



Spectrum School Board Minutes

Date: December 16, 2014

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 | Tom Sagstetter | Present | |
| Secretary | Kerry Jerred | Present | |
| Treasurer | Jeff Uecker | Present | |
| Member | Jessica Kemnitz | Present | |
| Member | Robin Schelske | Present – 5:42 p.m. | |
| Member | Tony Brunt | Present | |
| Ex-Officio | Vanessta Spark | Present | |
| Ex-Officio | Nick Taintor | Absent | |
| Advisor | Rick Peterson | Present | 5:45 p.m. |
| Staff Member | Dawn Sorenson | Absent | |

1. Meeting called to order with quorum present at: 5:32 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 November 20, 2014 Board Meeting

It was proposed that agenda item number 15.1 be moved to item number 11.3 and item number 11.3 be moved to 11.4

Following discussion, *on a motion duly made and seconded, Uecker/Sagstetter, the Spectrum High School Board of Directors unanimously approved the consent agenda as amended, and the minutes of the November 20, 2014 regular meeting were approved as presented.*

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

8. Old Business

8.1 Facilities Update

Mr. Peterson Reported that there is only one item remaining on the punch list for the 6th Grade Building (6GB) and that the project has come in under budget with a retainage of 29,978.57. He added that it is anticipated that the completion of the remaining punch list item would happen over winter break. A final disbursement to include retainage should be completed in January 2015. A list of remaining FFE items has been put together for consideration once the 6GB project has closed.

A list of capital improvement items for the high school, 6GB, and athletic fields is being put together for consideration by the Spectrum Building Company (SBC). The current top priorities include high school carpeting, new resource room hallway door and a scoreboard for the 6GB.

Mr. Peterson added that Erickson Construction is responsible for paying the subcontractors. He also shared that SHS has proven due diligence with respect to payment.

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

9. Budget Report

9.1 Finance Committee Minutes

None

9.2 Budget Report

In Mr. Taintor's absence, Mr. Uecker presented the November financial report. He noted that there wasn't anything of significance to report, and that next month it is the goal of the Finance Committee to take an in-depth look at the budget.

With the guidance of Mr. Uecker and Ms. Schelske, the Board reviewed the report focusing on the Executive Summary: They noted that overall, the working budget projects revenues exceeding expenditures in all funds by \$319,863. We are budgeting state revenues based on 625 students. Year to date, 38.3% of expenditures have been spent, which is normal for this time of year. We are 41.7% and 33.3% of the way through the fiscal year and school year, respectively.

Balance Sheet: The beginning balances shown on the Balance Sheet are based on the audited ending information as of June 30, 2014. Due from Building Company, in the amount of \$89,955, 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 \$38,416. The remaining amount will be paid in November and January of this upcoming year. State holdback for 2014-2015 fiscal year is estimated to be a receivable of \$296,187 at time of this report. This amount will be paid back during 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.

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.

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

10. Directors Report:

10.1 DIRECTORS REPORT

The Board reviewed the Director's Report. Ms. Spark explained to the Board how both Open Houses were well attended. The Board inquired of Ms. Spark what potential impact Kaleidoscope's choice to expand to 12th grade could have on Spectrum's enrollment. Ms. Spark stated that she doesn't foresee any issues.

Following discussion, *on a motion duly made and seconded, Saqstetter/Schelske, the Spectrum High School Board of Directors unanimously accepted the December 2014 Director's Report as presented.*

11. New Business

COMMITTEE REPORTS

- Technology Committee
None
- School Improvement Team Committee
The Board reviewed the SIT Committee Minutes from November 11, 2014. Ms. Spark reported that the SIT Committee plans to bring results from the Parent, Student and Staff Climate surveys to the Team Leaders of the PLC's for their feedback.

Following discussion, *on a motion duly made and seconded, Uecker/Brunt, the Spectrum High School Board of Directors unanimously accepted the November 11, 2014 SIT Committee minutes as presented.*

- Ad-Hoc Succession Planning Committee
None

11.1 Board Election Timeline

The Board discussed the proposed timeline. The following edits will be made to the timeline: Number 1) will be struck. Formation of committees happens prior to December, and all 2014 dates will be changed to 2015.

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

11.2 2015-2016 School Calendar

Ms. Spark explained some of the changes made to the school calendar are as a result of the fact that 2016 is a leap year. As well, she explained that April 29th was added as a day off since Spring Break is so early.

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

11.3 Amended Executive Director Performance Evaluation Policy

Ms. Shelske explained at length the major changes to the proposed amendments to this policy. After much discussion among the Board, the following items were edited:

- 1) Add the wording: “progress made toward current year goals” to components 2 and 3.
- 2) Change “four components” to “three components” in the paragraph before the Three Components are listed.
- 3) Remove the “?” from the first action listed on the action plan.

Following discussion, on a motion duly made and seconded, Uecker/Brunt, the Spectrum High School Board of Directors unanimously approved the Amended Executive Director Performance Evaluation Policy with the inclusion of the above-stated edits so noted.

11.4 Amended Executive Director Job Description

Ms. Jerred explained to the Board the proposed changes to the Executive Director Job description.

Following discussion, on a motion duly made and seconded, Sagstetter/Uecker, the Spectrum High School Board of Directors unanimously approved the Amended Executive Director Job Description as presented.

12. Charter School Updates and Training

13. Board Calendar – 2014-2015

The Board looked briefly at the 2014-2015 Board Calendar. It was noted with the approval of the Executive Director Performance Evaluation Policy that the corresponding changes will need to be made to the Board Calendar. Ms. Jerred will make those changes and the updated calendar will be put before the board and the January meeting for approval.

14. 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.

15. Previously Tabled Items

- 15.1 Executive Director Performance Evaluation Policy
Moved to item number 11.3

16. Miscellaneous
None

17. Next Meeting Agenda Input

- 1) The Board will discuss the progress made toward/completion of the Board Goal:
- By the regularly scheduled Board meeting in January, 2015, develop a strategic marketing plan that maximizes enrollment capacity of 625 students.
- 2) According to the approved Executive Director Performance Evaluation Policy, the Board will set the dates for the evaluation process.

18. Adjournment

On a motion duly made and seconded, Sagstetter/Schelske, the Spectrum High School Board of Directors unanimously adjourned the meeting at 6:30 p.m.



Board Secretary Certification, Kerry Jerred