

Spectrum School Board Minutes

Date: August 14, 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	5:55 p.m.
Member	Tony Brunt	Present	
Member	Kerry Jerred	Present	
Member	Jessica Kemnitz	Present	
Member	Robin Schelske	Present	
Member	Tom Sagstetter	Present	
Ex-Officio	Vanessta Spark	Present	
Ex-Officio	Patty Jorris	Present	
Ex-Officio	Nick Taintor	Absent	
Advisor	Rick Peterson	Present	6:00 p.m.
Staff Member	Dawn Sorenson	Present	
Member-appointee	Jeff Uecker	5:45 p.m.	
Guest	Roseann Schriefles	5:30 p.m.	6:30 p.m.
Guest	Andrew Krane	6:30 p.m.	5:55 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 acknowledgement. None was noted.
4. Consent Agenda
Approval of July 24, 2014 Board Workshop Meeting Minutes

On a motion duly made and seconded, Sagstetter/Brunt, the Spectrum High School Board of Directors unanimously approved the consent agenda and the minutes from the July 24, 2014 Board meeting as presented.

5. Employee Recognition
 - None this month
6. Seating of new Parent Member – Jeff Uecker
Mr. Uecker was appointed by the Board at its last meeting to fill out the term of Mr. Rogers. Mr. Rogers was no longer eligible for service on the Board due to conflict of interest. Mr. Uecker was welcomed to the Board.
7. Recognition of Service
Mr. Lucas read a letter of recognition from the Board and Staff of Spectrum High School thanking Mr. Rogers for his dedication and steadfast service to the school through his volunteer work on the Board of Directors.

8. Old Business

8.1 Facility Update

Mr. Peterson updated the Board on the state of the construction of the 6th grade building. He noted that it is planned that the inspections will take place beginning August 14 and will conclude on August 18th. It is hoped that occupancy can take place on August 18th; however, occupancy is dependent upon passing all of the inspections. He stated, though, that the construction company that is working on the project has been excellent about keeping the inspectors abreast of the project, inviting them to inspect along the way, so that corrections can be made during the project rather than waiting until the very end. Regardless, the decision was made to move the Open House for the 6th grade building, originally scheduled for Thursday, August 28, to Tuesday, September 2nd. School will begin for 6th grade students on Wednesday, September 3rd. The cause for the delay is furniture and locker delivery and installation. A letter has been issued to families regarding this change, and to date, families have not expressed a concern regarding the delayed start date.

Ms. Schelske inquired about the financial status of the project, and whether or not the final numbers would be ready for presentation/discussion at the next Finance Committee meeting, which will take place on Friday, September 12th. Mr. Peterson stated that he would check with the general contractor to make sure, but felt by the September board meeting a very accurate accounting for the project would be ready for presentation.

Mr. Peterson went on to state that the Athletic Warehouse site is scheduled to be moved from its current location to the 6th grade building location on Friday, August 15th. He noted that all furniture and equipment from this location must be vacated by August 31, 2014. The equipment will be moved into an empty space that is adjacent to the 6th grade center for storage until the gym is completed at the 6th grade building, which is slated for some time in October.

Mr. Peterson also shared that over the summer the building manager of the high school building has been overseeing many summer projects, i.e., painting of walls, floors being waxed, etc. Also, additional outlets were added to the science room, and a down spout rain gutter was installed outside of the south entrance to the building – the phase III construction entrance.

Finally, Mr. Peterson shared that great progress has been made on the athletic fields, in that they have been fertilized, weed killer applied, and the lines for the various fields have been painted. Mr. Peterson stated that the fields are in use to support a record turnout of fall student athletes in each sport! Lastly, he shared that a parent is building a concession booth, with donated materials from The Home Depot in Elk River, which is mobile (built on skids so that it can be moved if necessary) and contains a camera booth platform.

