

Spectrum School Board Minutes

Date: July 24, 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	Rob Rogers	Present	
Member	Tony Brunt	Present	
Member	Kerry Jerred	Present	
Member	Jessica Kemnitz	Absent	
Member	Robin Schelske	Present	
Member	Tom Sagstetter	Present	
Ex-Officio	Vanessta Spark	Present	
Ex-Officio	Patty Jorris	Absent	
Ex-Officio	Nick Taintor	Present	
Advisor	Rick Peterson	Present	
Staff Member	Dawn Sorenson	Present	
Guest	Linette Holum	5:30 p.m.	5:55 p.m.
Guest	Kari Brant	5:30 p.m.	5:55 p.m.
Guest	Brad Swanson	5:30 p.m.	5:55 p.m.
Guest	Jeff Uecker	5:30 p.m.	5:55 p.m.
Guest	Julie Johnson	6:15 p.m.	6:45 p.m.

1. Meeting called to order with quorum present at: 5:37 p.m.
2. Reading of Mission and Vision Statement
3. Conflict of Interest
Chair Lucas called for conflict of interest acknowledgement. None was noted.
4. Consent Agenda
Approval of June 16, 2014 Board Workshop Meeting Minutes
Approval of June 19, 2014 Regular Board Meeting Minutes

On a motion duly made and seconded, Sagstetter/Rogers, the Spectrum High School Board of Directors unanimously approved the consent agenda and the minutes from the June 16, 2014 Board Workshop meeting and June 19, 2014 regular board meeting minutes as presented.

5. Employee Recognition
 - Employee Linette Holum was recognized for her dedication and years of service to Spectrum High School. Ms. Spark shared with the Board many of the accomplishments and contributions that Linette has brought to the school, noting that Linette has been with the school since its inception, and has been instrumental in helping grow the school from a school of 67 students to where it is today at 625 students. The Board and Ms. Spark thanked Linette for all her excellent contributions to the school.

- Employee Kari Brant presented her speech to the Board that she gave at the AVID Summer Institute in Indianapolis, IN July 14-16, 2014. She noted that over 1000 teachers submitted their speeches, and that she was chosen out of these 1000 applications, which was quite an honor. Following her speech, the Board thanked Kari for her presentation.

6. Open Parent Seat Presentations

Mr. Rogers noted that he will need to step down from the Board after the August meeting due to a conflict of interest. His wife, Kristin Rogers, has been hired as one of the teachers for the 6th Grade Educational Center. The Board reached out to the Spectrum community notifying them of the upcoming vacancy. Parents Brad Swanson and Jeff Uecker expressed an interest in the position and were invited to attend the meeting to share what they would uniquely bring to the Board if chosen to replace Mr. Rogers. Following their respective presentations, the Board discussed at length the pros and cons of each candidate. Following discussion, the Board chose, by a show of hands, Mr. Uecker for the open parent seat. Mr. Lucas stated that he would contact the candidates and inform them that the Board had chosen Mr. Uecker. Mr. Uecker will be seated at the August 14, 2014 Board meeting.

7. Public Input
None

8. Spectrum Student Input
None

9. Old Business

9.1 Facility Update

Mr. Peterson presented his facility report, noting that the construction on the 6th Grade Educational Center building got off to a slow start due to a delay in approval of permits; however, there was time built into the construction timeline in case there was a delay in the start time. Mr. Peterson noted that most of the delay in time has been made up by the construction company and that they are working diligently to get the Center open in time for the start of school. Mr. Peterson went on to report on the upcoming inspection process and it is hoped that Spectrum will have occupancy of the building by 8/18. Following occupancy, there is still a significant amount of work that is necessary in order to have the building up and running for the start of school. The gymnasium will not be completed at the same time as the rest of the school building; however, this does not pose a problem to begin school as they'll continue to work on the gym space after the start of school. Mr. Peterson noted that the situation will be the same as it was when Spectrum moved into its current building. The gym space was completed after the start of school and after completion of the rest of the building.

Mr. Peterson went on to share that we have been notified by the owner of the warehouse space that we have been leasing for additional athletic/weight lifting space, wrestling practice, etc., has been leased to another party and Spectrum must vacate the space no later than August 31st. All of the equipment that is currently in the warehouse space will be moved over to the 6th Grade Educational Center for storage until the gym space is completed.

Mr. Peterson shared that the school will know by August 4th if the DOC will vacate the building by the December deadline. He will update the Board at the August meeting.

Finally, Mr. Peterson reported that the school is working diligently to come up with a safe and effective transportation plan for the 6th Grade Educational Center in the hopes of reducing congestion for student drop off/pick up. A staggered student release time is being considered, but it was noted that a true test of a plan won't be known until school is back in session. Some adjustments to the plan may be necessary after the start of school.

