



Spectrum School Board Minutes

Date: November 20, 2014
 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	
Member	Jessica Kemnitz	Present	
Member	Robin Schelske	Absent	
Member	Tony Brunt	Present	
Ex-Officio	Vanessta Spark	Present	
Ex-Officio	Nick Taintor	Present – 5:55 p.m.	7:00 p.m.
Advisor	Rick Peterson	Present	
Staff Member	Dawn Sorenson	Present	
Guest	Marsha Kirkpatrick	Present	
Guest	Josh Anderson	Present	5:57 p.m.
Guest	Jill Gordee	Present	5:45 p.m.
Guest	Linette Holum	Present	5:45 p.m.
Guest	Cori Wahl, SpEd	Present	6:15 p.m.
Guest	Dave Straight, SpEd	Present	6:15 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
Chair Lucas called for conflict of interest declaration. None was noted.
4. Consent Agenda
Approval of October 16, 2014 Board Workshop Meeting Minutes

Ms. Spark requested that the first item under New Business, Josh Anderson delivering 2013-2014 MMR results, be moved to the beginning of the agenda, following the Guidance Department’s presentation. Mr. Brunt requested that the item “Science Goal Discussion” be added to the agenda under New Business, and Mr. Peterson requested that the item “MSHSL Update on the Transgender Policy” be added to the agenda as well.

On a motion duly made and seconded, Jerred/Sagstetter, the Spectrum High School Board of Directors unanimously approved the consent agenda as amended and the minutes of the October 16, 2014 regular meeting as presented.

5. Employee Recognition

- Ms. Spark read a letter on behalf of Spectrum High School, which acknowledges Marsha Kirkpatrick's years of service and excellence in teaching. In part, she stated, "Spectrum High School wouldn't be the school that it is today without dedicated and hardworking individuals such as you." Thank you, Marsha!

6. Climate Survey Response – Guidance Department

Mrs. Gordee and Mrs. Holum presented the Guidance department's short and long term goal planning for the 2014-2015 school year, which is in direct response to the information received as a result of the 2013-2014 Climate Surveys.

Mrs. Gordee stated that during the spring of 2014, a climate survey was conducted of parents and students of Spectrum High School. While reviewing the results of the survey, the Spectrum High School Board of Directors recognized some unmet needs for our students in the area of post-secondary planning and communication. As a result, Mrs. Gordee stated that the Guidance office has developed a short and long term plan for the department, which includes presenting to Spectrum students and families on career and college planning by creating a Guidance department calendar of events, and grade-specific timelines for post-secondary planning. In addition, it is their goal to use the Guidance website and SHS newsletter more effectively to create categories/tabs which can be navigated fluently, create a timeline of important events and/or meetings, and add a college visit calendar to the website as well. Mrs. Gordee went on to state that there will be a concerted effort by the department to use any and all communication tools available to effectively deliver and distribute information to families, as well as to create an on-line registration system for our students, and using a four year planning tool that will enable families to plan with their students.

Long term, Mrs. Gordee stated that the Guidance department wants to allow for more post-secondary planning and test prep by partnering with our college and career readiness teachers to create a seamless 6-12 college and career structure for our students. The department will also encourage participation in the AVID program. Lastly, Mrs. Gordee stated that the department will be attending workshops and conferences to expand their knowledge base for the purpose of better serving the students in all areas of academic planning.

Mr. Sagstetter thanked the Department for their presentation, and then commented that at the Annual Meeting in March of 2015 it would be good to present the Guidance Department's short and long term goals for serving its students.

7. Spectrum High School 2013-2014 MMR testing Results Presentation

Mr. Anderson presented the 2013-2014 MMR (Multiple Measurement Ratings) testing results for the Board, as well as an overview of what constitutes the MMR rating. He noted that there are 4 domains that the MMR measures which are proficiency, growth, achievement gap reduction and graduation rates. In addition, there is FR (Focus Rating) that measures focused proficiency and, again, achievement gap reduction. Mr. Anderson went on to report that each domain is worth 25 points, and is generated by dividing the total number of points earned by the total number of points possible. The MMR rating is a rating between 0-100 percent for all schools. Spectrum received a rating of 62.6% on the MCA III mathematics for grades 6-12 in comparison to 53.8% for Zimmerman HS, 66.5% for Elk River HS, 66.6% for Rogers HS, and 66.9% for PACT Charter School. Mr. Anderson went on to report that in the area of Science, Spectrum's MMR rating was 42.5% as compared to Zimmerman HS's 57.9%, Elk River HS's 60.8%, Rogers HS's 61.2%, and PACT Charter School's 56.3%. Spectrum's MMR Science score is the

reason that the school and Board have chosen the school wide goal of raising Spectrum’s Science score two percentage points to 44.5%.

