

Spectrum School Board Minutes

Date: January 15, 2015  
 Scheduled Time: 5:30 p.m.  
 Attendance:

Position	Committee Member	Arrive	Depart
Chair	Dave Lucas	Present	
Vice-Chair	Tom Sagstetter	Present	
Secretary	Kerry Jerred	Present	
Treasurer	Jeff Uecker	Present – 5:47 p.m.	
Member	Jessica Kemnitz	Present	
Member	Robin Schelske	Present	
Member	Tony Brunt	Present	
Ex-Officio	Vanessta Spark	Present	
Ex-Officio	Nick Taintor	Present	
Advisor	Rick Peterson	Present	
Staff Member	Dawn Sorenson	Present	
Guest	Deb Hoyt	Present	6:10 p.m.
Guest	Micah Foy	Present	5:55 p.m.
Guest	Karli Phelps	Present	5:55 p.m.

1. Meeting called to order with quorum present at: 5:30 p.m.
2. Reading of Mission and Vision Statement
3. Conflict of Interest  
 Board Chair Dave Lucas called for conflict of interest acknowledgement. None was noted.
4. Consent Agenda  
 Approval of Regular Board Meeting Minutes from December 19, 2014 Board Meeting

Following discussion, *on a motion duly made and seconded, Brunt/Sagstetter, the Spectrum High School Board of Directors unanimously approved the consent agenda and the minutes of the December 19, 2014 regular meeting were approved as presented.*

5. Employee Recognition
  - None this month
6. Public Input  
 None
7. Spectrum Student Input

Spectrum High School junior Micah Foy presented his AVID speech before the Board. Micah shared how he feels that AVID has aided him in preparing him better for the rigors of college level work, as well as providing him with valuable life skills in general.

Following his excellent speech, the Spectrum Board thanked him for his presentation.

#### 8. Senior Project Presentation

Ms. Deb Hoyt presented before the Board, describing in detail the Senior Project and all that it entails for students throughout their junior and senior years at Spectrum. Ms. Hoyt shared a letter from one of the judges from this year's senior project presentations, Cooper Hipp, who is the Chief Marketing Officer for Ancon Medical Technologies, who was extremely impressed with the overall program. He stated in his letter, "... I was incredibly impressed with the Senior Project Initiative at Spectrum High School – not only with the initiative itself, but also with the students' efforts and achievements. I consider myself blessed to have received a world-class education and to have gained a unique perspective on education both in the United States and abroad. Given that knowledge base, I found the Senior Project Initiative to be incredibly unique and extremely special with an immeasurable benefit to each senior who participated."

Following the presentation, the Board thanked Ms. Hoyt for coming before the Board and sharing more details and information on the Senior Project.

#### 9. Old Business

##### 9.1 Facilities Update

Mr. Peterson reported that all punch list items have been completed on the 6<sup>th</sup> grade building project. Spectrum is waiting for the Completion Certificate and Final Lien Waivers to be completed and returned by the general contractor before the final disbursement request can be made, which will include retention. Mr. Peterson commented that approximately \$35,000 was disbursed from the general education budget; however, it was projected that \$100,000 of general education budget dollars were going to be necessary, so there was a significant cost savings.

In addition, Mr. Peterson commented on the capital improvements that have been made to the school. He noted that a new resource room conference interior door, rear exterior doors and hardware have been ordered for the 6<sup>th</sup> grade building, as well as a basketball/wrestling/volley ball scoreboard has been ordered.

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

#### 10. Budget Report

##### 10.1 Finance Committee Minutes

Mr. Uecker and Ms. Schelske presented the Finance Committee meeting minutes from the meeting held January 9, 2015. They noted that the Long Range Budget was reviewed and discussed with no concerns at this time. The Committee recommends that the Board approve the December financials, and insurance quotes have been received but the costs came in far less than expected so the Committee would like to spend some more time understanding the comparison to prior insurance coverages to insure that the school isn't losing coverage.

Following discussion, *on a motion duly made and seconded, Jerred/Schelske, the Spectrum High School Board of Directors unanimously accepted the January 9, 2015 Finance Committee minutes as presented.*

## 10.2 Budget Report

Mr. Taintor presented the Executive Summary of the December 2014 Financials. He noted that the working budget projects revenues exceeding expenditures in all funds by \$170,138. State revenues are based on 605 students and has been adjusted from the previous of 625 students to reflect more accurate enrollment. Year to date, 46.9% of expenditures have been spent, which is normal for this time of year. We are 50% and 44.4% of the way through the fiscal and school year, respectively.

