

Spectrum School Board Minutes

Date: April 24, 2014

Scheduled Time: Immediately following the Spectrum High School Building Company Meeting, if needed.

Attendance:

Position	Committee Member	Arrive	Depart
Chair	Dave Lucas	Present	
Vice-Chair	Rob Rogers	Present	
Member	Tony Brunt	Present	
Member	Kerry Jerred	Present	
Member	Cori Morrow	Present	
Member	Robin Schelske	Present	
Member	Tom Sagstetter	Present via phone	7:12 p.m.
Ex-Officio	Vanessta Spark	Present	
Ex-Officio	Patty Jorris	Present	5:55 p.m.
Ex-Officio	Nick Taintor	Present	7:20 p.m.
Advisor	Rick Peterson	Present	7:20 p.m.
Staff Member	Dawn Sorenson	Present	
Board Member Elect	Jessica Kemnitz	Present	7:20 p.m.

1. Meeting called to order with quorum present at: 5:36 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
Approval of March 13, 2014 Meeting Minutes

On a motion duly made and seconded, Jerred/Brunt, the Spectrum High School Board of Directors unanimously approved the consent agenda and the minutes from the March 13, 2014 meeting as presented.

5. Employee Recognition
 - Patty Jorris
Ms. Spark stated that she would like, if possible, to recognize an outstanding employee at each month's meeting. For the month of April, Patty Jorris, Office Manager, was recognized for her outstanding work and dedication to Spectrum High School. Ms. Spark noted that Patty has been with Spectrum since its inception, and that she has been an intrinsic asset to the success of the school. The Board thanked Patty profusely for her outstanding contribution to Spectrum High School.
6. Public Input
None
7. Spectrum Student Input
None

8. Old Business

8.1 Facility Update

In Mr. Peterson provided an in-depth report as to the progress on the Phase IV construction project. He noted that Phase IV is moving forward, and that we're getting closer to the guaranteed maximum price that is needed for the bond sale. He noted that four construction bids were received back within the necessary time frame and that all of the bids were higher than originally planned. However, without the play field land and some additional cuts, the project is now within approximately \$160,000 of where it needs to be. He went on to state that the Spectrum Building Company met to provide a preliminary review of the bids received, but that there is a statutory requirement within the Review and Comment which states that a notice must be published in the local paper 20 days prior before the final bid selection can be chosen.

Mr. Taintor commented that the requirement for a 20 day waiting period is utilized for traditional public school systems, and that Spectrum is the first charter school that has gone through the review and comment process. Given that the 20 day stipulation is a part of the review and comment process, that hasn't yet been revised by the Minnesota Department of Education for charter schools, Spectrum must still abide by this requirement.

Mr. Peterson went on to note that Anoka County approved our bonding request, and that the public hearing through the City of Elk River went well. Mr. Peterson then went on to state that the purchase agreement has been amended to accommodate the \$10,000 request by Arrow to help with the relocation costs associated with moving the Department of Corrections from their current location. It is Spectrum's desire that the DOC be moved out of the building prior to moving into the building; however, Spectrum is still waiting to receive confirmation in writing as to compliance with this request. In addition, the purchase agreement has also been amended to stipulate the types of businesses that are acceptable within the condominium complex so as to not have this same situation take place in the future.

Following discussion, *on a motion duly made and seconded, Rogers/Sagstetter, the Spectrum High School Board of Directors unanimously accepted the Facilities Update report as presented.*

9. Budget Report

9.1 Budget Report – Beltz, Kes, Darling & Assoc.

Mr. Taintor provided an extensive overview of the February financials, noting that the working budget projects revenues exceeding expenditures in all funds by \$281,610. He noted that they are budgeting state revenues based on 520 average daily membership (ADM). He reported that there was a small dip in enrollment, and as such, to account for future dips should they occur, a more conservative revised Long Range Budget has been developed. Year to date, 63.4% 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 and school year, respectively.

