



Spectrum School Board Minutes

Date: April 28, 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	Absent	
Treasurer	Paula Bernard	Present – arr. 5:45 p.m.	
Member	Jessica Kemnitz	Present	
Member	Tony Brunt	Present	
Member	Kathy Reed	Present	
Ex-Officio	Vanessta Spark	Present	
Financial Advisor	Nick Taintor, BKDA	Present	6:50 p.m.
Staff Member	Dawn Sorenson	Present	
Admin. of Dev.	Dan DeBruyn	Present	
Guest	Dr. Speiker, VOA	Present	
Guest	Cindy Wiyninger	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
  - March 17, 2016 regular Board meeting minutes

Following discussion, *on a motion duly made and seconded, Brunt/Sagstetter the Spectrum High School Board of Directors unanimously approved the March 17, 2016 regular Board meeting minutes and the agenda as presented.*

5. Employee Introduction & Recognition
  - Ms. Spark read a letter of thanks and gratitude in recognition of outstanding employee Cindy Wiyninger. Ms. Spark acknowledged that Cindy is the para-professional that all teachers request and want in their classroom. The teachers love her dedication, positive attitude and effort that she puts in to developing relationships with the students. Ms. Spark went on to state that Cindy is compassionate, trustworthy and a true team player for which the school is extremely fortunate to have employed. Following Ms. Spark’s reading of the letter, the Board thanked Ms. Wiyninger for her service.

6. Public Input
- None

7. Spectrum Student Input
- None

8. Old Business
- None

9. Budget Report

9.1 Finance Committee Minutes

- Mr. Taintor presented the minutes of the April 22, 2016 Finance Committee meeting. He noted that the Committee reviewed the February and March financials at length, noting that nothing of significance was reported in either month, and that the Committee recommends approval by the Board. He then went on to state that Ms. Spark inquired about the possibility of carrying over \$40,000 from the FY16 budget to the FY17 budget for the purpose of purchasing new busses. She stated that there are some busses for sale in another school district; however, they will not be available for Spectrum to purchase until after the start of the next fiscal year. Ms. Spark noted that waiting to purchase the busses until July vs. now would result in a cost savings to the school as the school would be able to negotiate better pricing.

Mr. Taintor shared that the Committee also reviewed the FY17 Employee Benefits at length, noting that the Committee recommends the Board approve the \$425/employee health insurance, drop long term disability coverage and replace it with short term disability coverage at the 7/7 elimination period for all employees.

Next, he stated that the Committee reviewed the Cash Management Analysis that was conducted for the purpose of discerning the best investment vehicle options for the school. He reported that the School met with a representative of First National Bank of Elk River and that the meeting was very successful. He noted that FNBER is very willing to work with the School and commented on the excellent relationship that the School and bank have developed over the years. He stated that FNBER is currently paying .50% interest on money market accounts, and that they are willing to offer an additional .25% on top of the .50% for the school. Mr. Taintor shared that in addition to the money market account, the School could also purchase CD's as another investment option. Ms. Bernard inquired about how long it would take for the School to cash out a CD and receive its money should it be determined that there was a need to do so. Mr. Taintor stated that he would inquire with FNBER and report back his findings. He mentioned that the School does have a line of credit with FNBER for which the school could utilize should it be in need of short term cash flow. Finally, he stated that the Committee recommends that the Board approve the School opening up a Money Market Savings Account with FNBER and transfer \$900,000 from the School's general checking account. The earliest the CD's could be opened is July 1, 2016.

In addition to the above, Mr. Taintor stated that the Committee reviewed a draft Procurement Policy for the Board's consideration. Following discussion by the Committee, Mr. Taintor stated that the Committee recommends that the Board consider approval of the proposed Procurement policy.

Following discussion, on a motion duly made and seconded, Brunt/Kemnitz, the Spectrum High School Board of Directors unanimously accepted the April 22, 2016 Finance Committee meeting minutes as presented.

#### 9.2 February, 2016 and March, 2016 Financials

FEBRUARY, 2016 FINANCIALS: Mr. Taintor presented the Executive Summary of the February, 2016 financials. He stated that the working budget projects revenues exceeding expenditures in all funds by \$262,914. The budgeted state revenues are based on 636 student ADM. Year to date, 63.2% of expenditures have been spent, which is normal for this time of year. The School is 66.7% and 66.7% of the way through the fiscal year and school year, respectively.

Mr. Taintor went on to state 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 \$77,851, which is for capital improvements that have been made so far this year, 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. Mr. Taintor then went on to comment on the State holdback for 2014-2015 and 2015-2016. He stated that there is an estimated receivable of \$463,945, which is approximately 10% of total state aids. This amount will be paid back to the School in fiscal year 2017.

