



Spectrum School Board Minutes

Date: June 13, 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	Absent	
Member	Tony Brunt	Present	
Member	Kathy Reed	Present	
Ex-Officio	Vanessta Spark	Present	
Financial Advisor	Nick Taintor, BKDA	Absent	
Staff Member	Dawn Sorenson	Present	
Admin. of Dev.	Dan DeBruyn	Present	
Facilities Director	Rick Peterson	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
 - May 26, 2016 regular Board meeting minutes

Following discussion, on a motion duly made and seconded, Reed/Sagstetter the Spectrum High School Board of Directors unanimously approved the May 26, 2016 regular Board meeting minutes and the agenda as presented.

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

8. Old Business

8.1 Revised Spectrum Building Company Bylaws

The Spectrum High School Board of Directors reviewed the revised Spectrum Building Company Board of Directors Bylaws, noting that section 2.2 Number, Tenure, and Qualifications, was amended to read as follows:

“The Member shall elect at least three Directors, and up to five, with the majority comprised of the Spectrum High School Board of Directors.”

In addition, section 2.11 Meeting by Means of Electronic Communication, was amended to read as follows:

“Members of the Board or any committee designated by the Board may participate in a meeting of the Board or committee by means of interactive technology with an audio and visual link by which all persons participating in the meeting can simultaneously hear and see each other, including discussion and votes. Participation in a meeting pursuant to this Section shall constitute presence in person at such meeting.”

Following discussion, *on a motion duly made and seconded, Jerred/Sagstetter, the Spectrum High School Board of Directors unanimously approved the amended Spectrum Building Company Board of Directors Bylaws as presented.*

8.2 Appoint Member(s) to the Spectrum Building Company Board of Directors

Upon the approval of the amended Spectrum Building Company Bylaws, the Spectrum High School “Member” Board of Directors discussed the composition and make-up of the Spectrum Building Company Board of Directors.

Following discussion, *on a motion duly made and seconded, Jerred/Reed, the Spectrum High School Board of Directors unanimously appointed the following persons to the Spectrum Building Company Board of Directors: Dave Lucas, Scott Ganj, Tom Sagstetter and Tony Brunt.* Spectrum Building Company director, Rick Peterson, currently has one year remaining in his term on the Board.

The appointment was so noted by staff and the Spectrum Building Company Board of Directors amended Bylaws will include the above-noted appointments.

9. Budget Report

9.1 Finance Committee Minutes

- The Finance Committee did not meet in the month of June and therefore there were no minutes to present. Likewise, the May and June financials have not yet been reviewed and will be covered at a future meeting of the Finance Committee.

10. Directors Report:

10.1 DIRECTORS REPORT

Ms. Spark presented her Director’s Report. The Board reviewed the enrollment numbers for the 16-17 school year, noting that the wait-list is increasing. Ms. Reed inquired about the sibling wait-list

wondering if it is anticipated that the siblings of current Spectrum students will be enrolled. Ms. Spark stated that enrollment at the high school building cannot be greater than 530 due to capacity requirements. She went on to note that there is always attrition in the wait-lists over the summer; however, in order for siblings to be enrolled, other currently enrolled students will need to leave.

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

11. New Business

AD HOC COMMITTEE REPORTS

- Technology Committee
None
- School Improvement Team Committee
None
- Strategic Planning Committee
None

11.1 Seating of Newly Elected Members to the Board

The Board welcomed new member Scott Gangle to the Board who was elected in the April Board election to replace Mr. Tony Brunt whose term expired in June. In addition, the Board welcomed back to the Board Mr. Dave Lucas who was re-elected for an additional three-year term.

The Board went on to thank Mr. Tony Brunt for his service and work on the Board. Mr. Brunt indicated that he would like to serve again in this capacity at some time in the future. Thank you, Mr. Brunt! You were an excellent member of the Board, providing excellence in leadership, and you will be missed!

11.2 Election of Officers

ANNUAL BOARD OFFICER ELECTIONS – All nominations were taken from the floor.

BOARD CHAIR: Board member Dave Lucas was nominated for the position of Board Chair. On a motion duly made and seconded, Sagstetter/Reed, the Spectrum High School Board of Directors unanimously elected Dave Lucas to the position of Board Chair.

