



Spectrum School Board Minutes

Date: March 19, 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 – 5:40 p.m.	
Member	Jessica Kemnitz	Present	
Member	Robin Schelske	Present – 5:45 p.m.	
Member	Tony Brunt	Present	
Ex-Officio	Vanessta Spark	Present	
Ex-Officio	Nick Taintor	Present	7:23 p.m.
Advisor	Rick Peterson	Present	
Staff Member	Dawn Sorenson	Present	
Guest	Julie Johnson	Present	5:45 p.m.
Guest	Emmie Lee	Present	6:20 p.m.

1. Meeting called to order with a 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 February 19, 2015 Board Meeting, and the minutes from the Special Board Meeting from March 5, 2015.

Following discussion, on a motion duly made and seconded, Sagstetter/Brunt, the Spectrum High School Board of Directors unanimously approved the consent agenda with the addition of 2015-2016 Teacher Salary, item 12.4, and the minutes of the February 19, 2015 regular meeting and the minutes from the March 3, 2015 Special Board meeting as presented.

5. Employee Recognition
 - Julie Johnson, Technology and Communication Manager, was recognized by the Board and staff of Spectrum High School for her outstanding work, as well as her dedication and service to the school. On behalf of all, Julie, thank you!
6. Technology Update
 Ms. Johnson provided an in-depth update on the progress that has been made in the area of technology in her report to the Board. She noted that great strides have been made in repairing the wireless network issues. She stated that outside consultants were brought in to help diagnose the problem. They found that Ipv6 traffic was

flooding the network and thus causing failure at various points; however, the initial cause of the outage was never completely discovered. Shutting down the IPv6 traffic and removing several access points has improved the wireless network significantly. The complaints about the network have dropped to just occasional issues, which have been quickly resolved.

Ms. Johnson went on to report that Technology had been added as a PLC goal for teachers. The theme chosen for the year is “Using Technology for Formative Assessments.” She stated that teachers are required to add one technology item that allows them to assess students’ learning. Throughout the school year, during staff meetings, each PLC department is responsible to give a 10 minute presentation about the technology they are using in their classrooms. This sharing helps all teachers discover what technology is available and hopefully encourage teachers to pursue more ways to integrate technology.

Ms. Johnson went on to report that an additional computer lab was created to provide additional testing space as the MCA reading test is now online as is the MCA mathematics test.

Two Game-It (introductory programming) courses were offered this year to students. 11 students completed the high school Game-It course, and 189 students will complete the Careers/Intro to Programming course. During the 15-16 school year, a new course, App-It (mobile development) will be added to the offerings for students.

Kaspersky Endpoint Security software was purchased for antivirus and to provide more control at the workstation level.

Finally, Ms. Johnson reported that Spectrum is partnering with Anoka-Ramsey Community College to provide a non-paid internship opportunity for students attending ARCC to obtain a technical degree. As such, a student started in January as our first intern, and he is doing very well in assisting our technology department while learning valuable on-the-job skills.

Following her presentation, the Board thanked her for her report.

7. Middle School Quiz Bowl Recognition

Ms. Lee was invited to share with the Board on the accomplishments of the Middle School Quiz Bowl team. She noted that the team is comprised of 7th and 8th grade students and one 6th grade student. Quiz Bowl was added as an extra-curricular offering for students just this year. Ms. Lee stated that the very first tournament was rough for the team; however, shortly thereafter, the team started winning and the enthusiasm of the students really improved. The team improved so much so that they qualified for Nationals, which will take place in Dallas, TX this spring. Ms. Lee reported that the team is currently fundraising to generate the necessary funds of \$3,000 in order for the team to go to the National tournament.

The Board thanked Ms. Lee for her report, as well as shared their congratulations on reaching such an accomplishment.