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

10. Julie Johnson, Technology Manager, presented before the Board on the school's response to the concerns that were noted in the parent, student and staff climate surveys regarding technology. She reported that significant work was completed on the wireless infrastructure. Specifically, an outside consultant was hired to examine the network and make modifications. From this consultation, it was noted that the school's system was configured in such a way that there was limited IP addresses available, and therefore the school was running out, which caused devices to be dropped from the network and/or prevented devices from connecting at all. As a result, the network was reconfigured so that there is sufficient IP address now available, as well as room for growth of the 6th Grade Educational Center. In addition, all network equipment has been reconfigured by an HP expert, and the latest firmware was installed. An old core device was removed and replaced with a different core device based off of the recommendation of the HP expert. The new Core can handle more traffic and allow redundancy of fail over traffic. Also, the school has purchased a LightSpeed content filter so K9 filtering has been removed. LightSpeed is filtering the entire network including guest access. LightSpeed is able to protect devices (Learnpads) which the firewall was unable to do. Lastly, the Charter internet connection will be replaced with a fiber optic connection from Arvig. Arvig will also connect the high school and the new 6th Grade Education Center with a 500mb fiber optic cable. In this way, both buildings will be connected on one local area network rather than having two separate networks. The true test of the system will be once school has begun again; however, the school feels that the upgrades made to the system should improve performance significantly.

Ms. Johnson went on to share the improvements that have been made to the technology courses offered at Spectrum. She noted that a committee of teachers and administrators (Kari Brant, Deb Hoyt, Marc Prepeluh, Jessica Kemnitz, Eric Bubna, and Julie Johnson) came together for the purpose of adopting tech standards for the school, and to create course objectives for technology courses. Two ½ days sessions resulted in the following standards being adopted by the school:

1. Creativity and innovation: Students demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology.
2. Communication and collaboration: Students use digital media and environments to communicate and work collaboratively, including at a distance, to support individual learning, and contribute to the learning of others.
3. Research and information fluency: Students apply digital tools to gather, evaluate, and use information.
4. Critical thinking, problem solving, and decision making: Students use critical thinking skills to plan and conduct research, manage projects, solve problems, and make informed decisions using appropriate digital tools and resources.
5. Digital citizenship: Students understand human, cultural, and societal issues related to technology and practice legal and ethical behavior.
6. Technology operations and concepts: Students demonstrate a sound understanding of technology concepts, systems and operations.

Ms. Johnson also shared how the school has added technology course offerings to its curriculum. Specifically, the school is now offering a Game-it course which teaches game design, as well as introductory programming skills. Ms. Johnson noted that there is a middle school Game-It/Careers course that is required, and an elective high school Game-It course.

Lastly, Ms. Johnson reported on the professional development/tech integration plan, noting that the plan is to increase the use of technology in the classroom by fostering a culture technology being embraced by all Spectrum staff. This year's technology theme is "Using Technology for Formative Assessments". In other words, assessing student's use of technology to see what learning has occurred and what concepts/information students are missing so that teachers may adjust their teaching accordingly.

11. Budget Report

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

Mr. Taintor presented the budget executive summary, noting that the working budget projected revenues exceeding expenditures in all funds by \$281,610. Actual activity shows revenues exceeding expenditures in all funds by \$275,139. Mr. Taintor shared that the beginning balances shown on the Balance Sheet are based on the audited ending information as of June 30, 2013. Due from the Building Company in the amount of \$35,663, represents funds that have been paid for by the School on behalf of the Building Company. These items relate to some Phase IV costs, and some general operating costs that the Building Company will be reimbursed for from excess funds from the trust accounts over time or Capital Improvement Funds.

Mr. Taintor went on to report that the State holdback for 2013-2014 fiscal year is estimated to be a receivable \$381,051 as of the end of the reporting period. The current holdback is 10%. Salaries and Wages Payable represents the proportion amount as of this reporting period owed to staff who receive a paycheck during the summer. The amount at year-end is \$184,641. Accounts Payable represent amounts due for invoices received but not paid as of the end of the period, and Payroll Deductions and Contributions represent amounts owed for taxes and benefits as of the end of the period on behalf of the employees.

In the area of Statement of Revenue and Expenditures, Mr. Taintor stated that the report shows the budget approved for the year, the working budget, and year to date activity in the area of revenues and expenditures.

Finally, Mr. Taintor reported that there is 93 days cash on hand, which was what was budgeted for. Overall the Finance Committee reviewed the financials in detail and noted that there wasn't anything significant to report and recommends that the Board approve the June financials as presented.

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

11.2 13-14 Athletic Budget Summary

Mr. Taintor provided an in-depth review of the 13-14 Athletic Budget. He noted that transportation is the most expensive item with regard to athletics. He reported that the school is working with Mr. Skog

in the area of transportation items to see if there are any efficiencies and cost saving measures that can be employed in this area.

