



Spectrum School Board Minutes

Date: May 16, 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	Absent	
Secretary	Don Stauffer	Present	
Member	Kerry Jerred	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	
Member Elect	Tony Brunt	Present	

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

Addition to the agenda: 6.4 Audit Proposals and Discussion

On a motion duly made and seconded, Stauffer/Rogers, the minutes of the April 18, 2013 Board meeting, April 13, 2013 Board workshop meeting, and the April 29, 2013 special Board meeting, along with the addition to the consent agenda, were unanimously approved as presented.

4. Public Input
None
5. Spectrum Student Input
None

6. Budget Report
 - 6.1 BELTZ, KES, DARLING & ASSOC. APRIL, 2013 FINANCIAL REPORT

Mr. Taintor provided an in depth financial overview for the month of April, 2013. He noted that the working budget projects revenues exceeding expenditures in all funds by \$300,647. He stated the school is budgeting state revenues based on 506 students with a contingency for PSEO students. Mr. Taintor went on to note that year to date, 75.6% of expenditures have been spent, which is normal for this time of year. Likewise, the school is 83.3% and 88.9% of the way through the fiscal and school year, respectively.

Mr. Taintor went on to present the balance sheet and noted that the beginning balances shown are based on the audited ending information as of June 30, 2012. He noted that the Spectrum Building Company owes the school \$144,481 for purchases that the school has covered. The School will be reimbursed these funds in May, 2013.

There was nothing significant to report in the area of Revenue and Expenditures, noting that the School has a healthy reserve.

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

6.2 Finance Committee Meeting May 9, 2013

Mr. Taintor reported to the Board that the Finance Committee discussed at length fundraising at Spectrum High School. Mr. Taintor stated that by law monies raised through fund raising efforts must be reported as income, which results in surplus reporting in the year in which the money was raised followed by deficit reporting in the subsequent year. Mr. Taintor also stated that all dollars donated must be spent in the area/items for which the money was raised.

Following discussion, *on a motion duly made and seconded, Rogers/Wiyninger, the Spectrum High School Board of Directors unanimously accepted the Finance Committee meeting minutes of May 9, 2013.*

6.3 LRB Model

Mr. Taintor took the Board through a detailed accounting of the Long Range Budget as presented. He reported that the budget is based off of an enrollment of 533 students, as has been past practice. There is a contingency built into the budget for PSEO students. He went on to note that revenue is projected at \$5.6 million, with an annual surplus of \$304,352, and a 23% fund balance for the next year.

The Board inquired about administrative staffing hires. Ms. Spark provided a detailed accounting of job responsibilities and dissemination of duties requiring the additional hires, noting that tech support duties formerly handled by teaching staff is no longer a possible due to full teaching loads. The person hired has experience working with Infinite Campus, technology support experience, as well as communication.

Mr. Stauffer asked whether or not there is benchmarking data available for similar sized schools to Spectrum and how they are staffed. Mr. Taintor stated that he wasn't aware of this information being available, however he volunteered to poll his other like-sized charter schools for information and report back to the Board on his findings.

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

6.4 Audit Proposals and Discussion

Mr. Taintor reported that the Finance Committee conducted a thorough due diligence process on three different auditing firms who provided RFP(request for pricing) proposals for Spectrum High School. Mr.

Taintor noted that the last time this process was conducted at Spectrum was seven years ago. He reported that following the in depth work of the Finance Committee, it is their recommendation that the School remain with HLB Tautges Redpath to conduct our yearly audits. Ms. Spark reported that one of the RFP's that came in the company didn't have any experience with Building Companies.

Mr. Taintor took the Board through an in depth look at the HLB Tautges Redpath proposal. The Board indicated an interest in approving a two year agreement, with the possibility of approving an additional three years with a 2.5% cap on fees.

Following discussion, *on a motion duly made and seconded, Stauffer/Rogers, the Spectrum High School Board of Directors unanimously approved the HLB Tautges Redpath auditing proposal for two years, with the possibility of three more years with a 2.5% cap on fees.*

It was requested to be so noted in the official minutes of the meeting that a formal motion would be required of the Spectrum High School Board of Directors for a continuation of services beyond the approved two years with HLB Tautges Redpath with a 2.5% cap on fees.

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. He reported that the electronic sign out front of the school should be up fairly soon. In addition, there will be a lit sign on top of the school and Mr. Peterson reported that it is hoped that the sign on top of the building will be up in time for commencement. The timeframe for work completion on the sign is weather permitting.

It was noted that \$20,000 for a server room cooling system is top priority and will be installed this summer.

