



Spectrum School Board Minutes

Date: February 25, 2016
 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	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	Present	7:10 p.m.
Staff Member	Dawn Sorenson	Present	
Guest	Dan DeBruyn	Present	7:25 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
 - 1.28.16 Regular Board Meeting Minutes

Following discussion, *on a motion duly made and seconded, Reed/Kemnitz the Spectrum High School Board of Directors unanimously approved the January 28, 2016 regular Board meeting minutes and the agenda as presented.*

5. Public Input
 - None
6. Spectrum Student Input
 - None
7. Pending Open Parent Seat/Term – Candidate Presentations
 Ms. Schelske stated that she has decided to step down from the Board of Directors and position as Treasurer at the end of the meeting as her employment and commitments to family have increased significantly making it difficult for her to find the time necessary to devote to her work on the Board.

The three candidates who have chosen to run in the upcoming Board Election were invited to present before the Board for the purpose of choosing a successor to fill out the term being vacated by Ms. Schelske. It was noted that Ms. Bernard was unable to be present at the meeting; however, Mr. Lucas, Ms. Schelske, and Mr. Sagstetter had the opportunity to meet and interview Ms. Bernard for the open position the evening before. Both Ms. Lemcke and Ms. Tuckey were available and presented before the Board.

Following the candidate presentations, the Board discussed at length each candidate and their respective experience to determine who would be best suited for the position of Treasurer on the Board. Mr. Lucas, Mr. Sagstetter and Ms. Schelske shared the information they gleaned on candidate Bernard. Ms. Reed shared information on her experience and knowledge of candidate Lemcke. It was noted that all three were excellent candidates and the Board is extremely fortunate to have the luxury of having three qualified candidates from which to choose a successor for Ms. Schelske's seat/term. Mr. Lucas will notify Ms. Bernard following the meeting, and notified Ms. Lemcke and Ms. Tuckey of the Board's decision to appoint Ms. Bernard to the open seat.

Following discussion, *the Spectrum High School Board of Directors by majority vote and a show of hands, decided to appoint Paula Bernard to the position of Treasurer and to fill out the term being vacated by Ms. Schelske.*

8. Old Business

- None

9. Budget Report

9.1 Finance Committee Minutes

- Mr. Taintor presented the minutes from the February 23, 2016 meeting of the Finance Committee. He noted that the Committee discussed utilizing Coordinated Early Intervening Services (CEIS) revenue to cover the costs associated with the school's Math Boost, Algebra II coaching, and possibly Chemistry coaching. In addition, the CEIS monies will also help offset teacher salaries not fully covered by Title I money.

Mr. Taintor presented for the Board the in-depth analysis of the CaSH and PSEO program costs that the Finance Committee reviewed. He shared that the analysis shows that it is more financially advantageous for the school to offer the CaSH courses for its students. In addition, the Finance Committee took a more in-depth look at costs associated with the lunch program at Spectrum, noting that it may be time to raise fees from \$3.25 to \$3.40 per lunch. The Committee also reviewed the overall budgeting process, making recommendations for a system by which the personnel section of the LRB may first be approved to accommodate the timely distribution of at-will letters, followed by a full budget approval in order to be in compliance with the state statutory requirement of June 30th. Mr. Taintor stated that the Committee began the process of looking at long term investment vehicles for the School's fund balance and will be conducting an analysis of administrative benefits and salaries. Lastly, it was noted that the School's long range budget was derived off of an ADM of 625; however, the School's actual ADM has been between 637-642, which provides the School with an approximate \$70,000 surplus that may be used to purchase large-ticket items for the school.

Following discussion, on a motion duly made and seconded, Schelske/Sagstetter, the Spectrum High School Board of Directors unanimously accepted the February 23, 2016 Finance Committee meeting minutes as presented.

9.2 January, 2016 Financials

Mr. Taintor presented the Executive Summary of the January, 2016 Financials. He noted that the working budget projects revenues exceeding expenditures in all funds by \$234,069. The budgeted state revenues are based on 625 students. Year to date, 54.9% of expenditures have been spent, which is normal for this time of year. We are 58.3% and 55.6% of the way through the fiscal year and school year, respectfully.