Mr. Taintor reported that the beginning balances shown on the Balance Sheet are based on the audited ending information as of June 30, 2013. He went on to note that due from the Building Company, in the amount of \$179,776, represents funds that have been paid for by the School on behalf of the Building

Company. The School will be reimbursed these funds after the remaining funds are spent out of the Acquisition/Capital Expense Fund.

Mr. Taintor stated that the State holdback for 2013-2014 fiscal year is estimated to be receivable of \$231,456 as of the end of the reporting period. The current holdback percentage is 10%. The salaries and wages payable represents the proportion amount as of this reporting period owed to staff who receives a paycheck during the summer. This is an estimate as actual will be calculated on or near June 30th. Accounts Payable represent amounts due for invoices received but have not been paid as of the end of the period. Payroll Deductions and Contributions represent amounts prepaid for taxes and benefits of the end of the period on behalf of the employees.

Mr. Taintor then went on to provide an in-depth overview of the March financials. He noted that the working budget projects revenues exceeding expenditures in all funds by \$281,610. He is budgeting state revenues based on 520 average daily membership (ADM). Year to date, he noted that 71.3% of expenditures have been spent, which is normal for this time of year. We are 75% and 77.8% of the way through the fiscal year and school year, respectively.

Mr. Taintor noted that the beginning balances shown on the Balance Sheet are based on the audited ending information as of June 30, 2013. Due from the Building Company, in the amount of \$217,276, represents funds that have been paid for by the School on behalf of the Building Company. The School will be reimbursed these funds after the remaining funds are spent out of the Acquisition/Capital Expense Fund and Capital Improvement Fund.

Following discussion, on a motion duly made and seconded, Rogers/Brunt, the Spectrum High School Board of Directors unanimously approved the February and March, 2014 as presented.

2013-2014 Spectrum High School Long Range Budget – as of April 23, 2014

Mr. Taintor explained in detail the revised Long Range Budget that takes into account a conservative approach to a recent dip in enrollment. He detailed for the Board the weighting of students and what this means financially for the school. He noted that there wasn't anything alarming or should be cause for concern regarding the Long Range Budget.

Following discussion, on a motion duly made and seconded, Rogers/Brunt, the Spectrum High School Board of Directors unanimously approved a revised 2013-2014 Long Range Budget as presented.

2013-2014 Quarterly Athletic Budget

Following the LRB report, Mr. Taintor covered, in depth, the quarterly 2013-2014 athletic budget to date. He noted that the Board didn't need to approve the report, but rather, that the information was being provided for information purposes.

Spectrum High School Yearly Form 990 Approval

Mr. Taintor took the Board through the Spectrum High School Form 990 that was prepared by HLB Tautges Redpath, Ltd. He shared that the Board needs to formally approve the Form 990.

Following discussion, on a motion duly made and seconded, Schelske/Morrow, the Spectrum High School Board of Directors unanimously approves the FY12 filed in FY13 Form 990 as presented.

9.2 Finance Committee Minutes

Ms. Schelske provided a detailed report on the work of the Finance Committee at its last meeting. She noted that the Committee recommended approval of the February and March financials as presented, as well as the FY12 Form 990 be approved. In addition, the Finance Committee recommends approval of the 2014-2015 Budget with the assumption that the construction will move forward and bonding will be approved. Ms. Schelske also reported that the Finance Committee recommends that the athletic budgets for each sport be expanded to show more detail on income and expense, and also to add the number of students that participate per sport. The goal is to have this more in depth data for the June 2013 financial statements including all sports for the year. Finally, she noted that the Finance Committee discussed, and recommends a 3% pay increase for the employees of Spectrum High School for the 2014-2015 school year.

Following discussion, *on a motion duly made and seconded, Saqstetter/Rogers, the Spectrum High School Board of Directors unanimously accepted the April 17, 2014 Finance Committee Report as presented.*

Pay Increase of 3% for the 2014-2015 School Year

Ms. Schelske reiterated that the Finance Committee recommends a 3% pay increase for all employees for the 2014-2015 school year. She noted that the 3% increase in pay was calculated into the recently revised Long Range Budget.

