be a deferred revenue of \$705,543. The rationale is that the State is paying Spectrum on an accelerated method until February, and with the decreased holdback percentage, there is actually a deferred revenue estimated at the end of this period. This will decrease starting in March as funding from the State will cease until July.

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

Mr. Taintor presented a revised budget for the Board, noting that the Finance Committee is recommending that the Board approve the revised budget.

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

## 6.2 LRP Budget

Mr. Taintor presented a proposed Long Range Plan budget for the Board's consideration. He noted that the LRP Budget doesn't need final approval by the Board until June. Following discussion, it was noted that LRP Budget approval should wait until a presentation on proposed faculty pay increase later in the meeting.

## 6.3 Finance Committee Report

Mr. Bubna provided an update and brief overview on the work of the Committee.

Following discussion, on a motion duly made and seconded, Bubna/Wiyninger, the Spectrum High School Board of Directors unanimously accepted the minutes from the Finance Committee meeting on March 14, 2013 as presented.

## 6.4 Watershed Presentation

Mr. Taintor then went on to provide a detailed overview of the "Waterfall" vernacular regarding the Spectrum Building Company and an overview of flow of funds and capital improvement use of funds. Mr. Taintor stated that the monthly lease payments are deposited into the Revenue Fund. From the Revenue Fund, the monies flow into the expense fund, capital improvement fund, and bond fund. He stated that Spectrum may use funds from the Capital Improvement account for the payment of items of repair, improvement, and replacement with respect to the Schoolhouse and athletic fields which constitute capital expenditures under generally accepted accounting principles (section 5.32 of the Indenture).

Mr. Taintor explained the definition of an improvement being that of an addition, enlargement, improvement, extension or alteration of or to the Schoolhouse as it now exists (other than the expansion to

be financed from the proceeds of the Bonds as contemplated), and any fixtures, structure or other facilities acquired or constructed by the Company and located on the Project Site (section 1.01 of the Indenture).

Mr. Taintor noted that the Spectrum Building Company capital improvement use of funds by maximizing lease aid through minimum lease payments, per lease agreement, additional rent payments may be made to maximize lease aid, and the additional rent is deposited into the Capital Improvement Fund.

Finally, Mr. Taintor reported on the Spectrum Building Companies Capital Improvement use of funds and noted that Affiliated Building Company (ABC) Statute Summary of 124D.10, Subd. 17a, which notes that a charter school may organize an ABC to renovate or purchase an existing facility if the charter school has been operating for at least five consecutive school years. A charter school may organize an ABC to expand or construct a new facility if the charter school has been operating for at least eight consecutive school years, and/or a charter school or an ABC corporation organized by a charter school must not initiate an installment contract for purchase, expansion, or remodeling of an educational facility that requires an expenditure in excess of \$1,400,000, unless it meets the requirements of the points above and a positive review and comment from the commissioner under section 123B.71.

#### 6.5 Finance Policy

Mr. Bubna presented the changes to the Financial Policies and Procedures.

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

#### 6.6 Credit Card Policy

Mr. Bubna then presented the newly created Credit Card policy, and the rationale for moving toward a credit card system of paying for ongoing school supplies rather than the current debit card system.

Following discussion, *on a motion duly made and seconded, Rogers/Jerred, the Spectrum High School Board of Directors unanimously approved the Credit Card policy as presented.*

### 7. Old Business

#### FACILITIES UPDATE

Mr. Peterson reported that there is very little to report, and that the various phases of construction on the building are being wrapped up. He noted that Dew Construction would be coming in over spring break to take care of the few remaining items to be addressed.

Mr. Peterson then went on to note that the Athletic site contracts all have been signed, and we are now awaiting for the snow to melt so that construction may ensue. Mr. Peterson did note that the floor in the auxiliary building was found to be uneven so there will need to be some additional work to the floor that wasn't previously anticipated. He noted that the floor repair will come with a two year warranty.

### 8. Director's Report

Ms. Spark presented her Directors Report for the Board, noting that she met with the directors of TRIO Wolf Creek Charter School regarding their operations. She noted that their operation and/or caliber of student isn't in keeping with the mission of Spectrum High School. She will continue to update the Board as further information becomes available.

