

Spectrum School Board Minutes

Date: November 24, 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	Absent	
Treasurer	Robin Schelske	Present	
Member	Jessica Kemnitz	Present	
Member	Tony Brunt	Present	
Member	Kathy Reed	Present	
Ex-Officio	Vanessta Spark	Present	
Ex-Officio	Nick Taintor, BKDA	Absent	
Staff Member	Dawn Sorenson	Present	
Guest	Tom Hodnefeld	Present	6:00 p.m.
Guest	Kurt Remick	Present	5:45 p.m.

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
 - October 22, 2015 Regular Board Meeting Minutes

Mr. Lucas requested that three items be added to the agenda. He stated that under Executive Director Succession Planning that items 1. Approve the interim process, 2. Approve Budget, and 3. Setting of a Special Meeting be added to the agenda.

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 as presented, and the agenda as amended.

5. Public Input
 - None
6. Spectrum Student Input
 - None

7. Employee Introduction and Recognition

- Mr. Kurt Remick, middle school mathematics teacher, was recognized by the Board for his outstanding teaching and service to Spectrum High School. Ms. Spark, on behalf of the Board, read a letter of thanks and gratitude, which outlined many of the extra-ordinary tasks and responsibilities that Mr. Remick has assumed, which is very much appreciated by the School. In addition, she commented on his ever present positive energy, enthusiasm, and whatever-it-takes-to-get-the-job-done-well attitude, which is extremely refreshing and a true sign of a team spirit. Thank you, Mr. Remick! Spectrum is better because of you! Ms. Spark also mentioned that Mr. Remick has been nominated and is in the running for Teacher of The Year!

8. Old Business

- None

9. Budget Report

9.1 Finance Committee Minutes

- Ms. Schelske presented the Finance Committee minutes from their meeting held November 13, 2015. She noted that the Committee reviewed, in depth, each of the respective finance categories finding that some were higher than anticipated, which was found to be a result of not having some items not categorized correctly. As such, BKDA moved these items to their correct areas and that now all areas are on track year-to-date. In addition, Ms. Schelske stated that the Committee reviewed the October financials, noting that there were no findings, and that the Committee is recommending the Board's approval of the October financials.

Ms. Schelske then went on to report that the Committee reviewed the FY15 audit and that there were no concerns with the audit. She stated that there was one minor finding to which BKDA responded with: "As noted in the audit report, Spectrum received an internal control finding for an audit adjustment. The year-end closing process is the sole responsibility of Spectrum's finance manager and I take sole responsibility for this oversight. BKDA, as well as myself, strive to have good internal controls to catch these types of adjustments in a timely manner. However, in this case, it was not caught. I want to assure school leadership, the Finance Committee, and the Board that this was an isolated incident and I will do my best to pay more attention to these types of situations that may occur in the future. The specific issue relates to the construction of the 6th Grade Center that occurred during June 2014, that was billed in July of 2015 (crossed over fiscal years), but was not accrued back to FY2014 properly. This was not caught in time of the audit last year and therefore became a misstatement in this year's audit report. I will continue to work hard to ensure no future findings will be reported for Spectrum."

The Board went on to inquire as to whether or not this finding would jeopardize the School's ability to receive the MDE Finance Award and/or the VOA Finance Award, to which Mr. Hodnefeld responded, "no."

Finally, Ms. Schelske stated that the next meeting will take place December 11th at 2:00 p.m., and that they will be discussing a budget process and timeline, analysis of administrative salaries and benefits, as well as an evaluation of the current CaSH program.

Following discussion, on a motion duly made and seconded, Brunt/Reed, the Spectrum High School Board of Directors unanimously accepted the November 13, 2015 Finance Committee meeting minutes as presented.

9.2 October 2015 Financials

Ms. Schelske presented the Executive Summary for the October, 2015 financials. She stated that the overall working budget projects revenues exceeding expenditures in all funds by \$235,319. The budgeted State revenues are based on 625 students. Year to date, 29.6% of expenditures have been spent, which is normal for this time of year. The school is 33.3% and 22.2% of the way through the fiscal year and school year, respectively.

