



Spectrum School Board Minutes

Date: March 17, 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	Paula Bernard	Present	
Member	Jessica Kemnitz	Present	
Member	Tony Brunt	Present	
Member	Kathy Reed	Absent	
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
Mr. Lucas asked that the agenda be amended to include the following:
Move Interim Executive Director Salary Discussion to item 10.3 under Budget Report
Add an action item to the School Growth and Expansion discussion item.
 - Interim Financial Transactions
 - None
 - January 23, 2016 Strategic Planning Board Retreat meeting minutes
 - February 26, 2016 regular Board meeting minutes
 - March 7, 2016 Special Board meeting minutes

Following discussion, on a motion duly made and seconded, Sagstetter/Kemnitz the Spectrum High School Board of Directors unanimously approved the January 23, 2016 Strategic Planning Board Retreat minutes, the February 26, 2016 regular Board minutes, the March 7, 2016 Special Board minutes and the agenda as amended.

5. Employee Introduction & Recognition
 - None
6. Public Input

- None

7. Spectrum Student Input

- None

8. Seat Newly Appointed Board Member and Treasurer – Paula Bernard

Ms. Bernard provided a brief introduction of herself for the Board, including providing information on what she does for Optum Health. Ms. Bernard was welcomed to the Board and to the position of Treasurer.

9. Old Business

- None

10. Budget Report

10.1 Finance Committee Minutes

- Mr. Taintor presented the minutes of the March 14, 2016 Finance Committee meeting. He noted that the Committee took a look at the lunch program comparing costs vs revenue. It was noted that since the inception of the school, there has not been an increase in student lunch fees. Therefore, the Committee recommends that the Board consider increasing lunch fees from \$3.25 to \$3.40 beginning with the 16-17 school year.

Mr. Taintor went on to note that the Committee reviewed in detail the salary line item of the proposed 16-17 Long Range Budget. He reported that the number of additional FTE's needed for the 16-17 school year is 2.5 for teaching staff and 1 FTE for the Interim Executive Director position. He shared that the relative increase in costs are reflected in the proposed 16-17 LRB, and that the Committee recommends that the Board consider approval of the proposed 16-17 LRB salary line as presented, which is also inclusive of a 3% increase in pay for all staff.

Mr. Taintor shared that the Committee discussed the excess in the 15-16 budget as a result of the increase to ADM. The 15-16 budget was based off an ADM of 325 students; however, the ADM is actually higher – around 336 – and therefore there is an excess in the budget. This excess is in the amount of approximately \$70,000. The school has purchased a new trailer; however, half of the excess can be used to purchase new busses as the old ones need to be replaced. In addition, the School needs to purchase bleachers and a scoreboard sign for the softball field. The Committee recommends that the Board consider approving the spending of the excess funds in this manner.

The Committee also looked at various investment vehicles for the fund balance. Mr. Taintor stated that the most appealing option would be to work with 1st National Bank in Elk River who is offering the School a money market savings account that would earn a return of .5%, as well as the possibility of investing in various CD's. A meeting with 1st National Bank will be scheduled shortly to further discuss these investment options.

Finally, Mr. Taintor stated that the Committee reviewed the recently revised Licensed Faculty Salary Schedule, and that the Committee is recommending that the Board approve the Licensed Faculty Salary Schedule as presented.

Following discussion, on a motion duly made and seconded, Jerred/Sagstetter, the Spectrum High School Board of Directors unanimously accepted the March 14, 2016 Finance Committee meeting minutes as presented.

10.2 Revised Licensed Teacher Faculty Schedule

The Finance Committee reviewed the recently amended Licensed Teaching Faculty Salary schedule and recommends the Board consider approval of the schedule as presented. Ms. Spark stated that adds a \$1,000 to the minimum and maximum salaries, as well as to having a master's degree. Discretionary funds will be used to compensate teaching staff who teach CaSH and AP courses at \$500 per course, which will be in addition to their at-will letter.

Following discussion, on a motion duly made and seconded, Kemnitz/Sagstetter, the Spectrum High School Board of Directors unanimously approved the amended Licensed Faculty Salary Schedule as presented.