#### MARCH, 2016 FINANCIALS:

Mr. Taintor then went on to present the Executive Summary of the March, 2016 financials. He stated that the working budget projects revenues exceeding expenditures in all funds by \$262,914, which is based on 636 student ADM. Year to date, 71.3% of expenditures have been spent, which is normal for this time of the year, and are 75% and 77.8% of the way through the fiscal and school year, respectively. Mr. Taintor shared 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 \$90,581, represents capital improvement funds spent to date which have been paid by the School on behalf of the Building Company, and payments will be made to the School once funds become available.

The stated holdback for 2014-2015 fiscal year is estimated to be a receivable of \$26,488 as of the end of the reporting period. The remaining amount will be paid this fiscal year. The State holdback for 2015-2016 fiscal year is estimated to be a receivable of \$508,050, and will be paid back to the School in fiscal year 2017. Mr. Taintor went on to report on Salaries and Wages Payable, as well as Accounts Payable, noting that there is nothing of significance to report.

Following discussion, on a motion duly made and seconded, Brunt/Sagstetter, the Spectrum High School Board of Directors unanimously approved the February and March, 2016 Financials as presented.

#### 9.3 First National Bank of Elk River Money Market Resolution

The Board discussed at length the opening of a Money Market Savings Account at First National Bank of Elk River as an investment vehicle for the School.

Following discussion, on a motion duly made and seconded, Bernard/Sagstetter, the Spectrum High School Board of Directors unanimously approved the Board Chair and Treasurer to sign the Resolution

authorizing the School to transfer up to an amount of \$900,000 of cash reserves for the purpose of opening a Money Market Savings Account through First National Bank of Elk River.

10. Directors Report:

10.1 DIRECTORS REPORT

Ms. Spark presented her Director's Report. She noted that enrollment looks great for next year, and that the School is targeting 130 sixth grade students for the 16-17 school year. Ms. Kemnitz added to Ms. Spark's report noting that \$650.00 was raised from the Annual Meeting/Bingo with the Board event for the Broadcast Journalism field trip to Los Angeles as a result of concessions and card sales! Suggestions were made for next year's bingo event to limit the number of cards that a person may play each time.

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

11. New Business

AD HOC COMMITTEE REPORTS

- 11.1 Technology Committee

Mr. Brunt provided an overview of the April 12, 2016 Technology Committee meeting minutes. He reported that a majority of the meeting was spent on discussing Schoology and the specific rollout details. Mr. Brunt fielded questions from the Board regarding Moodle vs. Schoology and why the School would choose one over the other. It was noted that Schoology is much more user friendly for all – teachers, students and parents. Mr. Lucas inquired if it would be possible for the Board to receive a demonstration on Schoology, especially for those Board members who no longer have school-age students. Ms. Spark stated that once the rollout has been completed a tutorial on Schoology could be provided for the Board.

Following discussion, on a motion duly made and seconded, Reed/Brunt, the Spectrum High School Board of Directors unanimously accepted the April 12, 2016 Technology Committee meeting minutes as presented.

- 11.2 School Improvement Team Committee

Ms. Reed presented the April 5, 2016 SIT Committee meeting minutes. She stated that the Committee focused mainly on the communication/website inventory that was conducted. She reported that for the most part the website was completely updated and seem to work as intended. She stated that the Committee also looked at a draft of the Homework Philosophy, and finally the Committee heard a brief report on the outcome of the AdvancED external review. Ms. Reed went on to note that the Committee would be looking at the full AdvancED report at its meeting in May.

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

- 11.3 Strategic Planning Committee

None

#### 11.4 January 23, 2015 – Draft Strategic Plan

The Board reviewed the draft Strategic Plan as presented for the purpose of feedback and discussion. The Board suggested adding a table of contents, as well as adding a letter at the beginning of the document, which could be signed by Ms. Spark and the Board, as to why the School has chosen to implement a Strategic Plan, etc. In addition, the Board asked that the Focus Areas, section 4, which is facilities, be on the agenda for the May Board meeting for further discussion, which was so noted, and went on to thank Mr. DeBruyn for his excellent work to date in drafting the School's Strategic Plan.

#### 11.5 2016 Board Election Results and Certification

The Board reviewed the results of the Board Election, which was held on Thursday, April 7, 2016. Mr. Sagstetter, as Chair of the Nominating Committee, stated that a Teller Committee, comprised of Mr. Brunt, Ms. Shiloh Bisbee, and himself, tallied the votes the evening of April 7<sup>th</sup>. It noted that Mr. Lucas received 66 votes, Ms. Lemcke 13 votes, and Ms. Tuckey 5 votes for the parent/community member seat. Mr. Scott Gangl received 83 votes for the open teacher seat and he ran unopposed. The Board declared Mr. Dave Lucas the winner of the parent/community member seat, and Mr. Scott Gangl the winner of the teacher member seat. Each will be seated at the June meeting of the Board.

Following discussion, *on a motion duly made and seconded, Brunt/Bernard, the Spectrum High School Board of Directors unanimously accepted the 2016 Board election results as tallied by the Teller Committee on April 7, 2016, and hereby certifies the election.*

Staff was directed to post the election results to the School's website, which was so noted.