Mr. Anderson commented on the FR (Focused Rating) stating that all schools receive a FR, which measures proficiency and growth of minority students, and students receiving special services such as special education. He stated that each domain is worth 25 points, for a possible 50 points total.

Mr. Anderson reported that the School Designation ratings are based off of the MMR scores. These ratings include Priority School, which is 5% of the lowest performing schools. A Focus School rating is 10% of schools with the lowest Focus Rating. Continuous Improvement Schools are the bottom 25% that have not already been identified as Priority or Focus. A Celebration Eligible School is identified as receiving a MMR rating 25% directly below the REWARD school designation, and REWARD school designation is the top 15% of Title I schools. Spectrum High School has been named a REWARD school for the 2012-2013 and 2013-2014 years – two years in a row!

8. Special Education Funding

Cori Wahl, Special Education Director for Spectrum High School provided an in-depth overview of Special Education funding for the Board. Ms. Wahl stated that there are four sources of funding that make up Special Education and they are State, Federal, Tuition Billing, and Third Party Billing. Ms. Wahl stated that Special Education isn’t funded through the school’s general fund but rather, through the sources noted above. She stated that all schools are required to have a Special Education Director, and due to the size of Spectrum, it is more cost effective for the school to contract with an outside director such as Cori.

Ms. Wahl went on to share about the annual application that is required for Special Education funding, noting that working with Beltz, Kes, Darling and Associates as our financial team the School is in good hands as far as this funding source is concerned. She noted that the funding is an extremely complex process and, again, having BKDA handle this for the school is wise. Finally, Cori noted that all schools are audited regularly regarding their Special Education activities, and stated that Spectrum’s audit will be forthcoming.

Lastly, Ms. Wahl stated that she is honored to work at a school such as Spectrum, and feels that Spectrum is doing an excellent job in the area of Special Education.

9. Old Business

9.1 Facility Update

Mr. Peterson presented his Facilities Report to the Board noting that there are 5 items that remain on the punch list, that being of installing new interior doors to replace existing doors, balance the HVAC system, replace a broken window, clean the gym windows and replace some deformed Plexi-glass, and install hardware on one exterior door.

Mr. Peterson went on to provide a summary of project expenses to date:

Construction Budget:	1,946,143.14
Paid To Erickson:	1,636,719.25 (32,734.39 withheld for retainage)
Other Construction Costs:	149,685.16
Total To Date:	1,786,404.41

FFE – Contingency Budget:	276,500 (226,500 FFE + 50,000 contingency)
FFE spent to date:	216,861.01
TOTAL PROJECT BUDGET:	2,222,643.14
TOTAL PROJECT SPENT TO DATE:	2,003,265.42
AMOUNT REMAINING:	219,377.72

Mr. Peterson went on to note that the condominium association has yet to meet. He also stated that there are several items on the 6th grade building FFE list that have not yet been purchased. The School will wait until all project expenses have been accounted for prior to purchasing the remaining FFE items.

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

10. Public Input
None

11. Spectrum Student Input
None

12. Budget Report

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

Mr. Taintor presented the October Financials, noting that the Finance Committee recommends approval. He stated that the working budget projects revenues exceeding expenditures in all funds by \$319,863. They are budgeting state revenues based on 625 students. Year to date, 29.9% of expenditures have been spent, which is normal for this time of year. The school is 33.3% and 22.2% of the way through the fiscal and school year, respectively.

Mr. Taintor went on to report on the Balance sheet, noting that the beginning balances shown on the Balance Sheet are based on the unaudited ending information as of June 30, 2014. Due from the Building Company, in the amount of \$89,080, represents funds that have been paid for by the School on behalf of the Building Company. \$60,000 of that amount is held for the contingency from the construction funds. The School will be reimbursed these funds throughout the year.