VICE CHAIR: Board member Tom Sagstetter was nominated for the position of Vice Chair. On a motion duly made and seconded, Reed/Jerred, the Spectrum High School Board of Directors unanimously elected Tom Sagstetter to the position of Vice Chair.

TREASURER: Board member Paula Bernard was nominated for the position of Treasurer. On a motion duly made and seconded, Reed/Sagstetter, the Spectrum High School Board of Directors unanimously elected Paula Bernard to the position of Treasurer.

SECRETARY: Board member Kathy Reed was nominated for the position of Secretary. *On a motion duly made and seconded, Jerred/Sagstetter, the Spectrum High School Board of Directors unanimously elected Kathy Reed to the position of Secretary.*

11.3 Set Meeting Dates and Times for the 2016-2017 School Year

The Spectrum High School Board of Directors set the regular monthly Board meeting date and time for the fourth Thursday of each month, beginning at 5:30 p.m. It was noted that as conflicts arise with the set date, meetings will be adjusted as needed and posted on the website.

11.4 Director Conflict of Interest Statements

The Board reviewed its current Conflict of Interest policy and each member of the Board signed the Conflict of Interest Statement, which may be found filed in the Board office of the School. Members not present at the meeting will be asked to sign their respective Conflict of Interest Statement at the next attended meeting.

11.5 Director Code of Conduct Statements

The Board reviewed its current Director Code of Conduct policy for the purpose of reminding all members of the Board on the expected code of conduct.

11.6 Board Protocols

The Board reviewed its current Board Protocols, which was recently adopted in April of 2016. Following the reading of the Protocols, all members of the Board signed the statement, which will be filed in the Board office of the School. Members not present at the meeting will be asked to sign the Protocol Statement at the next attended meeting.

11.7 Board Committee Assignments

The Board reviewed the Ad-Hoc Committee opportunities, and were assigned as follows:

Nominating Committee: Tom Sagstetter, Chair, and Kathy Reed

Annual Executive Director Review: Dave Lucas, Chair, Paula Bernard, and Kerry Jerred

Annual Meeting/Bingo with the Board: Kathy Reed, Kerry Jerred, and Dawn Sorenson

Annual Board Self Evaluation: Kerry Jerred, Chair, and Paula Bernard

It was requested that at an upcoming Board Workshop meeting that the Annual Board Self Evaluation be reviewed, and that the current questions be disseminated to the Board prior to the Workshop in an effort to provide pre-work to discern whether or not the current questions are still relevant to the work of the Board.

11.8 Strategic Plan

The Board reviewed at length the draft Strategic Plan 2019. Following the review, it was suggested that the Strategic Plan Review be added to the Board calendar, in July, to ensure that it is reviewed on an annual basis for the purpose of discerning compliance and/or changes needed. Staff so noted the request and Annual Strategic Plan Review will be added to the Board Calendar in the month of July.

Some minor changes and edits were requested, which were so noted by Mr. DeBruyn. Following discussion, on a motion duly made and seconded, Reed/Sagstetter, the Spectrum High School Board of Directors unanimously approved the Strategic Plan 2019 as amended.

11.9 Approval of Annual Safety Drill Reporting

The Board reviewed the 2015-2016 safety drill reports for both buildings. Following discussion, on a motion duly made and seconded, Reed/Sagstetter, the Spectrum High School Board of Directors unanimously accepted the 2015-2016 Safety Drill Reports for both buildings as presented.

11.10 Proposed Athletic Lettering Policy Change

Mr. Peterson presented the proposed changes to the Athletic Lettering Policy, noting that the majority of the changes are for clarification purposes with the exception of item #9, which is suggested to be changed from what is currently stated, “Athletes may not be found academically ineligible twice during the season” to “Athletes may not be found academically ineligible during the season.” In other words, removing the word “twice” from the statement. In addition, Mr. Peterson is proposing that an additional item be added to the policy and that is, “Spectrum will not award varsity letters for club activities.” The Board and Mr. Peterson discussed the proposed changes at length. Following discussion, the Board settled on approving all of the changes with the exception of the deletion of the word “twice” in item #9, and asked to review this item again at the July Board meeting.

