



Spectrum School Board Special Meeting Minutes

Date: August 4, 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	
Member	Jessica Kemnitz	Present	
Member	Kathy Reed	Absent	
Member	Tony Brunt	Present	
Ex-Officio	Vanessta Spark	Present	
Staff Member	Dawn Sorenson	Present	

1. Meeting called to order with 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

On a motion duly made and seconded, Schelske/Jerred, the Spectrum High School Board of Directors unanimously approved the agenda as amended.

5. New Business

**5.1 Amended 15-16 Employee Handbook**

Ms. Spark stated that through the process of interviewing candidates for various open positions and inquiry by the candidates regarding Flex Time (PTO), the School, wanting to be competitive, took a look at the benefits offered by other like-sized charter schools and found that Spectrum was the only one not offering Flex Time to its hourly employees who work a minimum of 30 hours per week and 9 months of the year. Several other schools offer 6 days Flex Time (PTO) and Spectrum is proposing to do the same. Ms. Spark went on to share that the projected cost to the School is \$2,678.00 per year.

Following discussion, on a motion duly made and seconded, Schelske/Kemnitz, the Spectrum High School Board of Directors unanimously approved the amended 15-16 Employee Handbook as presented, which now includes benefits of 6 days Flex Time (PTO) for hourly employees who work a minimum of 30 hours per week and 9 months of the year.

**5.2 Position Process Summary**

Ms. Spark provided a detailed summary of how positions are filled. She noted that Guidance Counselor Jill Gordee just resigned her position at Spectrum for a position that is in the same school district in

which her children attend school. When the position was posted on EdPost, Ms. Spark shared that she received many qualified candidates for the position. Through interviewing, she found two different candidates, both with excellent counseling experience, but one that could assist the school with the College and Career Readiness, and the other who could assist the school with its marketing needs. Ms. Spark went on to diagram how the splitting of duties would take place, as well as to outline how the positions fit within the budget and FTE's previously approved by the Board.

The Board thanked Ms. Spark for her thorough explanation, which will assist them in answering questions should they arise.

6. Miscellaneous

None

7. Next Meeting Agenda Input

None

8. Adjournment

On a motion duly made and seconded, Schelske/Sagstetter, the Spectrum High School Board of Directors unanimously adjourned the meeting at 5:55 p.m.

---

Board Secretary Certification, Kerry Jerred