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

8.2 2014-2015 Athletic Handbook Changes

Mr. Peterson presented the 2014-2015, noting that the handbook was updated to include the change of increased athletic fees from \$225 to \$250 per sport, as approved by the Board at its last meeting. In addition, the new Bullying Policy was added to the handbook, and finally, he noted that

language has been added which states that if a previous sports fee has not been paid for, the student is not eligible to sign up for another sport until the previous sport fee has been satisfied.

Following discussion, on a motion duly made and seconded, Jerred/Sagstetter, the Spectrum High School Board of Directors unanimously approved the 2014-2015 Athletic Handbook changes as presented.

9. Public Input
None

10. Spectrum Student Input
None

11. Budget Report

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

No budget report or July financials were presented. They will be presented at the September meeting of the Board.

11.4 Finance Committee Minutes

The Finance Committee did not meet in the month of August and therefore no report was available for the August meeting.

12. CLOSED SESSION

12.1 Pursuant to Minnesota State Statute 13d, subd. 3, the Spectrum High School Board of Directors moved into a closed session at 6:00 p.m. for the purpose of discussing a specific confidential student record information for an OCR complaint against the school as presented by attorney, Roseann Schreifels, of Booth Law Group LLC.

Following the closed session, Chair Lucas called the Board back into open session at 6:40 p.m. following the discussion of confidential student record information for an OCR complaint against the school as presented by attorney, Roseann Schreifels, of Booth law Group LLC.

13. Insurance Review

13.1 Insurance Summary

Mr. Andrew Krane from Ahmann-Martin Risk & Benefit Consulting, presented an in-depth analysis of the current insurance coverages for Spectrum High School, the Spectrum Building Company, and the Spectrum High School 6th grade building. Mr. Krane provided the Board a visual graph of coverages, which is on file with the permanent minutes of the meeting.

Mr. Krane stated that currently all buildings and structures are insured for about \$13M, which is required by what was stated in the various closing documents from each construction project. Personal Property/AV coverage is at \$6,577,000, EDP/Equipment is at \$250,000. Business and Extra Expense, which would be utilized in the instance that the school building became uninhabitable, is in

the amount of \$960,000, which would be used to cover expenses of holding classes elsewhere, etc. Mr. Krane went on to note that the Board declined flood insurance at a previous meeting, and therefore currently there isn't flood insurance.

Mr. Krane also stated that currently the Spectrum Building Company Board of Directors isn't covered under the Educator's E&O/EPI policy for \$1M. The Board requested of Mr. Krane a quote for adding the Spectrum Building Company to this policy. Mr. Krane will provide this information to Ms. Jorris.

Mr. Krane then went on to state that it is his assertion from reading the current Minnesota State Statutes that Pollution/Hazardous Substance insurance may be a requirement of charter schools. The Board asked that the information be submitted to attorney Ellen McVeigh for an opinion on whether or not this type of insurance is indeed needed for the school. Mr. Krane will forward the information to the school who will in turn share it with Ms. McVeigh to render an opinion, and the opinion will be shared with the Finance Committee for further consideration.

Following discussion, it was noted that the Finance Committee will assume the task of looking at all of the insurance coverages for the school and buildings, and report back to the Board on their findings. Mr. Krane and his team will gather information, sending it to Ms. Jorris, who will pass it along to the Finance Committee to address at their meeting in September.

14. Directors Report:

14.1 DIRECTORS REPORT

The Board reviewed the Director's Report. Ms. Schelske inquired about the status of Knowledge Bowl. Ms. Spark stated that the Finance Committee can discuss the costs associated with the program at its next meeting.

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

15. New Business

COMMITTEE REPORTS

- 15.1 Technology Committee
None
- 15.2 School Improvement Team Committee
None
- 15.3 Ad-Hoc Succession Planning Committee
None

15.4 Annual Organizational Meeting – Board Officer Elections

BOARD OFFICER ELECTIONS -- all nominations were taken from the floor.