Mr. Taintor then noted that the beginning balances shown on the Balance Sheet are based on the audited ending information as of June 30, 2015. Due from the Building Company, in the amount of \$72,673, represents funds that have been paid for by the School on behalf of the Building Company. As funds become available from the Building Company, payments will be made to the School.

The State holdback for 2014-2015 fiscal year is estimated to be a receivable of \$30,806 as of the end of the reporting period. The remaining amount will be made to the School. State holdback for 2015-2016 fiscal year is estimated to be a receivable of \$365,938 as of the end of the reporting period. The holdback amount is approximately 10% of total state aids. This amount will be paid back to the School in fiscal year 2017. It was asked of Mr. Taintor why the State chooses to holdback monies from school districts to which Mr. Taintor replied that the State would rather holdback than have school districts owe the State monies if over compensated.

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 the amounts due for invoices received but not paid as of the end of the period. Payroll Deductions and Contributions represent amounts owed for taxes and benefits as of the end of the period on behalf of the employees.

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

10. Directors Report:

10.1 DIRECTORS REPORT

Ms. Spark presented her Director's Report. The Board reviewed the anticipated enrollment for the 16-17 school year. Also, Ms. Spark noted that Spectrum once again received the MDE School Finance Award for being fiscally healthy, for timely submissions of various financial data, and for accuracy in financial reporting.

Following discussion, on a motion duly made and seconded, Reed/Sagstetter, the Spectrum High School Board of Directors unanimously accepted the February, 2016 Director's Report as presented.

11. New Business

AD HOC COMMITTEE REPORTS

- 11.1 Technology Committee
None

- 11.2 School Improvement Team Committee

Ms. Reed presented the February 2, 2016 School Improvement Team Committee meeting minutes. She noted that the Committee spent the majority of the meeting discussing a possible homework philosophy. Mr. Brunt stated that based on the information provided for the purpose of homework – Preparation, Reinforcement, and Mastery – that a homework philosophy would also be beneficial to teachers as it would help them in their decision-making regarding homework.

Following discussion, *on a motion duly made and seconded, Schelske/Sagstetter, the Spectrum High School Board of Directors unanimously accepted the February 2, 2016 School Improvement Team Committee meeting minutes as presented.*

- 11.3 Strategic Planning Committee
None

11.4 Key Strategic Topics Discussion

- Additional Career and Technical Training Opportunities

Ms. Spark presented a document which outlined the career and technical course offerings current offered at Spectrum for the purpose of providing perspective to the Board. It was noted that currently Spectrum offers Graphic Design, Yearbook, Digital Photography, Advanced Digital Photography, Game.IT, and Mobile App IT for high school students. For middle school students Spectrum offers Tech 6, Coding 6, MS Tech I and II, Game.IT Jr. Spectrum also offers 21st Century Skills Class, Broadcast Journalism, Robotics, and Web Design. The Board reviewed the current enrollment of each of the classes, noting that perhaps the best course of action would be to boost enrollment in the current courses offered rather than introducing new courses at this time.

The Board felt that it is important that the School is offering relevant course work to what the students will be exposed to in college. The Board went on to determine to what degree this item should be a part of the overall strategic plan. Ms. Schelske made the recommendation that the College/Career center be a goal within the strategic plan. Mr. Lucas requested that the Strategic Plan include simple language which states, “that Spectrum will continue to offer relevant course work which is current with technology and seek ways to market these classes as they fit within our mission.” Mr. DeBruyn made note of the requests and will include this information within the overall strategic plan.

- Executive Director Succession Planning

The Board noted that it has already approved the process for the Executive Director succession plan and therefore does not need to be included in the overall strategic plan for the school. The Board then went on to discuss its next steps in the process, deciding

upon posting the Interim Executive Director position for a period of one week with the intent to review applications at a Special Meeting of the Board, if needed.