State holdback for 2013-2014 fiscal year is \$45,021. The remaining amount will be paid in October and January of this upcoming year. State holdback for the 2014-2015 fiscal year is estimated to be a receivable of \$298,417. The amount will be paid back during the fiscal year 2016. Accounts payable represent 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 reported on the Statement of Revenue and Expenditures, noting that the report shows the budget approved for 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, no revenue or

expenditure line items are worth noting; expect to mention that staff is working on reconciling the construction fund for the 6th grade building. A budget update will be presented to the Board at either the December or January meeting.

Finally, Mr. Taintor noted that as of the end of October 2014, Spectrum has paid the full amount of principal payments owed on the FFE loan through June 2015. The rest of the debt owed will be paid in July/August 2015 which will end the obligation on this loan.

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

12.2 FY 14 Audit Report

Mr. Taintor reported that Tom Hodnefield, CPA, presented the FY 2014 audit to the Finance Committee at its meeting on November 14, 2014. He stated that the audit was clean, and that there were no findings. Mr. Taintor stated that the Finance Committee discussed the audit in-depth with Mr. Hodnefield, and following discussion, there were no concerns.

Following discussion, *on a motion duly made and seconded, Kemnitz/Sagstetter, the Spectrum High School Board of Directors unanimously approved the 2014 Audit Report by Redpath Company, Ltd. as presented.*

12.3 Finance Committee Minutes

Mr. Uecker gave an in-depth report of the Finance Committee meeting which took place on November 14, 2014. Mr. Uecker stated that the Committee had a good discussion and that he and Ms. Schelske conferred with the auditor separately during the Finance Committee meeting and reported back to the Committee after their conference that the auditor confirmed to them that the management letter accurately stated the results of the audit.

In addition, the Committee discussed the lunch program, and made a recommendation that the School Improvement Team Committee consider conducting a survey of the students and parents, and report back to the Finance Committee on its findings regarding the lunch program.

Mr. Lucas requested that in the future, the acceptance of the Finance Committee minutes take place before the monthly financials are presented. Mrs. Sorenson will reorder future agendas to reflect this request.

Following discussion, *on a motion duly made and seconded, Sagstetter/Jerred, the Spectrum High School Board of Directors unanimously accepted the November 14, 2014 Finance Committee meeting minutes as presented.*

13. Directors Report:

13.1 DIRECTORS REPORT

Ms. Spark presented the Director's Report to the Board. She noted that the school is currently conducting information meetings for families interested in Spectrum High School. She noted that four sessions have been scheduled, and the one that was held on November 11th brought 43 families to the

6th grade building, and 39 families to the high school building. More sessions are scheduled for December and January. Ms. Spark also noted that enrollment is up two students (609 from 607) from last month's report.

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

14. New Business

COMMITTEE REPORTS

- 14.1 Technology Committee

The Board reviewed the minutes of the November 10, 2014 Technology Committee meeting.

Following discussion, *on a motion duly made and seconded, the Spectrum High School Board of Directors unanimously accepted the November 10, 2014 Technology Committee meeting minutes as presented.*

- 14.2 School Improvement Team Committee

None

- 14.3 Ad-Hoc Succession Planning Committee

The Board reviewed the minutes of the October 21, 2014 Succession Planning Committee meeting.

Following discussion, *on a motion duly made and seconded, the Spectrum High School Board of Directors unanimously accepted the October 21, 2014 Succession Planning Committee meeting minutes as presented.*

14.4. Abstinence, Sex, and Drug Education Policy

Ms. Spark presented the newly developed Abstinence, Sex, and Drug Education Policy. She noted that what is contained within the policy is what is in practice within the curriculum.

Following discussion, *on a motion duly made and seconded, Sagstetter/Jerred, the Spectrum High School Board of Directors unanimously approved the Abstinence, Sex and Drug Education Policy as presented.*

14.5 Amended Use and Rental of School Facilities Policy

Mr. Peterson presented the recently amended Use and Rental of School Facilities Policy that has been reviewed and changes so noted by the school's attorney, Ellen McVeigh. He stated that the policy now reflects the decision of the Board at its last meeting with regard to use of facilities by outside entities not affiliated with the school in any manner, as well as the use of the name and logo of Spectrum High School.

