



Spectrum School Board Minutes

Date: October 16, 2014

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

Attendance:

Position	Committee Member	Arrive	Depart
Chair	Dave Lucas	Absent	
Vice-Chair	Tom Sagstetter	Present	
Secretary	Kerry Jerred	Present	
Treasurer	Jeff Uecker	Present – 5:37 p.m.	
Member	Jessica Kemnitz	Present	
Member	Robin Schelske	Present – 5:35 p.m.	
Member	Tony Brunt	Present	
Ex-Officio	Vanessta Spark	Present	
Ex-Officio	Nick Taintor	Present	6:30 p.m.
Advisor	Rick Peterson	Present	
Staff Member	Dawn Sorenson	Present	
Guest	Dr. Speiker	Present	
Guest	Mark Bechtel	Present	5:50 p.m.
Guest	Julie Bechtel	Present	5:50 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
 Vice Chair Tom Sagstetter called for conflict of interest acknowledgement. None was noted.
4. Consent Agenda
 Approval of September 18, 2014 Board Workshop Meeting Minutes

On a motion duly made and seconded, Schelske/Kemnitz, the Spectrum High School Board of Directors unanimously approved the consent agenda and the minutes of the September 18, 2014 regular meeting as presented.

5. Employee Recognition
 - None this month
6. Special Education Funding
 It was noted that Cori Wahl notified the School today that she was ill and unable to make the meeting. This item will be moved to the November Board meeting.
7. Old Business
 - 7.1 Facility Update

Mr. Peterson shared with the Board that as of October 14, 2014, occupancy of the 6th grade building was received. Mr. Peterson noted that there are still some on-going clean up and punch list items that must be completed. The basketball standards and curtain are scheduled to arrive and be installed within the next 2-3 weeks. Wall padding has been ordered for protection throughout the gym. He stated again that there are still some items that are being worked on within the gym; however, everything is fully operational and the gym is available to be utilized by staff and students.

Mr. Peterson went on to share that there hasn't yet been a meeting of the condo association which governs the overall building for the 6th grade; however, there haven't been any issues to date. A snow removal company, which is under existing contract with the condo association, appears to meet Spectrum's snow removal needs at the high school building as well, and therefore will be contracted as well.

Mr. Sagstetter brought to Mr. Peterson's attention a water hydrant within the area governed by the condo association, and shared that the City of Elk River is wondering if the association would like to have the City manage it, which would be at a cost of \$5.00 per month. Mr. Peterson stated that he would bring the issue to the attention of the association and get back to him with the decision of the association.

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

8. Public Input

Mr. and Mrs. Mark Bechtel presented before the Board regarding an issue involving extra credit requirements with a particular Service Learning group. They stated that their foreign exchange student was told that if they brought in candy for their Service Learning group to use as a prize when the group went to play games with the residents at a local retirement home, that the student would receive extra credit. Apparently, the student stated to Mr. and Mrs. Bechtel, "you can buy grades in the United States?" Mr. and Mrs. Bechtel brought this matter to the attention of the Executive Director, who investigated, and determined that the staff members running the Service Learning group were originally assigning a higher percentage than what should be allowed and the grading was adjusted so that the students could only receive 1% extra credit for bringing in the item. The Bechtel's went on to state that although they were grateful that Ms. Spark attended to the matter and had the percentage amount reduced, they still feel that offering any credit for the items brought in is sending the wrong message, and they wanted this brought to the attention to the Board.

Following their presentation, the Board thanked the Bechtel's for coming and sharing their concerns. The Board discussed the matter at length. Following discussion, it was determined that the school should continue with the policy of allowing a 1% extra credit point to be assigned to a student's grade should they choose to bring in items for the 14-15 school year, with the caveat that the matter be addressed further with staff for a possible change in future policy in this area.

9. Spectrum Student Input
None

10. Budget Report

10.1 Budget Report – Beltz, Kes, Darling & Assoc.

Mr. Taintor presented that September 2014 financials, noting that the working budget projects revenues exceeding expenditures in all funds by \$319,863. State revenues are based on 625 students.

Year to date, 19.1% of expenditures have been spent, which is normal for this time of year. We are 25% and 11.1% of the way through the fiscal year and school year, respectively.

Mr. Taintor then commented on the Balance Sheet noting that the beginning balances are based on the unaudited ending information as of June 30, 2014. Due from the Spectrum Building Company, in the amount of \$26,269, represents funds that have been paid for by the School on behalf of the Building Company. The School will be reimbursed these funds throughout the year. Mr. Taintor then shared that the State holdback for 2013-2014 fiscal year is \$142,911. The remaining amount will be paid in October and January of this upcoming year. State holdback for 2014-2015 fiscal year is estimated to be a receivable of \$221,789 at the time of Mr. Taintor's report. This amount will be paid back during fiscal year 2016.