8. February Board Meeting follow-up on parent concerns regarding MCA prep class and IXL course work.

Ms. Lee provided an in-depth report on how and why students were scheduled into the MCA prep class. She stated that families were given the choice to take the prep class during the day so that they had access to either Ms. Lee or another math teacher to assist the student, attend the after school directed study program where

students would have access to teaching staff, or to complete the work at home. Ms. Lee stated that when the class first started she received many questions from students and parents regarding the IXL program; however, she noticed that after she worked directly with the students, either during the day or in the after school directed study, the complaints and questions tapered off and students are experiencing great success with the program. She did state that those students who are working on the program at home and who have not come in for additional help may still be having difficulty with the program. Ms. Lee stated that she continues to send messages to families offering to assist the students who are in need of support. Of those families who have taken advantage of the help, the complaints have dropped significantly. Ms. Lee did state that a process improvement for next year would be to make it a requirement that students must complete two weeks of the prep class in school with the assistance of a teacher before they are allowed to complete the work at home, as this is where the majority of the complaints have derived.

The Board then reviewed the letter received from a parent which was a follow up to the parents presentation at the February Board meeting. Following discussion, the Board directed staff to draft a letter in response indicating its continued support for the MCA prep class and the use of the IXL program.

9. Public Input
- None

10. Spectrum Student Input
- None

11. Old Business

11.1 Facilities Update

Mr. Peterson reported that all of the punch list items for the 6th grade building and gym are complete. The final disbursement request from the title company has been made; however, the title company informed the School that there were still some outstanding lien waivers from subcontractors that have not yet been signed off. Mr. Peterson stated that he is working with the general contractor to get this resolved. He reported that Nick Taintor is working with the title company to determine the best way to access the remaining construction project funds.

Mr. Peterson went on to report on the irrigation for the athletic fields. He noted that the pond has not recovered from the dry fall and low snow fall this past winter, and as such, unless we receive a lot of rain this spring, the athletic fields will not be able to be irrigated as there will not be any water in the pond to do so. As a result, the ultimate solution is to dig a well. He reported that the school is currently receiving bids for a well and will submit this project as one of the capital improvement projects for the year.

Mr. Peterson reported that the School has received the generous donation of a Kiln for a possible ceramics/pottery class at Spectrum. He stated that Spectrum is currently undergoing bids for installation of the necessary electrical and ventilation needs with the kiln if it were installed, as well as figuring out estimated increased electrical costs, etc. More information will be forthcoming.

Finally, Mr. Peterson reported that he and his team are in the final stages of putting together a list of capital improvement projects to be considered for spring and summer.

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

12. Budget Report

12.1 Finance Committee Minutes

Mr. Uecker noted that he was under the impression that minutes of the March 13th Finance Committee meeting had been completed and submitted; however, it was noted that this hasn't been done. As a result, the minutes from the March 13th meeting will be submitted for acceptance at the April 16th meeting.

Mr. Uecker went on to report that the proposed Finance Charter, with the changes so noted, hasn't yet had the opportunity of being discussed at the Finance Committee. Following discussion, it was the desire of the Board that the proposed charter be tabled for discussion until the next Finance Committee meeting and then brought to the Board for its consideration.

Following discussion, on a motion duly made and seconded, Uecker/Brunt, the Spectrum High School Board of Directors unanimously tabled the Finance Charter discussion to the next meeting of the Finance Committee.

12.2 Budget Report

In Mr. Taintor presented the Executive Summary of the February 2015 Financial Statements. He noted that the working budget projects revenues exceeding expenditures in all funds by \$170,138. State revenues are budgeted on 605 students. Year to date, 64.0% of expenditures have been spent, which is normal for this time of year. We are 66.7% and 66.7% of the way through the fiscal year and school year, respectively.

Mr. Taintor stated that the beginning balances shown on the Balance Sheet are based on the audited ending information as of June 30, 2014. He stated that due from the Building Company, in the amount of \$226,330, represented funds that have been paid for by the School on behalf of the Building Company. Approximately \$193,000 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.

He stated that the state holdback for 2013-2014 fiscal year is \$25, 148. The remaining amount will be paid in throughout the remaining months of this fiscal year.

State holdback for 2014-2015 fiscal year is estimated to be a receivable of \$378,438 at the time of the report. He stated that this 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.

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.

Statement of Revenue and Expenditures shows the budget approved for the year, the working budget, and year to date activity. With regard to statement of cash flows, Mr. Taintor reported that there is nothing of significance to note this month.