Mr. Taintor and Mr. Peterson commented on coaching stipends, noting that Spectrum pays its assistant coaches one half the stipend of the head coach. They reported that they are hoping to up the assistant coach stipend closer to 2/3rd's pay of the head coach. Mr. Peterson reported that our coaching stipends are low but acceptably low.

In the area of athletic fees, Mr. Peterson and Mr. Taintor noted that athletic fees at Spectrum have not been raised in 4 years. Currently, Spectrum charges \$225.00 per sport, which according to the informal survey Mr. Peterson conducted of other like-sized schools, Spectrum is in line with what other schools are charging but is on the low end of the range. Currently, Spectrum's family maximum is \$800.00. The Finance Committee recommends, along with Mr. Peterson, that the Board consider raising athletic fees from \$225.00 per sport to \$250.00.

Following discussion, *on a motion duly made and seconded, Schelske/Sagstetter, the Spectrum High School Board of Directors approved raising athletic fees from \$225.00 a sport to \$250.00, with the Family Maximum amount remaining at \$800. Mr. Rogers abstained from the vote.*

11.3 2014-2015 Athletic Budget

Mr. Taintor and Mr. Peterson, along with the Finance Committee, presented the 2014-2015 athletic budget as presented. They noted that the 14-15 budget assumed the increase in athletic fees to \$250.00 per sport. In addition, the 14-15 budget assumes less contributions from fund raising, i.e., Sting Swing Golf Classic and Scrip, than the 2013-2014 budget as revenues did not meet expectations.

Following discussion, *on a motion duly made and seconded, Sagstetter/Jerred, the Spectrum High School Board of Directors approved the 2014-2015 Athletic Budget as presented. Mr. Rogers abstained from the vote.*

11.4 Finance Committee Minutes

The Board reviewed the minutes of the Finance Committee. Ms. Schelske stated that the Finance Committee looked at the FFE budget of \$226,500 and reduced it by \$21,000 for smart boards, which were already included in the budget under technology. She noted that the Finance Committee recommends that the school use the \$204,500 for the adjusted FFE assuming an allowed \$100,000 from the defined budget, and the use of the contingency money to cover the balance of the FFE. The Finance Committee also suggested to wait on ordering some FFE items until the school knows for sure what contingency money is available. \$65,000 could be absorbed by our surplus money without adversely impacting the long range budget.

Ms. Schelske stated that the Committee also discussed the Q-Comp budget. Q-Comp calls for building the current budget off the number of teaching staff from the previous year; however, the school has added teaching staff for the 14-15 school year and therefore the Q-Comp budget needs to be increased in order to continue the same level of compensation for teachers.

Ms. Schelske then went on to note that the Committee reviewed the \$8,000 pool of money that was earmarked for bonuses but not paid out due to concerns with clearly defining the parameters for

earning a bonus. She stated that the \$8,000 would cover the increase needed in the Q-Comp budget as noted previously.

Finally, Ms. Schelske stated the Committee discussed implementing a budget policy, analyzed the athletic budget, and noted that the Finance Committee is looking for input from the Technology Committee to discern whether or not the school has adequately funded the long-term budget to reflect the future technology needs.

Following discussion, *on a motion duly made and seconded, Saqstetter/Brunt, the Spectrum High School Board of Directors unanimously accepted the minutes of the July 21, 2014 Finance Committee as presented.*

The Board then went on to discuss the FFE budget and what direction it needed to provide the Executive Director in terms of purchasing/spending of the FFE money. Ms. Schelske stated that the Finance Committee recommends that the Executive Director be authorized to spend up to \$204,500 of the FFE budget, and perceives this risk to be low.

Following discussion, *on a motion duly made and seconded, Schelske/Rogers, the Spectrum High School Board of Directors unanimously approved the Executive Director to spend up to the \$204,500 FFE budget.*

Ms. Schelske then went on to state that the Board needed to take action on Q-Comp funding/budget in order to maintain the level of compensation from the 13-14 school year to the 14-15 school year. She stated that the amount needed is \$7200, and it can be taken out of the general fund, however, reminded that Board that there is also \$8000 in bonus money that wasn't spent and that this money could also be used to increase the Q-Comp budget.

Following discussion, *on a motion duly made and seconded, Schelske/Tony, the Spectrum High School Board of Directors unanimously approved the Q-Comp budget as presented, which includes the additional funding to maintain compensation rates from the 13-14 school year for the 14-15 school year.*

12. Directors Report:

12.1 DIRECTORS REPORT

The Board reviewed the Director's Report. Mr. Brunt inquired about the current wait list for the school. Ms. Spark noted that the admissions department is now doing a very thorough job of determining prior to Open House and/or the start of school, who truly is interested in enrollment at Spectrum. Enrollment and waitlist numbers are on target for what the school anticipated with the opening of the 6th grade building.