Following discussion, *on a motion duly made and seconded, Lucas/Sagstetter, the Spectrum High School Board of Directors unanimously approved the amended Use and Rental of School Facilities Policy as presented.*

14.6 Amended Conflict of Interest Policy

Ms. Jerred reported that when working on other policy-related activities for the Board, she noted that the policy needed to be amended to reflect current State of MN statues regarding conflict of interest.

Following discussion, *on a motion duly made and seconded, Sagstetter/UECKER, the Spectrum High School Board of Directors unanimously approved the amended Conflict of Interest Policy as presented.*

14.7 Amended Bylaws

Ms. Jerred presented the Spectrum High School Bylaws that have been amended to reflect current Board member names and terms.

Following discussion, *on a motion duly made and seconded, Jerred/Sagstetter, the Spectrum High School Board of Directors unanimously approved the amended Bylaws as presented.*

14.8 2013-2014 World's Best Workforce Annual Report

Ms. Spark presented the Spectrum High School World's Best Workforce Annual Report that is now required by the Minnesota Department of Education in accordance to MN State Statue. Its purpose is to document the school's efforts to close the achievement gap by measuring testing results, graduation rates, etc.

Following discussion, *on a motion duly made and seconded, Sagstetter/UECKER, the Spectrum High School Board of Directors unanimously approved the 2013-2014 World's Best Workforce annual report as presented.*

14.9 VOA October Governance Report

The Board reviewed the report compiled from Dr. Speiker's October visit.

Following discussion, *on a motion duly made and seconded, Brunt/Sagstetter, the Spectrum High School Board of Directors unanimously accepted the VOA Governance Report as presented.*

14.10 2014-2015 Science Goal

Mr. Brunt reported that Science teacher Ms. Peloquin wanted the Board to be aware that she received notice from the Minnesota Department of Education that the item sampler information will not be available until sometime in January and normally they are provided to schools sometime in September. Ms. Peloquin is concerned; however, the Board still feels confident with the school's conservative goal of raising MCA Science testing scores the stated 2% is still within reach even with the delayed release of the item sampler from MDE.

14.11 Spectrum Building Company Board of Director – Don Stauffer Resignation

Mr. Lucas reported that Don Stauffer has resigned his position as a member of the Spectrum Building Company Board of Directors. As such, the Spectrum High School Board of Directors needs to appoint a new member to the Board.

Following discussion, Tony Brunt was nominated from the floor for the open position on the Spectrum Building Company Board of Directors.

Following discussion, on a motion duly made and seconded, Sagstetter/Uecker, the Spectrum High School Board of Directors unanimously appointed Tony Brunt as board member of the Spectrum Building Company Board of Directors.

15. 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.

16. Board Calendar – 2014-2015

Ms. Sorenson reported on the updates to the calendar. The January Board workshop date was added, yearly policy review for the month of July, as well as review the school Director Succession Policy in October of 2016.

17. Previously Tabled Items

17.1 Amended Executive Director Performance Evaluation Policy

It was noted that this item was not yet ready for presentation to the Board. As such, it was tabled again until the December Board meeting.

Following discussion, on a motion duly made and seconded, Jerred/Schelske, the Spectrum High School Board of Directors unanimously approved tabling the Amended Executive Director Performance Policy until the December meeting.

17.2 Amended October 9, 2014 Finance Committee Meeting minutes

Following discussion, on a motion duly made and seconded, Brunt/Kemnitz, the Spectrum High School Board of Directors unanimously accepted the amended October 9 ,2014 Finance Committee Meeting minutes as presented.

18. Miscellaneous

14. MSHSL Transgender Policy Discussion

Mr. Peterson presented the MSHSL Policy for Transgender Student Athletes for the purpose of information sharing. 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.

19. Next Meeting Agenda Input



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Amended Executive Director Performance Evaluation Policy

20. Adjournment

On a motion duly made and seconded, Jerred/Brunt, the Spectrum High School Board of Directors unanimously adjourned the meeting at 7:40 p.m.

A handwritten signature in black ink, appearing to read 'Kerry Jerred', is written over a horizontal line.

Board Secretary Certification, Kerry Jerred