Following discussion, on a motion duly made and seconded, Jerred/Bernard, the Spectrum High School Board of Directors unanimously approved the amended Athletic Lettering Policy as presented with the exception of the removal of the word “twice” from item #9, and to table approval of the suggested wording change to item #9 until the July meeting of the Board of Directors.

The tabled item was so noted by staff and will be added to the agenda for further consideration at the July meeting of the Board.

11.11 Proposed Family Maximum Change

Mr. Peterson presented the proposed changes to the Family Maximum. He is suggesting the following wording: “Family maximum activities fee per school year is \$800.00. Each family must complete a Family Maximum application. 50% of each registration fee paid to a non-Spectrum High School sport that sponsors a co-op with Spectrum may be applied toward the family maximum. The total amount applied toward the annual family maximum from co-op sports participation may not exceed 50% of the family maximum.”

In addition to the above, Mr. Peterson suggested the following addition: “Beginning in 2019-2020, 25% of each registration fee paid to a non-Spectrum High School sport that sponsors a co-op with Spectrum may be applied toward the family maximum. The total amount applied toward the annual family maximum from co-op sports participation may not exceed 25% of the family maximum.”

Following discussion, on a motion duly made and seconded, Reed/Bernard, the Spectrum High School Board of Directors unanimously approved the changes to the Family Maximum as presented.

11.12 VOA 4.28.16 Governance Site Visit Report

The Spectrum High School Board of Directors reviewed the VOA site visit report that Dr. Speiker completed on his observations from his attendance at the 4.29.16 Board meeting.

Following discussion, on a motion duly made and seconded, Jerrd/Reed, the Spectrum High School Board of Directors unanimously accepted the 4.29.16 VOA site visit report prepared by Dr. Speiker as presented.

11.13 Approval of Annual Designation of Authority Items from Beltz, Kes, Darling & Associates.

The Board reviewed the annual designation of authority items presented by BKDA for consideration. They are as follows:

1. Designation of Depositories
 - First National Bank of Elk River
2. Delegation of Authority to Make Electronic Fund Transfers
 - Nick Taintor, or his designee at Beltz, Kes, Darling and Associations
 - Electronic Fund Transfers can be made for:
 - A claim for payment from an impreset payroll bank account or investment of excess money
 - Payment of employee payroll direct deposits
 - Payment of federal, state, and unemployment taxes (Deductions and/or benefits)
 - Payment of contributions to the Teachers Retirement Association (TRA) and to the Public Employee Retirement Association (PERA) (deductions and benefits)
 - Payment of other payroll related deductions and benefits (when appropriate)
 - Vendor payments (when appropriate)

Following discussion, on a motion duly made and seconded, Jerred/Reed, the Spectrum High School unanimously approved the Annual Designation of Authority as stated above and presented.

11.14 MDE Q-Comp Annual Report

The Board reviewed the 2015-2016 Spectrum Q-Comp Annual Report. Following discussion, on a motion duly made and seconded, Reed/Bernard, the Spectrum High School Board of Directors unanimously approved the 2015-2016 Q-Comp Annual Report as presented.

12. Charter School Updates and Training

None

13. Board Calendar – 2015-2016

The Board reviewed the 2015-2016 Board Calendar.

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%. Completed
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. Completed
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.

It was noted that the Board achieved all of its goals for the 2015-2016 school year, and requested that 2016-2017 goal setting begin at the July Board meeting. This was so noted by staff and will be added to the agenda for the July meeting.

16. Previously Tabled Items

16.1 Fundraising/Marketing Discussion

The Board again addressed the topic of fundraising/marketing for Spectrum High School. It noted the importance of continuing to get the School's name out into the community and the importance of building relationships. The Board discussed at length different ideas eventually settling on not being concerned about fund raising and instead, focus on building community relationships. It was felt that this would be best achieved through a golf tournament-like event. The Board directed staff to begin advertising for and event planner sometime in November and for the person to begin in January 2017 planning the event for a date sometime in the fall of 2017. Mr. Sagstetter offered his help in planning the event as he is able.

17. Miscellaneous

None.

18. Next Meeting Agenda Input

- Proposed Athletic Lettering Policy change, item #9
- 2016-2017 Executive Director and Board Goals

19. Adjournment

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



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A handwritten signature in black ink that reads 'Kathy M. Reed'. The signature is written in a cursive style with a large initial 'K'.

Board Secretary Certification, Kathy Reed