Accounts Payable represents amounts due for invoices received but not paid as of the end of the period. Payroll deductions and contributions represent amounts prepaid for taxes and benefits as of the end of the period on behalf of the employees.

Mr. Taintor stated that the Statement of Revenue and Expenditures report shows the budget approved for the year, the working budget, and year to date activity (revenues and expenditures). Per review of the percent of the working budget column on pages 6 through 8 of the budget, shows no revenue or expenditure line items worth noting. Mr. Taintor reported that a budget update will be presented to the Board in November.

Finally, Mr. Taintor stated that there was nothing of significance to report with regard to the statement of cash flows, and the long term debts and other long term obligations show one FFE loan with First National Bank with a current balance of \$185,199.

Following discussion, on a motion duly made and seconded, Jerred/Kemnitz, the Spectrum High School Board of Directors unanimously approved the September, 2014 financials as presented.

10.2 Finance Committee Minutes

Mr. Uecker gave an in-depth report on the work of the Finance Committee, noting that the Committee looked at the pollution policy, which unfortunately our current insurance policy isn't capable of offering a rider, and therefore it is his understanding that we'll need to have a standalone policy at a potential cost of \$10,000 and will involve a lengthy application process.

In addition, the Committee looked at making some changes to the current Financial Policy. More work will be done on this at the next meeting of the Committee and it is their intention to present the revisions to the Board for its consideration at the regularly scheduled meeting in December.

Lastly, the Committee looked at the current lunch program, which is governed by the Federal Lunch Program and for which the School receives some reimbursement monies. However, the Federal Lunch Program food choice offerings are very limited, and it is the feeling of Spectrum's Food Services

Coordinator that there is a lot of waste as the students do not care for the menu choices. The Committee will be looking to see what the budgetary impact would be if the school chose to no longer participate in the Federal Lunch Program. More work is being done and the Committee will have additional information forthcoming for the Board's consideration.

Ms. Schelske and Mr. Uecker noted that the Finance Committee meeting minutes weren't complete and therefore asked that the Board table the acceptance of the October 9, 2014 meeting minutes to the November meeting.

Following discussion, on a motion duly made and seconded, Schelske/Jerred, the Spectrum High School Board of Directors unanimously approved to table the acceptance of the October 9, 2014 Finance Committee Minutes to the November meeting.

11. Directors Report:

11.1 DIRECTORS REPORT

The Board reviewed the Director's Report. Dr. Speiker commented stating that Spectrum's Director's report is a well-constructed document, and complimented Ms. Spark that the report is always student centered. Ms. Spark thanked Dr. Speiker for his compliment.

The Board went on to ask about enrollment, the upcoming informational meetings – inquiring about how the meetings have been marketed, as a means to enrolling more students. The Board did inquire about the drop in enrollment from 11th grade to 12th, wondering how impactful the senior project is in the decision for students to leave. Ms. Spark stated that there is some normal attrition; however, there are plans to analyze why students leave to see if there are any trends that can be identified.

Following discussion, on a motion duly made and seconded, Brunt/Uecker, the Spectrum High School Board of Directors unanimously approved the October 2014 Director's Report as presented.

12. New Business

COMMITTEE REPORTS

- 12.1 Technology Committee
None
- 12.2 School Improvement Team Committee
None
- 12.3 Ad-Hoc Succession Planning Committee
It was noted that the Committee will be meeting on Monday, October 20, 2014. A report will be presented at the November meeting of the Board.

12.4. Learn Pad Policy

Ms. Spark stated that 4 of the LearnPads have already been broken since the start of school. The 6th grade building is making a change in that students will no longer be carrying the LearnPads with them throughout the day. They will be using them only in the respective classroom and returning them to the computer cart before leaving the

class. In addition, though, it was felt that a LearnPad Policy be drafted for the purpose of protecting the school's investment.

Following discussion, on a motion duly made and seconded, Schelske/Brunt, the Spectrum High School Board of Directors unanimously approved the LearnPad Policy as presented.

12.5 MSHSL Transgender Policy Discussion

Mr. Peterson presented the MSHSL Policy for Transgender Student Athletes for the purpose of information only. He wanted to bring this to the attention to the Board to make them aware of the MSHSL policy that is going to be voted on soon. He stated that the policy is highly controversial, and that the guidelines are currently under review. Mr. Peterson will present more information as it becomes available. No action of the Board was noted or necessary at this time.

13. Charter School Updates and Training

It was noted that Finance, Governance and Employment Law training took place at the Board Workshop meeting on Saturday, September 6, 2014.