Mr. Taintor then went on to present the Balance Sheet, noting that beginning balances shown on the Balance Sheet are based on the audited ending information as of June 30, 2014. Due from the Building Company, in the amount of \$226,901 represents funds that have been paid for by the School on behalf of the Building Company. Approximately \$196,000 of that amount is held for the contingency from the construction funds. The School will be reimbursed these funds within the next couple of months.

State holdback for the 2013-2014 fiscal year is \$38,416. The remaining amount will be paid throughout the remaining months of this fiscal year. State holdback for the 2014-2015 fiscal year is estimated to be a receivable of \$282,038. The amount will be paid back during the fiscal year, 2016.

Salaries and Wages Payable represents the proportion amount as of this reporting period owed to staff who receive a paycheck during the summer. This is an estimate as actual will be calculated on or near June 30<sup>th</sup>.

Mr. Taintor then went on to present Accounts Payable, Statement of Revenue and Expenditures, Statement of Cash Flows, Long Term Debts and other Long Term Obligations,

Following discussion, *on a motion duly made and seconded, Lucas/Sagstetter, the Spectrum High School Board of Directors unanimously approved the December, 2014 financials as presented.*

Following the Budget Report, Mr. Taintor explained a new report Budget Revisions Narrative, which has been developed to provide the Board and the Finance Committee rational for significant changes (+/- \$10,000) from the Original Budget to the Working (Revised) Budget. This report will now be a part of the regular budget report each month.

Mr. Taintor highlighted the changes, noting that Average Daily Membership (ADM) originally budgeted was 625, whereas the actual ADM has been lower. As a result, the budget was decreased from 625 to 605. The impact of this net decrease is approximately \$120,000 in state aid revenues. REAP Grant Revenues/Expenditures increased due to a larger award given to the school. A reclass between athletic revenues and fundraising revenue categories occurred to better present the true impact that the athletic program has on the general education budget. Salaries and Wages Expense budget increased by approximately \$40,000 for additional positions needed at the School. This was offset by savings in the Employee Benefits as there was a relatively small increase in benefits which started in July 2014. Contracted Services Expense budget increased by approximately \$30,000 for a contingency for attorney services due to increased OCR complaints. Communication Services Expense budget increased \$12,000 due to increased payments for fiber optic lines between the school buildings. Rentals and Operating

Leases Expense budget increased by \$17,000 for additional copiers and other equipment leases at the School. Textbooks and Workbooks Expense budget decreased by \$20,000 due to a smaller need than anticipated, and Equipment and Furniture 6<sup>th</sup> Grade Building budget decreased by \$70,000. After the construction was complete, there were funds of approximately \$196,000 to offset costs by the school.

Following discussion, *on a motion duly made and seconded, Lucas/Schelske, the Spectrum High School Board of Directors unanimously approved the revised 2014-2015 budget as presented.*

Mr. Taintor then went on to present the proposed 15-16 Long Range Budget. He stated that this is for information purposes only, and that no approval was necessary at this time.

## 11. Directors Report:

### 11.1 DIRECTORS REPORT

The Board reviewed the Director's Report. Ms. Spark noted that three Open Houses have been well attended so far this year, and the final one will take place on Thursday, January 22<sup>nd</sup>. Ms. Spark also stated that there is about 90 applications on file for the 15-16 school year in 6<sup>th</sup> grade. She went on to note that there has been an increase in enrollment from last month, and that acceptance of enrollment applications for the 15-16 will close at the end of January. The 15-16 lottery, if needed, will take place the middle of February 2015.

Following discussion, *on a motion duly made and seconded, Schelske/Uecker, the Spectrum High School Board of Directors unanimously accepted the January 2015 Director's Report as presented.*

## 12. New Business

### COMMITTEE REPORTS

- Technology Committee  
None
  
- School Improvement Team Committee  
None
  
- Ad-Hoc Succession Planning Committee  
Ms. Jerred provided an update on the work of the Committee at its meeting on January 6, 2015, noting the three goals of 1. Determining a retirement package for Ms. Spark; 2. Completing a survey of Executive Director Qualities from staff and Board; and, 3. Securing a time line are the top priorities of the Committee at this time. Additional information will be disseminated as it becomes available.