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

12.4 2015-2015 Teacher Salary

Ms. Spark stated that at the Finance Committee meeting on March 13th, the Finance Committee looked at approving a percent increase to all teacher salary plus a onetime market adjustment to offset salary compression. She wanted to bring this to the Board for their consideration of approval so that at-will letters can be drafted and disseminated to staff in April. She noted that 14-15 letters didn't go out until May, which was much too long to wait. Ms. Spark noted that Mr. Taintor, Mr. Anderson and herself looked at the budget closely, going through each category individually to see if there was room for this additional increase. She stated that a 3% increase across the board plus an additional \$30,000 is what is needed in the way of budget dollars.

Mr. Uecker asked that before the Board considers approval that a special Finance Committee meeting be convened for the purpose of looking at this proposal more in-depth. Following discussion, the Board asked that the item be tabled to a special meeting of the Finance Committee.

Following discussion, on a motion duly made and seconded, Kemnitz/Brunt, the Spectrum High School Board of Directors unanimously tabled the proposed 15-16 Teacher Salary to a special meeting of the Finance Committee which, if needed, should be followed by a special meeting of the Board for consideration of approval.

13. Directors Report:

13.1 DIRECTORS REPORT

The Board reviewed the Director's Report submitted by Ms. Spark. Ms. Spark noted that currently, enrollment is stated at 695 students; however, it is known that several students will not be returning, as well as, families will make other choices for educating their students over the summer that will reduce enrollment to the target amount of 625 students.

Ms. Spark went on to report that Ms. Olsen from VOA was present at Spectrum today for the spring site visit, and that the visit went very well.

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

14. New Business

COMMITTEE REPORTS

- 14.1 Technology Committee
No Technology report this month. Committee meets quarterly.
- 14.2 School Improvement Team Committee

The Board reviewed the February 3, 2015 Committee meeting minutes. The Board requested that a copy of the yearly Climate Survey questions. Ms. Sorenson will disseminate them to the Board.

Following discussion, *on a motion duly made and seconded, Schelske/Sagstetter, the Spectrum High School Board of Directors unanimously accepted the February 3, 2015 School Improvement Team Committee minutes as presented.*

- 14.3 Ad-Hoc Succession Planning Committee
The Board reviewed the February 25, 2015 Committee meeting minutes. Ms. Jerred stated that the meeting was brief. The Committee felt that it needed more direction from the Board in order to continue its work. Ms. Jerred stated that in light of the proposed strategic plan work of the Board, it is possible for Succession Planning to be rolled into the Strategic Plan, and therefore, until further direction, the Succession Planning Committee will suspend work.

Following discussion, *on a motion duly made and seconded, Schelske/Kemnitz, the Spectrum High School Board of Directors unanimously accepted the February 25, 2015 Succession Planning Committee minutes as presented.*

14.4 Strategic Planning

Ms. Schelske reported that she and Ms. Spark met with Jean Melancon regarding Strategic Planning for the School. Ms. Schelske stated that Ms. Melancon had done a great deal of prep work prior to their meeting and that she asked a lot of questions about the school, current governance, future plans, etc. Ms. Schelske took the Board through the proposal provided by Ms. Melancon. Mr. Uecker stated that it is his feeling that the Board should consider using the services of Ms. Melancon and recommended that Ms. Schelske be authorized to contact Ms. Melancon to begin this process.

Following discussion, *on a motion duly made and seconded, Uecker/Jerred the Spectrum High School Board of Directors unanimously approved Ms. Schelske to contact Ms. Melancon and for a contract to be drafted for the Board's consideration regarding services to be rendered by Ms. Melancon for the purpose of assisting the school in drafting a strategic plan.*

14.5 2014-2015 Student Handbook Changes

Ms. Spark presented the proposed changes to the Board regarding the 2014-2015 Student Handbook. She noted that a School Dance Policy was added to the handbook for the purpose of clarity and consistency with regard to school dances. The Board requested that the definition of backpacks as being "large" be removed, as well as the language concerning when attendees will be permitted back into the dance should they leave to read, "Attendees who leave the dance will not be permitted to re-enter."