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

## 9. New Business

### COMMITTEE REPORTS

#### 9.1 Technology Committee

Mr. Rogers stated that one of the Spectrum High School Board Goals for the 2012-2013 year was to define what Technology Rich means as it relates to the mission of the school. He noted that following the work of the committee, Technology Rich has been defined as:

1. Providing students and teachers adequate access to up-to-date software and equipment, and integrating it into the learning experience.
2. Using technology in the classroom as a tool for both presenting and interacting with students.
3. Using technology as our primary means of communication (rather than paper).
4. Working to ensure that each student that graduates from Spectrum has the necessary technological understanding and competence to easily transition to higher education.

Following discussion, *on a motion duly made and seconded, Stauffer/Wiyninger, the Spectrum High School Board of Directors unanimously approved the Technology Rich plan as presented.*

#### 9.2 SIT Committee Meeting

Mr. Bubna and Ms. Spark presented the School Improvement Team Committee meeting minutes from the January 28, 2013 meeting for the Board's consideration.

Following discussion, *on a motion duly made and seconded, Rogers/Wiyninger, the Spectrum High School Board of Directors unanimously accepted the SIT Committee meeting minutes of January 28, 2013 as presented.*

#### 9.3 Admissions Policy

The Board discussed the proposed changes to the Admissions Policy as proposed by the admissions office at Spectrum. Mr. Bubna clarified for the Board the requested change in response time to requests generated by Spectrum for information from the families of prospective students.

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

#### 9.4 Grievance Policy

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

#### 9.5 Nominating Committee Update

Mr. Wiyninger provided for the Board an updated on the work of the Nominating Committee to date. He noted that absentee ballots will be available in the front office and at conferences April 4, 2013. Election day is Monday, April 8, 2013, from 7:00 a.m. to 7:00 p.m. Mr. Wiyninger also noted that the voter's guide would be posted on the website and available on Election Day for voter's convenience.

Chair Lucas reported that the teacher seat on the Board currently occupied by teacher Sara Peloquin has been resigned effective immediately as of March 19, 2013. The Board will work to find a teacher replacement for Ms. Peloquin's term, which ends in 2014. More information will be disseminated as it becomes available, noting that a reasonable goal would be to have the seat filled by the end of the school year.

#### 9.7 Annual Meeting Follow-up

An overview and reflection of the Annual meeting took place. Overall, it was felt that the evening was a huge success; however, long. Discussion included the possibility in the future to separate out the fundraising event from the business of the annual meeting. Overall, though, it was felt that the evening was a success

A spreadsheet of costs vs. revenue was reviewed by the Board. It was noted that the revenue for the evening was \$4,954.76. After expenditures, the overall net was \$2,867.94. The Board requested that the entire revenue amount be credited to the athletic budget.

On a motion duly made and seconded, *Rogers/Wiyninger, the Spectrum High School Board of Directors* unanimously approved the \$4,954.76 be credited to the athletic budget.

#### 9.8 Spectrum's Policy on Family Maximum for Athletics/Activities

Mr. Peterson reported that a Spectrum family has requested that this item be put on the agenda for the Board's consideration. He noted that the item had been brought before the Spectrum Board in 2011 regarding how to handle the Family Maximum for Athletics/Activities as it relates to co-op sports. At that time, the Board unanimously approved that 50% of the monies paid by families for co-op sports would apply toward Spectrum's Family Maximum for Athletics/Activities. (The Spectrum family maximum is \$800.00) Mr. Peterson reported that this is the practice that Spectrum has been following. The family is requesting that the entire amount that they have paid to the co-op school apply to Spectrum's Family Maximum. Mr. Peterson also stated that students who are on free and reduced lunch are automatically given a 50% reduction in the fees.