Ms. Schelske went on to report that 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 \$68,458, 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 2014-2015 fiscal year is estimated to be a receivable of \$206,106 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 \$154,212 at the time of the report. The holdback amount is approximately 10% of the total state aids. The amount will be paid back to the School in fiscal year 2017. Accounts Payable represent amounts due for invoices received but have 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.

Ms. Schelske stated that the Statement of Revenue and Expenditures shows the budget approved for the year, the working budget, and year-to-date activity. Per review of the percent of the working budget column, there are no revenue or expenditure line items worth noting. School leadership, with the assistance from the Finance Manager, are working on a proposed revised budget for FY2016. An update on the proposed budget changes will be presented to the Board for approval at the December meeting.

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

9.3 FY15 Audit Results

Mr. Hodenfeild of Redpath and Company, Ltd, presented the FY15 audit. Mr. Hodenfeild reported on the finding which was a missed transaction of approximately \$200,000 that was posted to FY15 instead of FY14 was corrected. He stated, though, that the activity was outside of the typical financial reporting, and therefore the finding is minor. He stated that Redpath is providing a clean opinion on the financial statements, which is the highest assurance that they can give. Finally, he stated that there were no uncorrected misstatements and no material findings.

Following discussion, on a motion duly made and seconded, Reed/Schelske, the Spectrum High School Board of Directors unanimously approved the FY15 audit conducted by Redpath and Company, Ltd. as presented.

10. Directors Report:

10.1 DIRECTORS REPORT

Ms. Spark presented her Director's Report. She reported that the OCR complaint from 2013, which has not yet been settled, and for which our attorney Ellen McVeigh had repeatedly inquired as to where they were at in the process but never received any information in return, has resurfaced. This complaint stems from a wrestling incident in 2013. The suit was filed against 13 schools of which Spectrum High School is named as one of the schools. Therefore, Ms. Spark reported that attorney fees will be higher than projected due to this complaint.

Ms. Spark went on to report that there were approximately 76 people who attended the first information night on Spectrum High School, which was an excellent turn out, and everyone who attended seemed very positive.

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

11. New Business

AD HOC COMMITTEE REPORTS

- 11.1 Technology Committee
None

- 11.2 School Improvement Team Committee
None

- 11.3 Strategic Planning Committee

Ms. Spark and Ms. Schelske presented the work of the Committee and the minutes of the November 9, 2015 meeting. They noted that Ms. Melancon developed a list of Key Strategic Issues, which will be discussed and worked on at the January, 2016 Strategic Planning Workshop. The Board discussed the writing of the final Strategic Plan for the school, noting that the person who would be best apt to write the final plan may be Jean Melancon herself. The contract that was signed between the school and Ms. Melancon was to facilitate the process; however, it didn't include the writing of the plan. Ms. Spark offered to contact Ms. Malancon to find out if she would be available to write the final plan, as well as to discern her costs associated with writing the plan. Ms. Spark will report back this information at the next Board meeting.

Following discussion, *on a motion duly made and seconded, Reed/Brunt, the Spectrum High School Board of Directors unanimously accepted the November 9, 2015 Strategic Planning Committee meeting minutes as presented.*

11.4 2014-2015 World's Best Workforce Summary Report

The Board reviewed the 2014-2015 World's Best Workforce Summary Report that was prepared by the School, noting that it is due to the Minnesota Department of Education no later than December 1, 2015. Ms. Spark noted that the items and information contained within the

summary report were also a part of the 2014-2015 Annual Report that was filed with Volunteers of America. Since MDE does not receive a copy of our Annual Report, MDE requires charter schools to complete a summary report.