Following discussion, *on a motion duly made and seconded, Rogers/Jerred, the Spectrum High School Board of Directors unanimously approve a 3% increase in pay for all Spectrum High School employees receiving an at-will letter for the 2014-2015 school year.*

10. Directors Report:

10.1 DIRECTORS REPORT

Ms. Spark presented her report. Board members inquired about the drop in projected enrollment from 11th grade to 12th grade. Ms. Spark stated that one of the reasons for the drop is due to the foreign exchange students who are enrolled in 11th grade and don't continue on to 12th grade. The Board also discussed some strategic possibilities to help the students in the lower grades to understand better the scope of the senior project in an effort to remove the stigma of the "dreaded senior project."

Within the context of the Director's Report, Jessica Kemnitz, Board member elect and visual arts teacher at Spectrum, shared that the Yearbook program, for which she is the adviser, was awarded the 2014 Jostens National Yearbook Program of Excellence. The criteria for the award is that the school must have 50% of the students covered 3 times or more in the book, have met all of the deadlines on time, and sold yearbooks to more than 60% of the student body. She stated that she challenged the students to meet the goal at the beginning of the year and they rose to the challenge. Ms. Kemnitz stated that of the 98 schools our representative oversees, which includes the surrounding schools of Elk River High School, etc., 2 schools were recognized for this honor. Only 25 schools in Minnesota were recognized for this accomplishment in 2013, so it is quite an honor. The Board congratulated Ms. Kemnitz and her students on this great accomplishment!

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

11. New Business

COMMITTEE REPORTS

- 11.1 Technology Committee – April 1, 2014 meeting minutes
Mr. Rogers stated that the Committee focused on the National Educational Technology Standards at this meeting, and how to improve what Spectrum High School is doing in this area.

Following discussion, on a motion duly made and seconded, Brunt/Morrow, the Spectrum High School Board of Directors unanimously accepted the April 1, 2014 Technology Committee minutes as presented.

- 11.2 School Improvement Team Committee – March 4, 2014 meeting minutes
Ms. Spark reported that the Committee continues to work on the annual Climate Surveys, as noted in the Committee's minutes.

Following discussion, on a motion duly made and seconded, Morrow/Schelske, the Spectrum High School Board of Directors unanimously accepted the School Improvement Committee minutes from March 4, 2014 as presented.

11.3 Additional VOA Authorizer Fee for the 13-14 School Year

Mr. Taintor reported that all of the VOA schools received a similar letter informing the school that the fee calculated by VOA was accidentally figured utilizing the wrong factor, which resulted in additional authorizing fees due to VOA. The additional amount owed by Spectrum High School to VOA is \$200.00

Following discussion, on a motion duly made and seconded, Rogers/Schelske, the Spectrum High School Board of Directors unanimously approved the additional authorizer fee of \$200.00 to be paid to Volunteers of America.

Title IX Wrestling Discrimination Complaint Regarding Spectrum High School

Ms. Spark reported that there is no new information to report on this matter at this time.

2014 Annual Meeting Follow-up

The Board discussed the Annual Meeting format, etc., from this year's Annual Meeting. Following discussion, it was agreed that the Annual Meeting format will remain as it was this year.

2014 Board Election Ratification

Mr. Sagstetter presented the election results from this year's Board election. The Board ratified the following results:

- Re-elected – Kerry Jerred, term 6.30.2017, Community Member
- Re-elected – Rob Rogers, term 6.30.2017, Parent Member
- Elected – Jessica Kemnitz, term 6.30.2017, Teacher Member

11.4 2013-2014 Athletic Handbook Change

Mr. Peterson reported that the Minnesota State High School League Spotlight on Scholarship has changed its delineation of standards from gold and silver, to now only gold. As a result, the Spectrum Athletic Handbook is being amended to be consistent with the Spotlight on Scholarship standards.

