



Spectrum School Board Minutes

Date: October 22, 2015  
 Scheduled Time: 5:30 p.m.  
 Attendance:

Position	Committee Member	Arrive	Depart
Chair	Dave Lucas	Present	
Vice-Chair	Tom Sagstetter	Absent	
Secretary	Kerry Jerred	Present	
Treasurer	Robin Schelske	Present, 5:35 p.m.	
Member	Jessica Kemnitz	Absent	
Member	Tony Brunt	Present	
Member	Kathy Reed	Present	
Ex-Officio	Vanessta Spark	Present	
Ex-Officio	Nick Taintor, BKDA	Absent	
Guest	Shar Tischner	Present	
Staff Member	Dawn Sorenson	Present	
Guest	Josh Anderson	Present	5:47 p.m.
Guest	Dr. Speiker	Present	

1. Meeting called to order 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
  - Agenda
  - Interim Financial Transactions
    - None
  - September 24, 2015 regular Board of Director meeting minutes
  - October 3, 2015 Board Workshop Training meeting minutes

Following discussion, *on a motion duly made and seconded, Reed/Jerred the Spectrum High School Board of Directors unanimously approved the September 24, 2015 regular Board meeting minutes, the October 3, 2015 Board workshop training minutes, and the agenda as presented.*

5. Public Input
  - None
6. Spectrum Student Input
  - None
7. Employee Introduction and Recognition

- None

8. 2014-2015 Data Recap – Josh Anderson

Mr. Anderson presented a detailed report on the 2014-2015 MCA testing results for the Board. He compared 2014 results with 2015, noting the following:

<b>2014</b>		<b>2015</b>	
Math 6:	<b>59.7</b>	Math 6:	<b>63.8</b>
Math 7:	<b>69.5</b>	Math 7:	<b>64.1</b>
Math 8:	<b>62.3</b>	Math 8:	<b>70.9</b>
Math 11:	<b>63.8</b>	Math 11:	<b>65.5</b>
Reading 6:	<b>68.6</b>	Reading 6:	<b>68.6</b>
Reading 8:	<b>65.8</b>	Reading 8:	<b>64.1</b>
Reading 10:	<b>58.3</b>	Reading 10:	<b>72.6</b>
Science 8:	<b>36.3</b>	Science 8:	<b>56.3</b>
Science HS:	<b>48.8</b>	Science HS:	<b>61.3</b>

Mr. Anderson then went on to describe in detail the 2014 vs. 2015 MMR (Multiple Measurement Ratings) for the school. He shared that in 2014, the school had an MMR rating of 80.74 compared to 2015 results, which were 91.25, and in 2014 the FR rate was 79.72 vs. a FR rate of 92.09 in 2015 for the school. As a result of the increased scoring, the School was named a REWARD school for the third year in a row, and are in the top 15% of all schools in the State of Minnesota. Mr. Anderson went on to note that in an effort to advertise further the accomplishments of the school, the 2015 REWARD School banner has been placed on all employee email, as well as having it noted on the school’s website.

The Board thanked Mr. Anderson for his detailed report on the 2014-2015 testing data.

9. Old Business

- None

10. Budget Report

10.1 Finance Committee Minutes

- Mr. Taintor and Ms. Schelske presented the minutes of the October 19, 2015 Finance Committee meeting. Mr. Taintor shared that the Committee discussed various financial categories, noting that some are in need of further discussion, which Mr. Taintor is checking on. In addition, it was noted that the Federal Revenues have not yet been received due to the need to request them based on reimbursement, which will be done immediately. The Committee also discussed items such as repair and maintenance, property insurance, furniture and equipment, and the REAP grant. Mr. Taintor went on to state that the Finance Committee reviewed the August and September 2015 financials and recommends Board approval of both. Finally, it was reported that the Finance Committee has chosen to change the meeting time of the standing monthly meeting to the Friday just prior to the regularly scheduled Board meeting at 10:30 a.m. to noon to accommodate Committee member schedules.

Following discussion, on a motion duly made and seconded, Brunt/Reed, the Spectrum High School Board of Directors unanimously accepted the October 19, 2015 Finance Committee meeting minutes as presented.

## 10.2 August 2015 Financials and September 2015 Financials

Mr. Taintor presented the Executive Summaries of each month's financials, noting the following:

August, 2015 financials show a working budget which projects revenues exceeding expenditures in all funds by \$236,098. State budgeting revenues are based on 625 students. Year to date, 11.4% of expenditures have been spent, which is normal for this time of year, and the school is 16.7% of the way through the fiscal year.

The beginning balances shown on the Balance Sheet are based on the unaudited ending information as of June 30, 2015. Due from the Building Company, in the amount of \$59,718, represents funds that have been paid by the School on behalf of the Building Company. As funds become available from the Building Company, payments will be made to the school.

