



Spectrum School Board Minutes

Date: July 23, 2015
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	6:50 p.m.
Member	Jessica Kemnitz	Absent	
Member	Tony Brunt	Present	
Member Appointee	Kathy Reed	Present	
Ex-Officio	Vanessta Spark	Present	
Ex-Officio	Nick Taintor, BKDA	Absent	
Advisor	Rick Peterson	Absent	
Staff Member	Dawn Sorenson	Present	

1. Meeting called to order with a quorum present 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 requested that an addition to the agenda be made – Jeff Uecker letter of recognition.
 - Interim Financial Transaction
 - None
 - July 23, 2015 Regular Board of Directors meeting minutes

Following discussion, on a motion duly made and seconded, Brunt/Sagstetter the Spectrum High School Board of Directors unanimously approved the agenda as amended, and the June 18, 2015 Board of Directors meeting minutes as presented.
5. Public Input
 - None
6. Spectrum Student Input
 - None
7. Board Member Recognition
 - Mr. Lucas read a letter, written on behalf of the Board of Directors, Administration, and staff of Spectrum High School thanking Mr. Uecker for his service as Treasurer and member of the Board.

8. Old Business

- None

9. Budget Report

9.1 Finance Committee Minutes

- The Finance Committee did not meet in the month of July, and therefore there were no minutes to review or accept.

9.2 June 2015 Financials

The June 2015 Financials will be presented at the August Board meeting.

9.3 Budget Projection Model – Comparison from Original Adopted Budget

Ms. Spark presented an overview of the projection model for the Board. She stated that Vision Transportation, with whom the school contracts for student transportation, has requested that the school consider adding an additional route to the Zimmerman area. Ms. Spark read a letter received from Vision Transportation outlining why they feel it necessary to add an additional route. Overall, student safety is the driving factor in the suggestion. Ms. Spark went on to note that both Vision, as well as the School, have received ongoing complaints from parents regarding the length of time that students are on the bus. Ms. Spark then noted that with the increase of 2% in student funding recently approved by the state Legislature, which resulted in a budget increase of \$42,000 and is so noted in the budget projection model, the increase in cost to the School to add an additional bus route to the Zimmerman area is \$42,000 as well. Mr. Lucas noted that with the increase from the State the cost to the School for the additional route is flat.

Following Ms. Spark's review of the Budget Projection Model, it was noted that the Board would take formal action on whether or not to add an additional bus route later in the agenda.

10. Directors Report:

10.1 DIRECTORS REPORT

Ms. Spark presented her July Director's Report. Mr. Sagstetter inquired about there not being a current wait list in 6th grade and wondered if the expansion at Kaleidoscope was having an impact on Spectrum. Ms. Spark did not feel that the expansion was having an effect, nor was she concerned about the wait list status of the 6th grade.

The Board reviewed the Capital Improvement projects being conducted over the summer months, which was presented within the contents of the monthly Director's Report.

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

11. New Business

COMMITTEE REPORTS

- 11.1 Technology Committee
None

- 11.2 School Improvement Team Committee
None

11.3 Open Board Seat -- Appointment

Following the resignation of Mr. Uecker from the Board at the June 18, 2015 Board meeting, Board and staff reached out to the Spectrum community in search of a parent member to appoint to the now open seat. Mrs. Kathy Reed was interested in the position and invited to present before the Board for their consideration in appointing her to the open seat whose term ends in June 2017.

Mr. Lucas invited Mrs. Reed to provide an overview of her areas of expertise. She noted that she has a degree in marketing and sales, and feels that she would add value in this area.

Following discussion, on a motion duly made and seconded, Schelske/Sagstetter, the Spectrum High School Board of Directors unanimously appointed Mrs. Reed to the open seat on the Board.

11.4 Three Rivers Community Foundation Grant Application

Tricia Downey requested that the Board consider a motion for approval of the School entering into an application for a grant through the Three Rivers Community Foundation. As part of the application process, it is a requirement that the respective Board make a motion and it be so noted in the official minutes of the meeting.

Following discussion, on a motion duly made and seconded, Schelske/Jerred, the Spectrum High School Board of Directors unanimously approved that Spectrum High School apply for a Three Rivers Community Foundation Grant to support the AVID program up to the amount allowed by the grant.