11.6 Annual Meeting/Bingo with the Board Update

A brief update was provided to the Board on the number of attendees registered and planning to date. Concerted efforts will be made to increase attendance numbers, as well as donations for the bingo portion of the evening.

11.7 2015-2016 School Board Election Update

Mr. Sagstetter provided a brief update on the status of the election proceedings. He noted that a possible goal for the Board next year would be to look at updating election proceedings and to look at possibly instituting on-line voting through a software program especially designed for elections. The Board will visit the possibility of making this a Board goal for the 2016-2017 school year later in the year. Otherwise, all matters concerning the election are on target for candidate presentations at the Annual Meeting on April 1st, and the election, which will take place at the high school building only – signage will be placed at the 6th grade building informing parents of the election going on at the high school building – on April 7, 2016.

11.8 2016-2017 Lottery Certification

The Board reviewed the 2016-2017 waitlists created as a result of the lottery which took place on February 16, 2016. Board member Jessica Kemnitz was in attendance and witnessed the lottery.

Following discussion, *on a motion duly made and seconded, Jerred/Reed, the Spectrum High School Board of Directors unanimously accepted the 2016-2017 lottery waitlist results as presented.*

11.9 Amended SHS Admissions and Enrollment Policy

Ms. Spark stated that in the last revision of the SHS Admissions and Enrollment Policy, language was added specifically stating that the Board of Directors needed to approve the lottery results at its next formal meeting following the lottery. However, because the School ensures that a Board member is in attendance to witness the lottery, having the Board then formally approve the lists is redundancy in process and procedure, and isn't necessary according to Volunteers of American, unless it is specifically stated that it must be done within the admissions policy, and therefore the policy is being amended to remove the full board requirement.

Following discussion, *on a motion duly made and seconded, Jerred/Schelske, the Spectrum High School Board of Directors unanimously approved the amended SHS Admissions and Enrollment Policy as presented.*

11.10 AdvancED Review Update

Ms. Spark provided an update on the work done to date in preparation for the pending AdvancED external review. She noted that all is on track for an anticipated successful review, which is scheduled to begin the evening of March 9th, and all day March 10-11th. All Board members were invited to attend the exit report, which will be given by the AdvancED lead evaluator, on Friday, March 11th at 3:25 p.m.

11.11 CLOSED SESSION

Pursuant to Minnesota State Statute 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 8:05 p.m.

CLOSED SESSION

Pursuant to Minnesota State Statute 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 8:30 p.m.

The Board discussed the Executive Director review and recommends a 6% increase in salary for the 16-17 school year plus one additional week of flex time, for a total of 5 weeks, 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 6% increase in salary for the Executive Director for the 16-17 school year and one additional week of flex time, for staff to draft the at-will letter reflecting such increase in pay, and for the Board Chair to sign the 16-17 at-will letter.

The Board went on to thank Ms. Spark for her years of dedicated service to the school, noting that this was her last official review conducted by the Board prior to her planned retirement of June 30, 2017. Ms. Spark thanked the Board for the generosity.

11.12 Resignation of Board member Robin Schelske

Ms Schelske read her letter of resignation, noting that she has very much enjoyed her service on the Board and in the role of Treasurer. She acknowledged that due to changes in her work responsibilities, coupled with the recent loss of her mom necessitating the additional family obligations, she feels she no longer has the time to devote to the Board as is needed.

11.13 Recognition of Service

The Board thanked Ms. Schelske for her service and dedication to the Board. It is hoped that Ms. Schelske will have the opportunity to remain on the Finance Committee as her insight and expertise is greatly appreciated.

13. Charter School Updates and Training

None

14. Board Calendar – 2015-2016

The Board reviewed the 2015-2016 Board Calendar. No changes or additions were noted.

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. Completed.
4. By June, 2016, the Board will host and schedule one Spectrum community building event.

16. Previously Tabled Items

None

17. Miscellaneous

None

18. Next Meeting Agenda Input

- CSP Grant and expansion discussion

19. Adjournment

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



Board Secretary Certification, Kerry Jerred