#### 11.6 Draft Hiring Policy

Mr. DeBruyn stated that in order for the School to be considered for acceptance of the Federal CSP Grant, it must have in place a Hiring Policy. Therefore, what is before the Board and submitted for its consideration of approval is a draft of a Hiring Policy. He noted that the School already complies with the policy; however, it simply did not have in place a formal policy, and, again, in order to be in compliance for consideration of the Federal CSP Grant, the School must formalize its process by approving a policy.

On a motion duly made and seconded, *Kemnitz/Brunt, the Spectrum High School Board of Directors unanimously approved the draft Hiring Policy as presented.*

#### 11.7 Draft Procurement Policy

Mr. DeBruyn presented another requirement of the Federal CSP Grant is that the School have in place a Procurement Policy. He stated that the Finance Committee reviewed this draft in detail at its April 22<sup>nd</sup> Finance Committee meeting and is recommending approval by the Board. He went on to note that the Board's current Finance Policy is not in conflict with the proposed Procurement Policy, and that in drafting the Procurement Policy the Finance Policy was taken into consideration.

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

#### 11.8 Amended Code of Conduct/Conflict of Interest Policy

At the request of the Board as its meeting on March 17, 2016, Mr. DeBruyn amended the current Code of Conduct/Conflict of Interest Policy and separated them into two separate policies. In addition, he updated each to be in compliance with current law.

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

Following discussion, on a motion duly made and seconded, Reed/Kemnitz, the Spectrum High School Board of Directors unanimously approved the amended Code of Conduct Policy as presented.

#### 11.9 Draft Board Operating Protocols

Mr. DeBruyn stated that at the request of the Board he drafted a Board Operating Protocol. He stated that the intent of this document is that it would be reviewed at each yearly organizational meeting for both new and current members of the Board to ensure that all are in agreement and aware of what the expectation for Board protocol.

Following discussion, on a motion duly made and seconded, Kemnitz/Bernard, the Spectrum High School Board of Directors unanimously approved the draft Board Operating Protocol as presented.

#### 11.10 Yearly Board Self Evaluation Survey

Ms. Kemnitz reported on the results of the yearly Board Self Evaluation. She noted that overall, the Board is feeling mostly positive about its work. There were some areas, though, that fell out as questions for possible areas of focus, such as, finances – making sure we have the financial resources in place for future planning, disaster preparedness, fund raising strategy, and board officer succession planning. It was also suggested that perhaps the Board should consider creating a Board Development goal, which would focus on developing new talent for potential Board member candidates as one of its strategies for the future.

Following discussion centered around fund raising, the Board requested that this the topic of fund raising be placed on the agenda for further discussion at its May Board meeting.

#### 11.11 VOA FY16 Board Governance Report

The Board reviewed the FY16 Volunteers of American Board Governance Report noting that the School received a score of MET for all content areas.

Following discussion, on a motion duly made and seconded, Brunt/Bernard, the Spectrum High School Board of Directors unanimously accepted the FY16 VOA Governance Report as presented.

11.12 VOA FY16 Finance Report

Dr. Speiker shared that the one finding that was associated with the FY15 external audit is the only thing that kept the School from receiving the VOA FY16 Finance award. Dr. Speiker went on to note that Nick Taintor from BKDA shared with him before he left the meeting that the finding was a one-time occurrence and will not happen again.

Following discussion, on a motion duly made and seconded, Kemnitz/Bernard, the Spectrum High School Board of Directors unanimously approved the FY16 VOA Finance Report as presented.

11.13 2016-2017 MSHSL Resolution

Ms. Spark stated that the Minnesota State High School League requires each year that the Board adopt a resolution concerning the School's membership in the MSHSL.

Following discussion, on a motion duly made and seconded, Reed/Kemnitz, the Spectrum High School Board of Director unanimously adopted the resolution for membership in the FY17 Minnesota State High School League.

Staff was directed to complete and submit the necessary paperwork, which was so noted.

12. Charter School Updates and Training

None

13. Board Calendar – 2015-2016

The Board reviewed the 2015-2016 Board Calendar. The Board requested that the June meeting be moved from the 4<sup>th</sup> Thursday to Monday, June 13, 2016 to better accommodate conflicting schedules. This was so noted by staff.

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

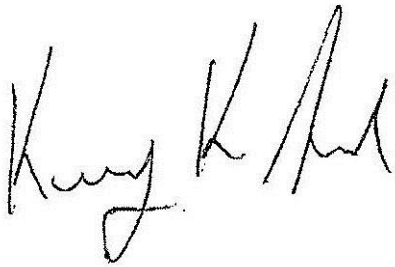
None.

18. Next Meeting Agenda Input

- Facilities discussion – section #4 – Draft Strategic Plan
- Board Fund Raising Strategy discussion

19. Adjournment

On a motion duly made and seconded, Reed/Sagstetter the Spectrum High School Board of Directors unanimously adjourned the meeting at 7:15 p.m.



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Board Secretary Certification, Kerry Jerred