Following discussion, *on a motion duly made and seconded, Kemnitz/Schelske, the Spectrum High School Board of Directors unanimously approved the 2014-2015 World's Best Workforce Summary Report as presented.*

11.5 2014-2015 VOA Academic Performance Report

Ms. Spark presented the VOA Academic Performance Report on Spectrum High School. Ms. Spark noted that she voiced a concern with MDE regarding the 6th grade building as it is being reported as a middle school but only contains 6th grade. Therefore, when VOA is completing comparisons to other middle schools in the area, those middle schools are reporting results over grades 6 through 8, and Spectrum only has grade 6 to report.

Ms. Spark went on to report that the school-wide goal for 15-16, as the Board is aware, is to increase Science scores by 2% again this year. All PLC's are working on the goal.

Following discussion, *on a motion duly made and seconded, Schelske/Reed, the Spectrum High School Board of Directors unanimously approved the amended 2014-2015 VOA Academic Performance Report as presented.*

11.6 Executive Director Succession

Ms. Spark presented information on a proposed succession process for the position of Executive Director, noting that she plans to retire on June 30, 2017. She provided an in-depth description of the proposed three phase process that would begin in January, 2016 by bringing in a potential candidate for the position, first as Administrator of Development, which encompass several key initiatives and would run through June 30, 2016. It would provide time for both the Board as well as the potential candidate to discern whether or not it is a good fit for both, as well as providing time for the candidate to learn about the school. Phase II would begin on July 1, 2016 and would begin a phase of transition and the handing off of responsibilities. During both phase I and II, the incoming candidate would report to Ms. Spark. Phase III would begin on January 2, 2017 at which time the candidate would assume the full-scope of responsibilities, including reporting responsibilities to the Board, while Ms. Spark is retained for content resource, special projects, etc. During Phase III both the candidate and Ms. Spark would report to the Board, which would commence on June 30, 2017, which is the stated date of retirement for Ms. Spark.

Ms. Spark went on to share that this proposed process has been clearly delineated as to roles and responsibilities, and would provide for a seamless transition. She shared that charter schools follow a trend of losing ground during times of change in leadership, and that the proposed process strives to mitigate disruption to the School and its stake holders. In addition, it will ensure the continued successful trajectory of the School during and following the change in leadership, and will maintain and preserve the School's current culture, accountability, and state of excellence prior, during and after the change in leadership.

Following discussion, *on a motion duly made and seconded, Schelske/Kemnitz, the Spectrum High School Board of Directors unanimously approved the Executive Director Succession Plan and process as presented.*

11.7 Special Meeting to Interview

The Board discussed at length an opportunity to interview the potential candidate, settling on December 1st as a potential date. Ms. Spark will consult with the candidate regarding availability and get back to the Board.

11.8 Strategic Planning Workshop Reschedule

The Board discussed a date to reschedule the Strategic Planning Workshop originally scheduled for Saturday, November 14th. Following discussion, it was decided that Saturday, January 23, 2016 would work best. Ms. Sorenson will inquire with Jean Melancon to confirm her availability for the workshop.

11.9 Bingo With The Board

The community event “Bingo with the Board” was decided to coincide with the Annual Meeting date. As a result, it was requested that the Annual Meeting be moved from Thursday, March 31st to Friday, April 1st. The evening would be structured such that the Annual Meeting portion of the evening would be held from 5:30-6:00 p.m. followed by Bingo taking place from 6:15-8:00 p.m. The Annual Meeting/Bingo Committee will need to begin meeting in January to plan both events.

13. Charter School Updates and Training

None

14. Board Calendar – 2015-2016

The Board reviewed the 2015-2016 Board Calendar. It requested that the Annual Meeting date be changed from March 31st to April 1st. Ms. Sorenson noted the change.

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.

16. Previously Tabled Items

None



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17. Miscellaneous
None

18. Next Meeting Agenda Input

- The Board requested that the Executive Director Review timeline be included for the next meeting.

19. Adjournment

On a motion duly made and seconded, Reed/Schelske, the Spectrum High School Board of Directors unanimously adjourned the meeting at 7:55 p.m.

Board Secretary Certification, Kerry Jerred