State holdback for 2014-2105 fiscal year is estimated to be a receivable of \$463,375 as of the end of the reporting period. The remaining amount will be paid in the upcoming year. State holdback for 2015-2016 fiscal year is estimated to be a receivable of \$572,375. This is due to MDE paying ahead of schedule for State Special Education. Future payments may be reduced until total payments made are at the correct cumulative disbursement percentage.

Mr. Taintor went on to report on Accounts Payable, Payroll Deductions and Contributions, Statement of Revenue and Expenditures, ending with Statement of Cash Flows, which there was nothing of significance to report.

Following discussion, *on a motion duly made and seconded, Schelske/Brunt, the Spectrum High School Board of Directors unanimously approved the August 2015 financials as presented.*

September 2015 financials showed the working budget projects revenues exceeding expenditures in all funds by \$240,719. The budgeted state revenues are based on 625 students. Mr. Taintor stated that year to date, 20.2% of expenditures have been spent, which is normal for this time of year. The School is 25% and 11.1% of the way through the fiscal and school year, respectively.

Mr. Taintor went on to report that the beginning balances shown on the Balance Sheet are based on the unaudited ending information as of June 30, 2105. Due from the Building Company, in the amount of \$66,853, represents funds that have been paid for by the School on behalf of the Building Company, and payments will be made to the School.

State holdback from 2014-2015 fiscal year is estimated to be a receivable of \$352,904 as of the end of the reporting period. The remaining amount will be paid in the upcoming year. State holdback for 2015-2016 fiscal year is estimated to be a receivable of \$44,724, which continues to be due to the fact that MDE paid ahead of schedule for State Special Education. Mr. Taintor went on to report on Accounts Payable, Payroll Deductions and Contributions, and Statement of Revenue and Expenditures. He noted that the loan principal and interest expense appeared higher than budgeted; however, this was due to paying off the loan from First National Bank. Finally, Mr. Taintor stated that the REAP grant is 57.5% of the working budget, but this is due to ordering the Mac Book Pro's and HP Chromebooks for the beginning of the school year.

Following discussion, on a motion duly made and seconded, Schelske/Jerred, the Spectrum High School Board of Directors unanimously approved the September 2015 financials as presented.

11. Directors Report:

11.1 DIRECTORS REPORT

Ms. Spark presented her Director's Report. She noted that enrollment currently sits at 635 students including 11 full-time PSEO students. She also shared a report put together by the Admissions Office, which shows the reasons why students left Spectrum. It was noted that the largest percentage of students came from the 8 foreign exchange students who returned to their home countries following their education at Spectrum. Otherwise, Ms. Spark stated that the reasons for which students left showed nothing alarming, and was due to normal attrition.

Ms. Spark went on to comment regarding the recent marketing initiatives being launched by the school. She passed around an example of the advertising post card that is scheduled to be mailed to all families in the District #728 boundary area with children in the 5<sup>th</sup> grade to inform them of Spectrum High School and the unique educational opportunity that is available at the 6<sup>th</sup> grade building. In addition, Ms. Spark stated that the School is going to run ads in the Elk River Star News and the Sherburne Tribune, which services the western area of Big Lake and Becker, to advertise the school.

Dr. Speiker stated that he arrived early and did an impromptu survey of parents as they were arriving to pick up students from school. He stated, "There is remarkable support for this school from the parents."

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

12. New Business

AD HOC COMMITTEE REPORTS

- 12.1 Technology Committee

Mr. Brunt presented the October 6, 2015 Technology Committee meeting minutes. He stated that the Committee will be working on a rural grant, and if approved, will use the monies received, approximately \$10,000, to purchase additional Chrome Books, as well as a new update to the firewall.

Following discussion, on a motion duly made and seconded, Reed/Schelske, the Spectrum High School Board of Directors unanimously accepted the October 6, 2015 Technology meeting minutes as presented.

- 12.2 School Improvement Team Committee

Ms. Reed presented the October 6, 2015 School Improvement Team Committee meeting minutes. She reported that there is a new parent member of the Committee, Angela Weitnauer. In addition, the Committee reviewed the 2014-2015 Climate Survey action steps that were developed as a result of the survey. She reported that the School is looking at adding additional extra-curricular non-sport activities for middle school students in response to the survey. Also, there were adjustments made to the Service Learning program for staff

as a result of the survey, and finally, administration met over the summer to discuss the high school student survey findings regarding “rules are applied equally to all students” which means that students felt that dress code wasn’t being consistently enforced. Administration developed a new process and procedure for dress code enforcement and that this is probably the reason why dress-code has been such a hot button of activity lately.

Ms. Reed noted that the Committee also took part in discussing the current Mission/Vision of the school and whether or not it warrants making changes. Ms. Reed stated that there wasn’t an overwhelming feeling of the Committee that any changes were needed. Technology rich vs. technology enhanced was mentioned; however, again, there wasn’t an overwhelming consensus that changes were needed.