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

13. New Business

COMMITTEE REPORTS

- 13.1 Technology Committee
None

- 13.2 School Improvement Team Committee
None
- Ad-Hoc Succession Planning Committee
Ms. Jerred provided the Board with an oral report. She noted that the Committee is in the very beginning stages of meeting. The Committee will continue to keep the Board apprised of their work in this area.

13.4 504 Policy

Ms. Spark stated that the Board did have in place procedures for 504 plans; however, the school has been advised by legal counsel on its need to have a more robust 504 policy in place, and that the legal firm drafted the 504 policy for the Board's consideration.

Following discussion, on a motion duly made and seconded, Rogers/Sagstetter, the Spectrum High School Board of Directors unanimously approved the 504 Policy as presented.

13.5 Bullying Policy

Mr. Spark stated that there were legislative changes made and that by August 1st, all schools must have a Board approved bullying policy in place. The Board reviewed the various stipulations called out in the policy for training in the area of staff, volunteers, coaches, maintenance staff, etc.

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

13.6 Q-Comp Annual Report

The Board reviewed the 13-14 Q-Comp Annual Report.

Following discussion, on a motion duly made and seconded, Schelske/Sagstetter, the Spectrum High School Board of Directors unanimously approved the 13-14 Q-Comp Annual Report.

13.7 Booth Law Group Agreement

The Board reviewed the agreement drafted between Booth Law Group and Spectrum High School. Ms. Spark reported that we utilize this group in the area of special education and OCR complaints, as well possibly utilizing them in the future for HR needs of the school.

Following a brief discussion, on a motion duly made and seconded, Schelske/Rogers, the Spectrum High School Board of Directors unanimously approved the Booth Law Group Agreement as presented, giving authorization to Board Chair, Dave Lucas, to sign the agreement.

13.8 Exit Interview Process

Mr. Lucas stated that a committee of Board members should be formed to look at the school's exit interview process, and how best to utilize the information gleaned from the process. Dave Lucas, Tony Brunt, and Tom Sagstetter, all volunteered their time to serve on this ad-hoc committee of the Board.

11.5 Sting Swing Golf Classic Prize Donation

The Board discussed what they provided to the Sting Swing Golf Classic in the past and decided to follow the same process as the year previous. Ms. Jerred will collect donations from the Board members and depending upon whatever amount is given, a prize will be purchased on behalf of the Board for the 2014 Sting Swing Golf Classic.

14. Charter School Updates and Training
None noted for this month.

15. Board Calendar – 2014-2015

The Board looked briefly at the 2014-2015 Board Calendar. Additional updates were made to the calendar.

Following discussion, *on a motion duly made and seconded, Schelske/Jerred, the Spectrum High School Board of Directors unanimously approved the updated 14-15 Board Calendar as presented.*

16. Board Goals 2013-2014 (as approved September 19, 2013)
So noted. No changes or additions made.

17. Previously Tabled Items

17.1 Climate Surveys

The Board reviewed the 13-14 Climate Surveys from parents, students, and staff. Ms. Spark presented action steps for each respective survey for any areas that received a satisfaction rate of less than 85%. The Board reviewed these in detail. One area of concern that was called out in the parent and student surveys were the quality of school lunches. Holly Gnitka, the school's lunch program supervisor, provided the Board with a narrative explaining the program. Ms. Gnitka stated in her report, "I believe Spectrum, along with the caterer, Premier Kitchens, provides tasty and healthy lunches for students under the rules and regulations of the National School Lunch Program, for which Spectrum participates, and the Healthy Hunger Free Kids Act of 2010.

With regard to the staff survey, the Board felt that the staff survey should be broken into two surveys – one for teaching staff and one for all other members of the staff. Ms. Spark stated that this information would be shared with the School Improvement Team Committee, who have been charged with oversight for the climate surveys.

17.2 New Building Signage

The Board reviewed and discussed at length the name for the new building. The Board reviewed the drawings provided by Mr. Peterson of possible sign options to be placed on the building.

Following discussion, *on a motion duly made and seconded, Sagstetter/Rogers, the Spectrum High School Board of Directors unanimously decided on Spectrum High School Grade 6 as the name for the new building.*

18. Miscellaneous
None

19. Next Meeting Agenda Input



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- Annual Organizational Meeting – Set Meeting Date and Choose Officers

18. Adjournment – 9:03 p.m.

A handwritten signature in black ink, which appears to read 'Kerry Jerred'. The signature is written in a cursive style with a large, looped 'K' and 'J'.

Board Secretary Certification, Kerry Jerred