10.3 Interim Executive Director Salary Discussion

The Board discussed at length the salary and benefits for the position of Interim Executive Director for which Mr. Dan DeBruyn has been hired. The Board reviewed the Minnesota Charter School Association compensation rubric, which detailed the salaries for executive directors in other like-sized charter schools. Mr. DeBruyn's at-will letter will call for 237 days worked, 4 weeks of flex time, and a yearly cellphone stipend of \$550. Health/Dental/Vision insurance coverage will be offered at the individual premium, which will be covered by the school, and Spectrum will pay 100% of the premium for a long term disability coverage which includes a 90 day elimination period, benefit duration to social security, and 60% of pre-disability income to a \$5,000 monthly maximum. The proposed salary amount is \$95,000.

Following discussion, on a motion duly made and seconded, Sagstetter/Jerred, the Spectrum High School Board of Directors unanimously approved the Interim Executive Director Salary and Benefits Proposal as presented.

10.4 2nd Revision Budget Request

The Board reviewed in detail the revisions made to the FY16 Budget. Mr. Taintor presented the overview of the changes, noting that the total expected revenue in FY16 1st revised budget was in the amount of \$7,200,018. However, in the 2nd revised FY16 budget, the total expected revenue is \$7,301,783, which is an increase of \$101,765. In addition, the total expected expenditures in the FY16 1st revised budget was \$6,965,949 and in the 2nd FY16 revised budget it is \$7,038,869 or an increase of \$72,920. The total expected budget surplus in FY16 1st revised budget was \$234,069; however, the total expected budget surplus in the FY16 2nd revised budget is \$262,914, which is an increase of \$28,845.

Specifically, Mr. Taintor reported that the FY16 1st revision to the state revenues general education aid was projected to be at \$4,858,205; however, due to the increase in ADM, from 625 students to 636, the state per pupil allocation increased since original budget as well as referendum aid per pupil, providing the school with an increase of \$99,137 in revenue. With that, the FY16 2nd revised budget is calling for an increase of \$70,000 to the Furniture & Other Equipment line to cover the costs associated with the School's need to purchase new busses, bleachers, and a scoreboard for the softball field.

Following discussion, *on a motion duly made and seconded, Sagstetter/Brunt, the Spectrum High School Board of Directors unanimously approved the 2nd Revision of FY16 Budget as presented, as well as the spending of the \$70,000 in increased revenue on busses, bleachers, and a softball scoreboard.*

10.5 Proposed FY17 Salaries Budget

The Board reviewed at length the proposed FY17 Salaries, which includes an increase of 2.5 FTE's of classroom teachers, and 1.0 FTE for the position of Interim Executive Director. Also included is a 3% salary increase across the board for all employees. The Board inquired if the cost of benefits was included in the proposed salary budget for which Ms. Spark and Mr. Taintor noted that some of the costs were included; however, the full cost of benefits is still outstanding. They did not, though, anticipate a significant increase in the cost for benefits.

Following discussion, *on a motion duly made and seconded, Sagstetter/Brunt, the Spectrum High School Board of Directors unanimously approved the proposed FY17 Salaries Budget as presented.*

10.6 Spectrum Building Company and High School 2015 990's

The Board reviewed the respective 990's for the Spectrum Building Company and Spectrum High School as presented. Mr. Taintor noted that there is a change coming in the narrative of each to reflect the recent changes approved by the Spectrum Board of Directors in the wording of the School's Mission and Vision statements.

Following discussion, *on a motion duly made and seconded, Kemnitz/Bernard, the Spectrum High School Board of Directors unanimously approved the Spectrum Building Company 2014 990 and the Spectrum High School 2014 990 as presented.*

11. Directors Report:

11.1 DIRECTORS REPORT

Ms. Spark presented her Director's Report. The Board reviewed the anticipated enrollment for the 16-17 school year, stating that the enrollment goal is 650 students. Also, Ms. Spark reported that the School received full accreditation status following the external review by AdvancED.

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

12. New Business

AD HOC COMMITTEE REPORTS

- 12.1 Technology Committee
None

- 12.2 School Improvement Team Committee

Ms. Spark presented the March 5, 2016 School Improvement Team Committee meeting minutes. She noted that the Committee worked hard on developing a Homework Philosophy for the School. Mr. Sagstetter stated that he had been approached by several parents with concerns regarding homework at Spectrum. Ms. Spark will meet with the

families inquiring about homework. Ms. Spark went on to report that Administration along with teaching staff are working on implementing some “no homework” weekends/breaks for students. Ms. Bernard inquired about protocol if a Board member is approached by a parent(s) with concerns. Mr. Lucas asked that Board members please inform the Chair of any and all concerns brought to their attention and then to direct the parents to contact the Executive Director with their concern.