VICE CHAIR: Board members Jeff Uecker and Tom Sagstetter were nominated for the position of Vice Chair. On a motion duly made and seconded, Schelske/Jerred, the Spectrum High School Board of Directors, on a vote of 4 to 3, elected Tom Sagstetter to the position of Vice Chair.

BOARD CHAIR: Board member Dave Lucas was nominated for the position of Board Chair. On a motion duly made and seconded, Brunt/Jerred, the Spectrum High School Board of Directors unanimously elected Dave Lucas to the position of Board Chair.

SECRETARY: Board member Kerry Jerred was nominated for the position of Secretary. On a motion duly made and seconded, Kemnitz/Sagstetter, the Spectrum High School Board of Directors unanimously elected Kerry Jerred to the position of Secretary.

TREASURER: Board member Jeff Uecker was nominated for the position of Treasurer. On a motion duly made and seconded, Sagstetter/Brunt, the Spectrum High School Board of Directors unanimously elected Jeff Uecker to the position of Treasurer.

SET MEETING DATE: The Spectrum High School Board of Directors stated that the monthly Board meetings would continue to take place on the third Thursday of every month, beginning at 5:30 p.m.

15.5 Not Public Data Policy

Ms. Sorenson stated that the school was notified of the need to have in place a Not Public Data Policy via Dr. Charles Speiker, who is responsible for Governance oversight for VOA. Ms. Sorenson shared that Spectrum is in compliance with the Not Public Data Policy being proposed to the Board, citing various levels of security already in place for not public data at the school.

Following discussion, on a motion duly made and seconded, Schelske/Sagstetter, the Spectrum High School Board of Directors unanimously approved the Not Public Data policy as presented.

15.6 Revised 504 Policy

Ms. Spark shared that our attorney suggested a couple of minor edits/addition of information to the 504 policy that was presented and approved at the July 24, 2014 meeting of the Board. In addition, Ms. Spark shared that the name “Nancy Moe” be changed to “Andrea Cuellar” in the policy.

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

15.7 2014-2015 Student Handbook

Ms. Sorenson and Ms. Spark presented the overall changes made to the 2014-2015 Student Handbook to reflect current practice of the school, as well as some additional language such as the Bullying Policy, 504 Policy, and the inclusion of information regarding Service Learning. Ms. Kemnitz shared that our previous Student Handbook didn’t contain information on Service Learning. Ms. Sorenson stated that the 2014-2015 Student Handbook now contains the notification language to students and families that it is the Board’s intent to assign fees for lost, stolen and/or damaged books. Ms. Spark went on to note that the Guidance department also requested information be included in the handbook regarding

requesting a schedule change. The purpose of the language is to tighten up the requirements for requesting a schedule change.

Following discussion, the Board requested the following additional changes be made to the handbook. Under "Other Important Information," section C – Electronic Devices, the Board requested that "Use of cameras or cell phones with cameras is strictly prohibited by law" be added. Under the Service Learning section, the Board requested that "with the exception of fulltime PSEO students" be added to this area, in addition to a few other minor changes throughout. These changes were so noted by Ms. Sorenson and will be made as directed.

Following discussion, on a motion duly made and seconded, Jerred/Sagstetter, the Spectrum High School Board of Directors unanimously approved the 2014-2015 amended Student Handbook with the changes so noted above.

14. Charter School Updates and Training

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

15. Board Calendar – 2014-2015

The Board looked briefly at the 2014-2015 Board Calendar. No changes or additions were noted.

16. Board Goals 2013-2014 (as approved September 19, 2013)

So noted. No changes or additions made.

17. Previously Tabled Items

None

18. Miscellaneous

None

19. Next Meeting Agenda Input

18. Adjournment

On a motion duly made and seconded, Sagstetter/Schelske, the Spectrum High School Board of Directors unanimously adjourned the meeting at 8:10 p.m.



Board Secretary Certification, Kerry Jerred