Following discussion, the Board determined to remain with its current practice and requested that Mr. Peterson amend the Athletic Handbook to reflect the current practice, and to bring it to the Board for approval. It was recommended that language be added to the Athletic Handbook to reflect the practice for free and reduced lunch of a reduction of 50% of fees, as well as that 50% of the fees paid to co-op schools would apply to Spectrum's Family Maximum for Athletics/Activities. Mr. Peterson will make the recommended changes and bring it to the Board for approval at its next meeting.

#### 9.9 Pay and Administrative Structure Research Submission

Ms. Spark presented recent research regarding administrative structure and pay as it relates to other like-sized Minnesota Charter Schools for the sake of comparison. She noted that it was difficult to gain a lot of comparative data as each school is unique in its structure, size, and compensation. Spectrum is unique as well in the number of athletic offerings, etc.

A proposed 2013-2014 Licensed Faculty Salary Schedule was disseminated to Board. Research was done on several different schools. Examples included a rubric from PACT as well as ranges to review from other schools reviewed. Size of school was also included as well as inclusion of Q Comp in the total picture. Finally, specific disciplines were also reviewed, such as Math & Science.

The Board discussed at length the research that was presented. Following discussion, it was determined that in order for Ms. Spark to issue employment letters to staff, a pay percentage increase would need to be decided upon, and noted that the current proposed LRP budget model is calling for a 3% salary increase.

Following discussion, *on a motion duly made and seconded, Rogers/Stauffer, the Spectrum High School Board of Directors unanimously approved a 3% pay increase over the current salary.*

Following discussion, *on a motion duly made and seconded, Rogers/Bubna, the Spectrum High School Board of Directors unanimously approved tabling approval of the LRP budget to the April meeting of the Spectrum High School Board of Directors.*

#### 9.10 Director Evaluation

Mr. Spark reported that her current Job Description is very thorough and lengthy, but accurate. She noted that there were two areas that needed to be amended, and that Mr. Rogers is aware of these changes and will see to it that they are made to the formal job description of the Executive Director.

The process for conducting the Staff evaluation on the Director was discussed. It was determined that the survey will be distributed to staff via email and collected at the Staff Meeting scheduled for April 3<sup>rd</sup>. Mr. Bubna will collect the sealed envelopes and check off names of staff to ensure that everyone completes the survey. Mr. Rogers will open and tally the results of the survey.

The Board will continue to compile its information for the Director Evaluation, and that the review of director will take place at the next April 18th meeting in closed session. Board needs to have their piece completed by Friday, April 5<sup>th</sup>.

#### 9.11 Board Self Evaluation

Following discussion, *on a motion duly made and seconded, Rogers/Stauffer, the Spectrum High School Board of Directors unanimously approved tabling the Board Self Evaluation for its Board Workshop Meeting on April 13, 2013.*

10. Academic Oversight

Spectrum student, Brad Peterson, recently won 3<sup>rd</sup> Place in an essay contest which was sponsored by the paper Three Sixty. The subject matter was entitled "Dear, Mr. President. . ." which was an opportunity for students to offer up their advice on the state of education in the United States. A copy of the essay was disseminated to the Board for its consideration.

11. Charter School Updates & Training

The Board will be covering this topic at its workshop meeting on Saturday, April 13, 2013 as it works through the results of the recently conducted Board Self Evaluation.

12. Board Calendar

The Board Calendar was included in the materials submitted to the Board. Items needing attention and completion by the Board were so noted.

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. Completed ✓
- 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 ✓

14. Previously Tabled Items

None

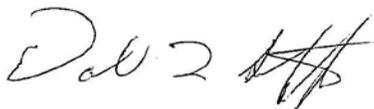
15. Miscellaneous

16. Next Meeting Agenda Input: April 18, 2013

- LRP Budget Approval
- Amended Athletic Handbook Changes
- Director's Review

17. Adjournment;

On a motion duly made and seconded, Rogers/Bubna, the Spectrum High School Board of Directors unanimously adjourned the meeting at 8:57 p.m.





---

17796 Industrial Circle NW ■ Elk River, MN 55330  
Phone: 763-241-8703 ■ Fax: 763-633-1380  
[www.spectrumhighschool.org](http://www.spectrumhighschool.org)

Board Secretary Certification, Don Stauffer