14. Board Calendar – 2014-2015

The Board looked briefly at the 2014-2015 Board Calendar. It was noted that a Board workshop meeting is needing to be set for the month of January. Mr. Sagstetter shared that he would pass along a link for to a calendaring program which Ms. Sorenson may utilize to help facilitate finding a common date/time for the meeting.

15. Board Goals 2014-2015

It was noted that the Board goals should be amended to read as follows:

1. 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.
2. By the regularly scheduled meeting in January, 2015, develop a strategic marketing plan that maximizes enrollment capacity of 625 students.
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.

Following discussion, on a motion duly made and seconded, Kemnitz/Schelske, the Spectrum High School Board of Directors unanimously adopted the following 2014-2015 Board Goals as amended:

1. 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.

2. By the regularly scheduled meeting in January, 2015, develop a strategic marketing plan that maximizes enrollment capacity of 625 students.

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.

Director Goals 2014-2015

The Board reviewed the proposed Director Goals for the 2014-2015 school year. Ms. Spark asked that the Director Goals presented be amended to read as follows:

1. 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.)
2. By the regularly scheduled Board meeting in April, 2015, complete market research on charter school teacher salaries.
3. By the regularly scheduled Board meeting in April, 2015, develop and implement a professional learning community (PLC) for the administrative team, meeting quarterly, utilizing the Servant Leadership Institute methodology.
4. In response to the 2013-2014 teacher/staff survey, by April, 2015, I will establish and implement a committee of teachers to look at re-vamping Service Learning for the purpose of being sensitive to teacher workload.
5. By April, 2015, attend the final AVID District Leadership training workshop.

Following discussion, on a motion duly made and seconded, Schelske/Sagstetter, the Spectrum High School Board of Directors unanimously approved the 2014-2015 Director Goals as amended.

1. 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.)
2. By the regularly scheduled Board meeting in April, 2015, complete market research on charter school teacher salaries.
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4. In response to the 2013-2014 teacher/staff survey, by April, 2015, I will establish and implement a committee of teachers to look at re-vamping Service Learning for the purpose of being sensitive to teacher workload.
5. By April, 2015, attend the final AVID District Leadership training workshop.

16. Previously Tabled Items

16.1 Executive Director Performance Evaluation Policy

The Board discussed at length, again, the Executive Director Performance Evaluation Policy, noting that the current timing of the components being evaluated will require the Board to look at the previous year's goals and the current in-progress goals for its purpose of evaluating the Executive Director. Following discussion, the Board determined that the policy needs additional work and therefore moved to table the approval to the November meeting.

Following discussion, *on a motion duly made and seconded, Schelske/Uecker, the Spectrum High School Board of Directors unanimously approved tabling approval of the amended Executive Director Performance Evaluation Policy to the November meeting of the Board.*

16.2 Director Goals 2014-2015

The Board reviewed the proposed Director Goals for the 2014-2015 school year. They are as follows:

1. 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.)
2. By April, 2015, complete market research on charter school teacher salaries.
3. By April, 2015, develop and implement a professional learning community (PLC) for the administrative team, meeting quarterly, utilizing the Servant Leadership Institute methodology.
4. In response to the 2013-2014 teacher/staff survey, by April, 2015, I will establish and implement a committee of teachers to look at re-vamping Service Learning for the purpose of being sensitive to teacher workload.
5. By April, 2015, attend the final AVID District Leadership training workshop.

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

16.3 Middle School Athletics – Youth Sports Policy

Mr. Peterson presented a possible Youth Sports Policy for the Board's consideration developed for the purpose of defining middle school athletics and club sports. The Board discussed at length the policy and issues surrounding the use of Spectrum facilities, name, and logo, citing the current Group Use Facility Policy. Following discussion, it was determined that the policy is not necessary considering the School already has an adopted Group Use Facility Policy regarding outside entities wanting to rent Spectrum facilities. It was further determined that a motion should be made to that no outside organization may use the Spectrum High School name or logo for the purposes of protecting the School from possible litigation.

Following discussion, on a motion duly made and seconded, Schelske/Kemnitz, the Spectrum High School Board of Directors unanimously approved that no outside organization may use the name Spectrum High School or the Spectrum High School logo.

18. Miscellaneous
None

19. Next Meeting Agenda Input
Amended October 9, 2014 Finance Committee Minutes Acceptance
Executive Director Performance Evaluation Policy

18. Adjournment

On a motion duly made and seconded, Jerred/Brunt, the Spectrum High School Board of Directors unanimously adjourned the meeting at 7:36 p.m.



Board Secretary Certification, Kerry Jerred