11.5 Amended Internet Acceptable Use and Technology Policy

The Board reviewed the amended Internet Acceptable Use and Technology Policy presented.

Following discussion, on a motion duly made and seconded, Brunt/Reed, the Spectrum High School Board of Directors unanimously approved the amended Internet Acceptable Use and Technology Policy as presented.

11.6 Amended Section 504 Policy

The Board reviewed the amended Section 504 Policy.

Following discussion, on a motion duly made and seconded, Schelske/Jerred, the Spectrum High School Board of Directors unanimously approved the amended Section 504 Policy as presented.

11.7 Amended Exit Interview/Survey Policy

The Board reviewed the amended Exit Interview/Survey Policy

Following discussion, on a motion duly made and seconded, Schelske/Jerred, the Spectrum High School Board of Directors unanimously approved the amended Exit Interview/Survey Policy as presented.

11.8 Drug and Alcohol Policy

Ms. Sorenson stated that within the scope of having a human resources attorney assist the school in the review of its employee handbook, the attorney stated that it was not lawful for the school to require employees to submit to drug and alcohol testing without an official Drug and Alcohol Policy in place. Therefore, a policy was developed and presented for the Board's consideration of approval. Several minor typographical errors were noted for correction.

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

11.9 Workers' Compensation Policy

Ms. Spark presented a Workers' Compensation Policy for the Board's consideration. She noted that Mr. Krane, from RJ Ahman, the School's insurance broker, advised strongly that the School needed to have an actual Workers' Compensation policy in place to protect it from false claims, as well as claims made long after a supposed work related injury took place.

Following brief discussion, on a motion duly made and seconded, Sagstetter/Reed, the Spectrum High School Board of Directors unanimously approved the Workers' Compensation policy as presented.

11.10 Amended 15-16 Employee Handbook

Ms. Sorenson and Ms. Spark presented the changes recommended by the HR attorney to the 15-16 Employee Handbook. Ms. Spark noted that there will be additional changes forthcoming, especially as they relate to the current lettering policies for theatre, music, etc., but they will be presented at a later date.

Following discussion, on a motion duly made and seconded, Sagstetter/Brunt, the Spectrum High School Board of Directors unanimously approved the amended 15-16 Employee Handbook as presented.

11.11 Amended 15-16 Student Handbook

Ms. Sorenson and Ms. Spark presented the changes recommended to the 15-16 Student Handbook.

Following discussion, on a motion duly made and seconded, Sagstetter/Brunt, the Spectrum High School Board of Directors unanimously approved the amended 15-16 Student Handbook as presented.

11.12 Proposed 15-16 Q-Comp Budget

The Board reviewed the proposed 15-16 Q-Comp Budget.

Following discussion, *on a motion duly made and seconded, Jerred/Sagstetter, the Spectrum High School Board of Directors unanimously approved the 15-16 Q-Comp budget as presented.*

11.13 Strategic Planning Update

Ms. Spark and Ms. Jerred presented the work that has been done to date with Jeanne Melancon, the School's contracted facilitator, who is assisting the School in its efforts to draft a 5 year strategic plan. Ms. Spark noted that the committee would be meeting with Ms. Melancon again on Monday, August 3, 2015 for more work on the plan, and will continue to update the Board as more information becomes available.

11.14 Bylaws

Ms. Sorenson stated that it was the request of the Board to visit the Bylaws at the next meeting of the Board. Following discussion, Mr. Sagstetter stated that perhaps it would be best to revisit the Bylaws following the Board's work in developing a strategic plan. Any changes necessary to the Bylaws will be addressed after the Board has developed its strategic plan.

11.15 Board Ad-Hoc Committee Needs

The Board reviewed the various ad-hoc committees that will be needed in the 15-16 school year and assigned members to serve as follows:

Bylaws – will wait until after the strategic plan is completed.

Nominating Committee – Kathy Reed, Tony Brunt and Tom Sagstetter

Annual Meeting – Kathy Reed, Dave Lucas, Kerry Jerred, Robin Schelske, Dawn Sorenson

Annual Board Self Evaluation – Jessica Kemnitz, Kerry Jerred

11.16 Proposed 15-16 Executive Director Goals

The Board reviewed the proposed 2015-2016 Executive Director Goals.