Following discussion, on a motion duly made and seconded, Kemnitz/Sagstetter, the Spectrum High School Board of Directors unanimously accepted the March 5, 2016 School Improvement Team Committee meeting minutes as presented.

- 12.3 Strategic Planning Committee
None

12.4 Key Strategic Topics Discussion

- Revenue Sources Beyond State and Federal Allocations
The Board discussed this key strategic topic and feels that it should be a part of the overall strategic plan for the school. It noted, as the school ages, the Board will need to anticipate the need to cover replacement and periodic maintenance costs, including how special projects, such as technology upgrades, will be funded.
- Age/Grade Group of Students
The Board discussed this key strategic topic and feels that it should be a part of the overall strategic plan for the school, noting that this concept is addressed in the application for the Charter Schools Program (CSP) Grant for Replication and Expansion of High-Quality Charter Schools. The Grant necessitates an overall enrollment increase to 935 students, which requires planning for and implementation of appropriate indoor and outdoor space for students. The grant specifies a 6-8 building and a 9-12 building.

12.5 School Growth/Expansion Discussion and Action

Ms. Spark provided the Board with an overview of the CSP grant, noting that it is for high quality charter schools. She went on to note that to date, the Board has only authorized staff to apply for the grant, and that the School is still waiting to hear from MDE whether or not we will receive the official award. If awarded, there would be \$225,000 available for the 16-17 school year for planning, followed by another \$225,000 for the 17-18 school year for implementation. Finally, there is a possibility of a 3rd installment of \$225,000 for the 18-19 school year. The grant does, as Mr. DeBruyn pointed out, call for increasing the school’s enrollment by 50%, and in order to do so, space must be created at the high school building. This would be facilitated by starting with moving the 7th grade students over to the now only 6th grade building followed by the 8th grade students, which would create a 6-8 building and a 9-12 building.

Following discussion, on a motion duly made and seconded, Sagstetter/Brunt, the Spectrum High School Board of Directors unanimously approved, in an effort to offer quality education available at Spectrum High School to more families, maintain small class sizes, and meet the requirements of the federal charter school program grant, the Board’s direction of administration is to pursue

facility and program options that will allow Spectrum High School to expand enrollment in grades 6-12.

12.6 VOA Fall Site Visit Report

Ms. Spark stated that Stephanie Olsen from VOA was out in the fall to do the required site visit. VOA has shared the report with the school and it is in need of being accepted by the Board.

On a motion duly made and seconded, Brunt/Sagstetter, the Spectrum High School Board of Directors unanimously accepted the fall 2015 VOA site visit report as presented.

12.7 Records Retention Policy

Mr. DeBruyn presented a draft of the Records Retention Policy and School District General Records Retention Schedule Form from the Minnesota Historical Society. He stated that the policy before the Board is the retention schedule that has been approved by the State of Minnesota and the one that most all school districts have adopted. If the School chose to develop their own policy it would first need to be submitted for approval by the Minnesota Historical Society; however, again, most schools just adopt the policy and schedule already approved by the State.

Following discussion, on a motion duly made and seconded, Kemnitz/Sagstetter, the Spectrum High School Board of Directors unanimously approved the Records and Retention Policy along with the School District General Records Retention Schedule Form developed by the Minnesota Historical Society as presented.

12.8 Amended Executive Director Succession Policy

Ms. Spark shared that the policy had been amended to reflect current practice as it had not been amended since its inception. The Board reviewed in detail the suggested amendments.

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

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. Completed.

16. Previously Tabled Items

None

17. Miscellaneous

Mr. Sagstetter shared that he could use some assistance in compiling absentee ballots for the upcoming Board election, which will be available at the April 1st Annual Meeting/Bingo with the Board event. Mr. Brunt stated that he would assist.

18. Next Meeting Agenda Input

19. Adjournment

On a motion duly made and seconded, Sagstetter/Bernard, the Spectrum High School Board of Directors unanimously adjourned the meeting at 7:25 p.m.



Board Secretary Certification, Kerry Jerred