Following discussion, *on a motion duly made and seconded, Uecker/Kemnitz, the Spectrum High School Board of Directors unanimously approved the 2014-2015 Student Handbook changes as amended.*

14.5 Students on the Spectrum High School Board of Directors

The Board discussed at length the possibility of adding a student seat to the Spectrum High School Board of Directors. It was noted by Chair Lucas that other school boards are choosing to do the same – adding a student seat to the composition of their boards. Following discussion, it was noted that further research and information is necessary; however, the idea of adding a student seat was worth considering. Chair Lucas offered to further research and report back to the Board on his findings.

14.6 Board Scholarship

Ms. Spark stated that at the last meeting of the Spectrum High School Board of Directors, a motion and second was made for two \$500 scholarships be taken from the general education budget for student scholarships. She asked whether the Board would consider increasing this amount by \$200 as there was a tie for 1st place and 6th place in the Senior Project presentations, and would work best to award scholarships with \$1200 in monies rather than \$1000.

Following discussion, *on a motion duly made and seconded, Brunt/Schelske, the Spectrum High School Board of Directors unanimously approved increasing the amount from \$1000 to \$1200 in Board scholarship monies.*

14.7 CLOSED SESSION

Pursuant to Minnesota State Statue 13d, subd. 3, the Spectrum High School Board of Directors unanimously approved moving into a closed session for the purpose of discussing the Executive Director's annual review.

On a motion duly made and seconded, Brunt/Schelske, the Spectrum High School Board of Directors unanimously approved going into closed session at 8:00 p.m.

CLOSED SESSION

Pursuant to Minnesota State Statue 13d, subd. 3, and *on a motion duly made and seconded, Schelske/Jerred, the Spectrum High School Board of Directors unanimously approved moving out of a closed session at 8:25 p.m.*

The Board discussed the Executive Director review and recommends a 5% increase in salary for the 15-16 school year, and authorizes staff to draft an at-will letter and for the Board chair to sign the at-will letter on behalf of the Board.

On a motion duly made and seconded, the Spectrum High School Board of Directors unanimously approved a 5% increase in salary for the Executive Director for the 15-16 school year, for staff draft the at-will letter reflecting such increase in pay, and for the Board Chair to sign the 15-16 at-will letter.

The Board thanked Ms. Spark for her continued excellent work.

15. Charter School Updates and Training

None

16. Board Calendar – 2014-2015

The Board reviewed the calendar, noting that the Board self-evaluation is now complete. Ms. Schelske stated that according to the Board self-evaluation, the area that needs most focus is in the area of strategic planning. According to the calendar a Board Workshop meeting is in need of being scheduled; however, it was decided to wait to hear from Jean Melancon on strategic planning as more than likely a Board Workshop will be needed for this process.

17. 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.

18. Previously Tabled Items

- Mission/Vision Discussion.

It was determined that this item would be tabled until Strategic Planning takes place.

- Employee Exit Interview Policy and Procedure

Ms. Spark stated that prior to using Michelle from Synergy HR, she interviewed three different firms and that Synergy was the firm with whom she was most impressed, as well as they were willing to work on a ala carte basis vs. retainer. Ms. Spark noted that she has been very satisfied with the work Michelle has produced and with the services provided to date by Synergy and that it is her recommendation that Synergy be retained to assist us with the Exit Interview Policy and Procedure. Ms. Jerred noted that she went through the current Exit Interview Policy and Procedure, updating it to reflect the use of an outside HR firm rather than members of the Board.

Following discussion, *on a motion duly made and seconded, Schelske/Brunt, the Spectrum High School Board of Directors unanimously authorized staff to work with Synergy, and to provide them with the revised Exit Interview Policy and Procedure, for the purpose of developing a final procedure for the Board's consideration.*

19. Miscellaneous

None

20. Next Meeting Agenda Input

- None

21. Adjournment



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On a motion duly made and seconded, Sagstetter/Lucas, the Spectrum High School Board of Directors unanimously adjourned the meeting at 8:40 p.m.

Board Secretary Certification, Kerry Jerred