Finally, Ms. Reed noted that Mr. Anderson presented the 2014-2015 data results for the Committee as he did for the Board this evening.

Following discussion, on a motion duly made and seconded, Brunt/Jerred, the Spectrum High School Board of Directors unanimously accepted the October 6, 2015 School Improvement Team Committee meeting minutes as presented.

- 12.3 Strategic Planning Committee  
None

#### 12.4 2015-2016 Athletics Handbook and Amendments

The 2015-2016 Athletics Handbook was presented to the Board. It was noted that the handbook was updated to include the increase in athletic fees from \$250 to \$260, as well as change in the athletic lettering policy.

Following discussion, on a motion duly made and seconded, Schelske/Reed, the Spectrum High School Board of Directors unanimously approved the 2015-2016 Athletics Handbook as presented.

#### 12.5 2015-2016 Amended Student Handbook – Dress Code and Lettering Policies

Ms. Spark presented the amended 2015-2016 Student Handbook, which included additional changes to the student dress code. She noted that she met with student leaders who presented her with suggestions for change to the dress code. Ms. Spark stated that they made some excellent suggestions, which are now included in the yet again revised dress code; however, some of their suggestions were not accepted.

In addition, Ms. Spark noted that the Athletic Lettering Policy was added to the handbook, as was a Band-specific lettering policy, and finally, substantive changes were made to the Theatre lettering policy to provide clarity to the expectations and requirements.

Following discussion, on a motion duly made and seconded, Jerred/Reed, the Spectrum High School Board of Directors unanimously approved the amended 2015-2016 Student Handbook as presented.

12.6 Amended Data Practices Policy – Members of the Public

Ms. Sorenson presented the changes made to the Data Practices Policy – Members of the Public. She noted that the only change was in the area of persons who are responsible, which was updated to include current guidance faculty, and is found on the last page of the policy.

Following discussion, *on a motion duly made and seconded, Reed/Schelske, the Spectrum High School Board of Directors unanimously approved the amended Data Practices Policy – Members of the Public as presented.*

12.7 Amended Data Practices Policy – Data Subjects

Ms. Sorenson presented the changes made to the Data Practices Policy – Data Subjects, noting that the only change was in the area of persons who are responsible, which was updated to include current guidance faculty, and is found on the last page of the policy.

Following discussion, *on a motion duly made and seconded, Schelske/Reed, the Spectrum High School Board of Directors unanimously approved the amended Data Practices Policy – Data Subjects as presented.*

13. Charter School Updates and Training

The Board noted its upcoming workshop on Saturday, November 14<sup>th</sup>, beginning at 9:00 a.m., to work on Strategic Planning.

14. Board Calendar – 2015-2016

The Board reviewed the 2015-2016 Board Calendar. Quarterly Board Reports for the Spectrum Building Company need to be added.

15. Board Goals 2015-2016

No action necessary. The 2015-2016 Board Goals were adopted by the Board at its meeting on August 27, 2015.

1. By May, 2016, 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 58.5% to 60.5%.
2. By the regularly scheduled Board meeting in June, 2016, develop a draft 5 year long range strategic plan, which aligns with the school's mission and vision.
3. By February, 2016, take a critical look at, and if necessary, amend the School's mission and vision statements.
4. By June, 2016, the Board will host and schedule one Spectrum community building event.

The Board requested that Board Goal #4 be on the agenda for the November 14, 2015 Board Workshop meeting. Ms. Sorenson noted the request.

16. Previously Tabled Items

None

17. Miscellaneous

CSP Grant Update: Ms. Spark updated the Board with the new information learned this week regarding the requirements for approval of the CSP Grant. She shared that enrollment must increase by 50% of the entire school, where as it was originally thought it was only 50% of the grades to be replicated. As such, enrollment would need to increase to approximately 935 students school-wide but can be over a period of time. The Board inquired as to whether or not Ms. Spark felt that the enrollment goal is attainable, to which she responded that it would be based on the information gleaned from the demographic study that was completed, as well as a more extensive marketing effort, which could include digital marketing.

Overall, the Board felt that it would still make most sense to move forward with completing the grant application since the school is eligible to apply; however Ms. Reed stated that she's not entirely comfortable with the enrollment numbers requirement and is concerned about its attainability.

Ms. Spark went on to inquire about compensation for the grant writing time, noting that the Board authorized paying staff for time worked outside of regular work hours for past bonding projects.

Following discussion, on a motion duly made and seconded, the Spectrum High School Board of Directors unanimously approved staff writing the CSP Grant, as well as compensating for hours worked outside normal work day at a payment rate of \$40/hour.

18. Next Meeting Agenda Input

- None

19. Adjournment

On a motion duly made and seconded, Reed/Schelske, the Spectrum High School Board of Directors unanimously adjourned the meeting at 6:55 p.m.



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Board Secretary Certification, Kerry Jerred