Discussion ensued regarding the current warehouse Conditional Use Permit, which will expire, however it was felt that perhaps the City of Elk River would consider an extension of the permit provided that significant progress toward a new field house option can be demonstrated.

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

NAMING OF ATHLETIC FIELD SITE

Mr. Peterson stated that he is currently referring to the site as the Spectrum Athletic Complex.

Following discussion, *on a motion duly made and seconded, Rogers/Wyninger, the Spectrum High School Board of Directors unanimously approved the naming of the athletic site as Spectrum Athletic Complex.*

8. Director's Report

Ms. Spark presented her Directors Report for the Board. She stated that the Admissions office is working diligently to firm up the enrollment list for the 13-14 school year. Ms. Spark noted that we have healthy waiting lists in grades 6 through 10.

Following discussion, on a motion duly made and seconded, Rogers/Stauffer, 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/Wiyninger, the Spectrum High School Board of Directors unanimously approved to accept the April 11 and April 25, 2013 Technology Committee meeting minutes.

9.2 School Improvement Committee

Ms. Spark presented the minutes of the April 29, 2013 School Improvement Committee, noting that the Committee has tasked one of the members of coming up with a list of questions that most new families to Spectrum seem to have. They will be posted on the web site.

Following discussion, on a motion duly made and seconded, Robers/Wiyninger, the Spectrum High School Board of Directors unanimously accepted the April 29, 2013 School Improvement Committee meeting minutes as presented.

9.3 School Improvement Plan

Ms. Spark presented the recently completed School Improvement Plan as required by AdvancED -- the School's accrediting organization.

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

9.4 Employee Handbook Changes

The Board requested to see all of the proposed changes to the Employee Handbook, which recently underwent a review by Roo Solutions, the legal firm who has reviewed other policies at Spectrum. There was concern regarding whether or not the proposed changes conflicted with current policies. Mr. Brunt, member elect, offered to complete a review of the current Employee Handbook alongside the proposed changes by Roo Solutions to determine whether or not policy conflict does exist. In the meantime, the approval of the changes was tabled until the June meeting of the Board.

Following discussion, on a motion duly made and seconded, Stauffer/Rogers, the Spectrum High School Board of Directors unanimously approved tabling the proposed Employee Handbook changes to the June meeting.

9.5 Exit Interview Language

The Board requested that the following language be added to the current Employee Handbook.

“In order to improve and cognizant of the mission and vision of the school, all employees of Spectrum High School have the opportunity to participate in an exit interview by completing any or all of the following:

1. Completing a confidential questionnaire that would be viewed and discussed by the Director, Assistant Director, and non-staff Board members.
2. Participating in a personal exit interview with the Assistant Director, and one or more non-staff Board member(s).

The above-stated opportunities are available to the employee 30 days from the date of resignation.”

Following discussion, on a motion duly made and seconded, Rogers/Winyninger, the Spectrum High School Board of Directors unanimously approved the inclusion of the Exit Interview language in the current Employee Handbook.

9.6 Parent Climate Survey Results

The Board reviewed the recently completed Parent Climate Survey results. The Board queried Ms. Spark on the findings in the survey, asking specifically if there were any particular areas of concern. She noted that academic counseling and bussing issues seemed to be most prevalent. Ms. Spark stated that another bus route will be added next year to help alleviate the bussing issues, and she is working on the academic counseling piece as well.

10. Charter School Updates & Training (Completed quarterly)

12. Board Calendar

It was noted that the Pledge of Allegiance Policy approval will be needed at the meeting in June. Also, a review of all insurance policies will take place in July. Lastly, Ms. Spark will present her professional development goals to the Board at its meeting in August.

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

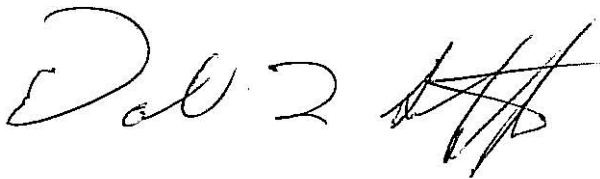
It was requested that the open teacher seat on the Board be discussed at the next meeting of the Board, as well as the current Board compositional structure.

16. Next Meeting Agenda Input: June 20, 2013

- Long Range and Succession Planning. Will confirm a date at the June meeting.
- Open teacher seat on the Board.
- Appoint a formal Director Evaluation Committee
- Seat newly elected member Tony Brunt, and re-elected member, Dave Lucas.

17. Adjournment;

On a motion duly made and seconded, Rogers/Winyinger, the Spectrum High School Board of Directors unanimously adjourned the meeting at 8:10 p.m.



Board Secretary Certification, Don Stauffer