Following discussion, *on a motion duly made and seconded, Jerred/Schelske, the Spectrum High School Board of Directors unanimously approved the changes to the 2013-2014 Athletic Handbook as presented.*

11.5 2013-2014 School Calendar Ratification

Due to a snow day that was called on Friday, April 4, 2014, it was noted that there are enough student contact days yet remaining within the 2013-2014 school year calendar as to not warrant need for an additional day being added to the calendar. No action was necessary.

2014 Spectrum High School Board of Directors Scholarship

The Board discussed its options for a Board Scholarship to be awarded to a graduating senior. Ms. Spark stated that in year's past, there was only enough scholarship money available to be disseminated between the top 10% of the graduating class; however, this year the School is able to consider the top 20% of the class. Ms. Spark reported that the Board provided a \$250.00 scholarship to the 2013 graduating class.

Following discussion, *on a motion duly made and seconded, Lucas/Sagstetter, the Spectrum High School Board of Directors approved a \$250.00 scholarship to be awarded to a student of the 2014 graduating class of Spectrum High School in the top 20% of the class.* Mr. Rogers requested to abstain from the discussion and vote, as he has a senior student in the 2014 graduating class.

11.6 School Mascot

Ms. Spark reported that the school has been working diligently with the students to come up with a school mascot that everyone is in agreement with. She stated that the school has been working with a graphic artist in the Elk River area, WaterMark Design. She disseminated the drawings for the Board to review that the students have chosen as finalists. It is the student body's desire that the Board make the final decision on the mascot.

Following discussion, *on a motion duly made and seconded, Brunt/Morrow, the Spectrum High School Board of Directors unanimously approved version #2 of the WaterMark Design mascot choices.*

Pursuant to Minnesota State Statue 13d, subd. 3, the Spectrum High School Board of Directors moved into a closed session at 7:20 p.m. for the purpose of discussing the recent Annual Executive Director Review.

Pursuant to Minnesota State Statue 13d, subd. 3, following the closed session, Chair Lucas called the Board back into open session at 8:03 p.m.

Hire Recommendation – Executive Director

Following discussion, on a motion duly made and seconded, Lucas/Rogers, the Spectrum High School Board of Directors unanimously approved a 3% increase in salary from the current salary rate for the Executive Director, and requested that an at-will letter be drafted to this end. In addition, the Board requested that the Executive Director have two weeks of vacation time taken by June 30, 2014, and that the Board will compensate the ED at 100% for one week of unused vacation time, and authorizes the ED to roll over the remaining week of unused vacation time to the 2014-2015 school year.

11.7 MN State High School League Resolution

Mr. Peterson stated that the Minnesota State High School League requires that their standard resolution be approved by the Board and submitted to the MN State High School League.

Following a brief discussion, on a motion duly made and seconded, Morrow/Jerred, the MN State High School League Resolution was approved as presented.

Succession Planning Committee Formation

Ms. Jerred reiterated the importance of forming a sub-committee of the Board to address succession planning for the position of the Executive Director, as Ms. Spark has indicated her desire to retire in approximately 4-5 years. Ms. Jerred, Mr. Lucas, Mr. Brunt, and possibly Mr. Sagstetter and Ms. Kemnitz were appointed to the committee. The work of this committee will begin at a date yet to be determined.

12. Charter School Updates and Training

None

13. Board Calendar

The Board reviewed the calendar in detail. The Board set a date of June 16, 2014, beginning at 5:30 p.m., for the purpose of having a Board workshop meeting. The Board requested that Ms. Sorenson send a message out to all members of the Board, and member-elect Ms. Kemnitz, as a reminder of the date and time.

14. Board Goals 2013-2014 (as approved September 19, 2013)

The 2013-2014 Board Goals were acknowledged. No action necessary.

15. Previously Tabled Items

16. Miscellaneous

None

17. Next Meeting Agenda Input

18. Adjournment



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On a motion *duly made and seconded, Schelske/Morrow, the Spectrum High School Board of Directors unanimously adjourned the meeting at 8:23 p.m.*

Board Secretary Certification, Kerry Jerred