Following discussion, *on a motion duly made and seconded, Schelske/Uecker, the Spectrum High School Board of Directors unanimously accepted the January 6, 2015 Succession Planning Committee minutes.*

### 12.2 Amended 2015-2016 School Calendar

Ms. Spark explained that there was an error in the previously approved 15-16 calendar in the number of days of the second quarter – mid-term and ending date – which have been corrected and presented for the Board's consideration.

Following discussion, on a motion duly made and seconded, Uecker/Jerred the Spectrum High School Board of Directors unanimously approved the amended 2015-2016 School Calendar as presented.

#### 12.3 Strategic Marketing Plan – Board Goal #2

Ms. Spark presented the Strategic Marketing Plan. She stated that three strategies have been developed. They are: 1. Increase enrollment by sharing the great value of sending students to Spectrum High School; 2. Branding Spectrum High School and its CaSH [College at Spectrum High] program as a school of excellence, and 3. Market to elementary students/families on the unique educational opportunity of the 6<sup>th</sup> grade-only educational building as the premiere education option to parents with elementary students. Ms. Spark stated that the entire plan won't be able to be completed in a year; it is a more aggressive 3-5 year plan. The Board recommended that Ms. Spark look at hiring a professional marketing firm to assist with the plan. Ms. Spark will gather information on cost, etc., and bring it back to the Board for their consideration.

Following discussion, on a motion duly made and seconded, Lucas/Sagstetter, the Spectrum High School Board of Directors unanimously accepted the Strategic Marketing Plan as presented.

#### 12.4 Annual Meeting Planning

The Board discussed briefly the format and focus of the Annual Meeting, which is scheduled to take place on Thursday, March 26, 2015. It was determined that the format should remain the same; however, there wasn't a need to have activities represented at tables, etc. at this year's meeting. Robin Schelske, Kerry Jerred, and Dawn Sorenson will work to pull the details of the meeting together.

#### 12.5 Board Workshop Meeting Planning/Agenda – January 24, 2015

The Board requested that the workshop be held from 9:00 a.m. – 1:00 p.m. on Saturday, January 24<sup>th</sup>. Items on the agenda will include Finance, Succession Planning, Strategic Planning, and a working lunch.

#### 12.6 Updated Board Election Timeline

The Board discussed the updated proposed timeline. A couple of the dates approved at the last meeting needed to be changed. In addition, Mr. Brunt stated that he would serve as an election judge for this year's election.

Following discussion, on a motion duly made and seconded, Kemnitz/Uecker, the Spectrum High School Board of Directors unanimously approved the Board Election Timeline as amended.

#### 12.7 Executive Director Performance Evaluation Due Date Setting

Ms. Schelske presented the suggested dates for completing the various tasks associated with developing the Executive Director yearly performance in accordance with the Executive Director Performance Evaluation and Timeline.

Chair Lucas appointed the Committee which will be responsible for this year's review and they are Robin Schelske, Kerry Jerred, and Dave Lucas.

The Board requested that the dates be added to the policy and a copy be attached to the Board Calendar. Ms. Sorenson will complete this task as requested.

13. Charter School Updates and Training  
None

14. Board Calendar – 2014-2015  
Ms. Jerred stated that she updated the calendar to include the dates of the Executive Director review items.

15. Board Goals 2014-2015 (Adopted September 18, 2014)

- By May, 2015, the percentage of students enrolled in grades 6-11 at Spectrum High School who earn an achievement level of Meets the Standards or Exceeds the Standards on all Science state accountability tests (MCA, MOD, MTAS) will increase from 42.5% to 44.5% in 2015. (Increase of 2 percentage points.)
- By the regularly scheduled Board meeting in January, 2015, develop a strategic marketing plan that maximizes enrollment capacity of 625 students.
- By the regularly scheduled Board meeting in June, 2015, develop a draft 5 year long range strategic plan, which aligns with the school's mission and vision. 3. By the regularly scheduled meeting in June, 2015, develop a draft 5 year long range strategic plan, which aligns with the school's mission and vision.

16. Previously Tabled Items  
None

17. Miscellaneous  
None

18. Next Meeting Agenda Input  
None

19. Adjournment

On a motion duly made and seconded, Sagstetter/Schelske, the Spectrum High School Board of Directors unanimously adjourned the meeting at 7:58 p.m.



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A handwritten signature in black ink, appearing to read 'Kerry Jerred', is written in a cursive style.

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Board Secretary Certification, Kerry Jerred