

Spectrum School Board Minutes

Date: April 18, 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	Absent	
Member	Mike Wiyninger	Absent	
Ex-Officio	Vanessta Spark	Present	
Ex-Officio	Patty Jorris	Absent	
Ex-Officio	Nick Taintor	Absent	
Advisor	Rick Peterson	Present	
Staff Member	Dawn Sorenson	Present	
Guest	Noelle Diekman	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, Stauffer/Bubna, the minutes of the March 21, 2013 Spectrum Board of Directors meeting, along with the agenda, were unanimously approved as presented.

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

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

Mr. Bubna provided a brief overview of the March financials for the Board. He noted that the working budget projects revenues exceeding expenditures in all funds by \$290,840. He stated that we are budgeting state revenues based on 506 students (with a contingency for PSEO students). Lastly, he noted that year-to-date, 69.2% of expenditures have been spent, which is normal for this time of year. The school is 75% and 77.8% of the way through the fiscal year and school year, respectively.

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

## 6.2 Athletic Budget

The Board commented on how they like having athletics pulled out of the general budget, which allows for greater clarity on revenues versus expenditures in the area of athletics. Mr. Stauffer recommended reformatting the athletic budget into a single grid to help facilitate the comparison of one sport versus another. Mr. Peterson stated that he anticipates more work will be done on the athletic budget, and that he will be bringing this information before the Finance Committee, and then before the full Board at its meeting in May.

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

## 6.3 Finance Committee Report

Mr. Bubna provided an update and brief overview on the work of the Committee. He noted that the majority of the meeting was spent working on the bonus pool and a recent VOA report, which will come to the Board at its May meeting.

Following discussion, *on a motion duly made and seconded, Rogers/Stauffer, the Spectrum High School Board of Directors unanimously accepted the minutes from the Finance Committee meeting on April 11, 2013 as presented.*

## 6.4 Licensed Faculty Salary

The Board discussed at length the proposed Licensed Faculty Salary structure, noting that it is the desire of the Board and the Executive Director to approve an annual increase within the budget, and the percentage of increase would be dependent upon the amount of funding received from the State of Minnesota, and the Board approved budget. It is also the desire of the Board and the Executive Director to incorporate a discretionary bonus pool into each year's budget for the purpose of rewarding those licensed faculty members who exceed performance expectations.

The salary for licensed teaching staff at Spectrum High School is comprised of a minimum and maximum range, and takes into consideration the level of education achieved. The starting salary is at the discretion of the Executive Director. For a B.A. or B.S. degree the minimum salary is 33,000 and the maximum salary is 52,000. For a Master's degree, the minimum salary is 36,000 and the maximum salary is 55,000.

The Board requested that the salary schedule include the following language: A Master's Degree must be completed before the start of an at-will letter, and if not, the additional Master's Degree compensation will be applied to the following year's at-will letter.

Following discussion, *on a motion duly made and seconded, Rogers/Bubna, the Spectrum High School Board of Directors unanimously approved the Licensed Faculty Salary schedule with the inclusion of the language as noted above.*

6.5 Long Range Budget Approval.

The Board noted that they had additional questions needing to be answered before they could approve the LRB. It was requested that this item be tabled until the May meeting when Mr. Taintor would be present to address the questions.

Following discussion, *on a motion duly made and seconded, Stauffer/Rogers, the Spectrum High School Board of Directors unanimously tabled the approval of the LRB to the May meeting.*

7. Old Business

FACILITIES UPDATE

Mr. Peterson provided an update on the state of the facilities, as outlined in his report submitted to the Board for their consideration.

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

8. Director's Report

Ms. Spark presented her Directors Report for the Board, noting that she changed the structure to reflect the request of the Board to include academic oversight within the body of her report.

Following discussion, *on a motion duly made and seconded, Stauffer/Rogers, 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 provided a brief overview of the state of technology at Spectrum and the work of the Technology Committee.

Following discussion, *on a motion duly made and seconded, Rogers/Bubna, the Spectrum High School Board of Directors unanimously approved to accept the March 7, 2013 Technology Committee meeting minutes.*

9.2 Nominating Committee

Certification of April 8, 2013 election results. Mr. Rogers presented the results of the election, noting that Dave Lucas, community member, and Tony Brunt, teacher member, were elected to the Board. They will be seated at the June 20, 2013 meeting.

Following discussion, *on a motion duly made and seconded, Rogers/Bubna, the Spectrum High School Board of Directors unanimously certified the April 8, 2013 election results of Dave Lucas and Tony Brunt.*

9.3 Athletic Handbook Changes

Mr. Peterson presented the proposed changes to the Athletic Handbook; specifically to the area of Athletic Program Fees. Item number 7 was changed to read, "A discount of 50% will apply for all athletic activity fees for students who qualify for free and reduced lunch. This discount only applies to the athletic activity fee for Spectrum sponsored sports, and may not be applied toward apparel, uniforms and other athletic program expenses.

The Board also asked that the language concerning Family Maximum state that up to 50% of the Family Maximum will be applied to non-Spectrum sponsored sports.

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

#### 9.4 Student Handbook Changes

The Board discussed the requested changes proposed to the Student Handbook as they relate to lettering.

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

#### 9.5 MN State High School League Resolution

Mr. Peterson stated that the Minnesota State High School League requires that their standard resolution be approved by the Board and submitted to the MN State High School League.

Following a brief discussion, on a motion duly made and seconded, Stauffer/Bubna, the MN State High School League Resolution was approved as presented.

#### 9.6 Bylaws

Following a brief discussion, the Board requested that the Bylaws be amended to reflect the current status of Board member terms as stated in the Bylaws. All other discussion and decisions regarding any proposed Bylaw changes was tabled to the May meeting of the Board.

On a motion duly made and seconded, Bubna/Rogers, the Spectrum High School Board of Directors unanimously approved tabling amending the Bylaws to the May meeting.

#### 9.7 Director Evaluation

*Pursuant to MS 13D, subd. 3, the Board moved into a closed session for the purpose of discussing the Executive Director evaluation.*

*Pursuant to MS 13D, subd.3, the Board came out of a closed session at 8:25 p.m. where it discussed the recent Executive Director evaluation.*

Following discussion, on a motion duly made and seconded, Bubna/Rogers, the Spectrum High School Board of Directors unanimously approved a 3% increase in salary for the Executive Director, and requested that an at-will letter be drafted to this end.

The Board requested that the minutes reflect its gratitude and appreciation for the continued excellent work of Ms. Spark.

10. Charter School Updates & Training  
(Completed quarterly)

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

Mr. Stauffer reported that there is currently a bill being proposed to change Charter School Law as it relates to defining who can and cannot be a Board member.

Following discussion, on a motion duly made and seconded, Bubna/Rogers, the Spectrum High School Board of Directors unanimously approved Mr. Stauffer responding to the author of the bill on behalf of Spectrum.

16. Next Meeting Agenda Input: May 16, 2013

- LRP Budget Approval
- Bylaws
- Board Workshop Meeting – Succession and Long Range Planning, and setting new Board Goals retreat date.

17. Adjournment;

On a motion duly made and seconded, Bubna/Stauffer, the Spectrum High School Board of Directors unanimously adjourned the meeting at 8:45 p.m.



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Board Secretary Certification, Don Stauffer