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 (need to wait until 14-15 results are released by MDE) to (need to wait until 14-15 results are released by MDE).
2. By the regularly scheduled Board meeting in (insert date), assist the Board in developing a draft 5 year long range strategic plan, which aligns with the school's mission and vision.
3. By the regularly scheduled Board meeting in May, 2016, complete research on the development of a blended classroom scheduling program for grades 11 and 12.
4. By the regularly scheduled Board meeting in April, 2016, facilitate the AdvancED reaccreditation process for the School.
5. By the regularly scheduled Board meeting in June 2016, attend a professional development conference as available.

Following discussion, *on a motion duly made and seconded, Brunt/Sagstetter, the Spectrum High School Board of Directors unanimously approved the 2015-2016 Executive Director goals as presented.*

11.17 Booth Law Group Contract

The Board reviewed the Booth Law Group Contract.

Following discussion, on a motion duly made and seconded, Sagstetter/Jerred, the Spectrum High School Board of Directors unanimously approved signing the Booth Law Group contract as presented.

11.18 Proposed 2015-2016 Athletic Fee Increase

The Board reviewed the proposed increase to athletic fees from \$250 to \$260 per sport. The School is moving to an entirely on-line payment system for all fees, including athletics, which requires a processing fee of \$10 and therefore the proposed increase in fees. Due to the growth of the School, it is no longer feasible for the School to be handling cash and checks on site. This process will increase efficiencies within the school, as well as safety by reducing cash on hand that is retained at the school, etc.

Following discussion, on a motion duly made and seconded, Jerred/Reed, the Spectrum High School Board of Directors, by majority, voted in favor of increasing athletic fees from \$250 to \$260. Mr. Sagstetter requested that his vote be recorded as dissenting.

11.19 Contract Approvals

Ms. Spark noted that at the request of the Board and in compliance with the Financial Policy, all contracts over the amount of \$20,000 must be presented to the Board for consideration. The Board reviewed the contracts as presented.

Following discussion, on a motion duly made and seconded, Reed/Jerred, the Spectrum High School Board of Directors unanimously approved the 2015-2016 Premier Kitchen student lunch catering contract as presented.

11.20 Vision Transportation Additional Bus Route Discussion/Consideration

The Board discussed adding an additional route for the purpose of improving student safety and reducing student commute times.

Following discussion, on a motion duly made and seconded, Jerred/Sagstetter, the Spectrum High School Board of Directors unanimously approved the addition of bus route through Vision Transportation.

12. Charter School Updates and Training

The Board discussed a possible Board training date of Saturday, October 3, 2015. Ms. Sorenson will contact attorney Ellen McVeigh and Nick Taintor from BKDA as to their availability to conduct initial and ongoing training.

13. Board Calendar – 2015-2016

The Board reviewed the proposed 2015-2016 Board Calendar.

On a motion duly made and seconded, Jerred/Reed, the Spectrum High School Board of Directors unanimously approved the final 2015-2016 Board Calendar as presented.

14. Board Goals 2015-2016

Due to the length of the meeting and wanting to give good time for discussion on possible 2015-2016 Board goals, the Board requested that this item be tabled until the August meeting of the Board.

15. Previously Tabled Items

- 15.1 Finalization of Executive Director Retirement Benefits
As motioned by the Board at its July 23rd meeting, the Board reviewed the examples of other like-sized school districts who have provided retirement benefits to their executives.

Following discussion, on a motion duly made and seconded, Sagstetter/Brunt, the Spectrum High School Board of Directors unanimously approved that based on the examples provided, the Board completed its due diligence in this matter and therefore approves the Executive Director retirement benefits as presented.

16. Miscellaneous

None

17. Next Meeting Agenda Input

- 2015-2016 Board Goals

18. Adjournment

On a motion duly made and seconded, Brunt/Sagstetter, the Spectrum High School Board of Directors unanimously adjourned the meeting at 9:00 p.m.



Board Secretary Certification, Kerry Jerred