



Spectrum School Board Minutes

Date: June 19, 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	
Ex-Officio	Vanessta Spark	Absent	
Ex-Officio	Patty Jorris	Absent	
Ex-Officio	Nick Taintor	Absent	
Advisor	Rick Peterson	Absent	
Staff Member	Dawn Sorenson	Present	
Board Member Elect	Jessica Kemnitz	Present	

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 May 15, 2014 Meeting Minutes

On a motion duly made and seconded, Sagstetter/Schelske, the Spectrum High School Board of Directors unanimously approved the consent agenda and the minutes from the May 15, 2014 meeting as presented.

5. Employee Recognition
 - None
6. Public Input
None
7. Spectrum Student Input
None
8. Old Business
 - 8.1 Facility Update

The Board reviewed the Facility Report submitted by Mr. Peterson. Mr. Rogers noted that the construction is currently behind schedule due to a delay in approval from the City of Elk River. At the beginning of the process, it was understood by both the architect and the State of Minnesota that the local city inspector would not be a part of the approval process for permitting. Deb Rathman from Riviera Architects has been in contact with the State of Minnesota pushing back on this process; however, to date, the final approval process remains with the City of Elk River. Mr. Rogers did note, though, that there is a cushion of time built into the timeline and therefore there isn't concern for the project not being complete on time at this point. The City of Elk River did indicate that they hoped to have the approval process complete by the end of the week – June 20, 2014.

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.

Ms. Schelske, in the absence of Mr. Taintor, provided an overview of the May financials, noting that the Finance Committee met on June 13th and recommends approval of the May financials. She noted that there weren't any significant findings to report.

Provided in the Executive Summary by Mr. Taintor, it was noted that the working budget projects revenues exceeding expenditures in all funds by \$281,610. The school is budgeting state revenues based on 520 average daily membership (ADM). Year to date, 89.8% of expenditures have been spent, which is normal for this time of year, and the school is 91.7% of the way through its fiscal year.

The beginning balances shown on the Balance Sheet are based on the audited ending information as of June 30, 2013. Due from the Spectrum Building Company, in the amount of \$244,740, 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.

The State holdback for 2013-2014 fiscal year is estimated to be a receivable of \$341,691 as of the end of the reporting period. The current holdback percentage is 10%. Salaries and Wages Payable represents the proportion amount as of this reporting period owed to staff who receive 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 not paid as of the end of the period. Payroll Deductions and Contributions represent amounts prepaid for taxes and benefits as of the end of the period on behalf of the employees.

Statement of Revenue and Expenditures shows the budget approved for the year, the working budget, and year to date activity. No items are worth noting.

Ms. Schelske stated that the Finance Committee is working on identifying several different efficiencies within the business office, such as possibly implementing a desk top check scanning system to ease deposits, etc., for the school. She went on to state that the Finance Committee is digging in diligently to make sure that the budgeting process is in line with the mission of the school. Once the work of the

Committee is complete, the Finance Committee is planning on hosting a Board Workshop session on the School Budget.

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

9.2 Finance Committee Minutes

The Board reviewed the minutes of the Finance Committee

Following discussion, on a motion duly made and seconded, Brunt/Rogers, the Spectrum High School Board of Directors unanimously accepted the minutes of the June 13, 2014 Finance Committee as presented.

10. Directors Report:

10.1 DIRECTORS REPORT

The Board reviewed the Director's Report. Ms. Sorenson provided an update that Spectrum High School was awarded \$3,000 from the United Way Grant -- \$2,000 for the AVID program (\$1,000 for August and \$1,000 for February, 2015) and \$1,000 for Service Learning. Through an email message received from Ms. Schulze, she shared that some feedback and comments from the United Way have been received which will be shared with Ms. Spark so that the School could possibly be awarded more monies in the future. All in all, it was a great start to a partnership and relationship with the United Way.

Following discussion, Morrow/Kerry, the Spectrum High School Board of Directors unanimously approved the June 2014 Director's Report as presented.

11. New Business

COMMITTEE REPORTS

- 11.1 Technology Committee
None

- 11.2 School Improvement Team Committee
None

11.1 Annual Approval of the Pledge of Allegiance Policy

Following discussion, on a motion duly made and seconded, Rogers/Schelske, the Spectrum High School Board of Directors unanimously approved the Pledge of Allegiance Policy as presented.

11.2 Amended Executive Director Performance Evaluation Policy, Procedure and Timeline

The Board discussed the amended Executive Director Performance Evaluation Policy, Procedure and timeline, noting that the previous procedure and timeline didn't allow for timely offering of the at-will letter process. The revised timeline provides for the annual at-will letter being offered to the sitting Executive Director in March, and should a change in Executive Director's be needed, it provides the Board with more time to secure a Director in a timely fashion for the next respective school year. Mr. Schelske described in detail the changes that were made to the policy.

Following discussion, on a motion duly made and seconded, Jerred/Morrow, the Spectrum High School Board of Directors unanimously approved the Executive Director Performance Evaluation Policy, Procedure and Timeline as amended and presented.

11.3 Minnesota Public School Fee Law Policy

The Board reviewed the proposed Minnesota Public School Fee Policy as presented. It was noted that the recommendation for this policy is a direct result of a question being posed to legal counsel regarding the school's right to charge students/families for damaged books. The school was advised that the Board needs to have a fee policy in place, and provided that the Board notifies families and students annually, it may charge for damaged books. The Board noted that administration and Board will need to determine whether or not it will proceed with charging for damaged books. It was also noted that Dawn Sorenson will pose the question to legal counsel whether this notification may take place in the Student Handbook, and whether or not damaged books may be classified as vandalism. Ms. Sorenson will pose these questions to legal counsel and report back findings to the Board at a later date.

Following discussion, on a motion duly made and seconded, Rogers/Sagstetter, the Spectrum High School Board of Directors unanimously approved the Minnesota Public School Fee Law Policy as presented.

11.4 2013-2014 Parent, Student and Staff Climate Surveys

The Board began discussing the results of the various surveys, noting that issues with technology, the amount of homework, and college level courses meeting on a daily basis were significant findings in all of the surveys.

Following a brief discussion, the Board asked that all of the Climate Survey discussion be tabled to the July Board Meeting when the Executive Director will be present to address questions.

11.5 Three Rivers Community Foundation Grant Application

Ms. Sorenson reported that Brenda Schulze requested that the Board consider a formal motion to approve Spectrum High School applying for the Three Rivers Community Foundation Grant as this is a requirement of the grant application process.

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

11.5 Sting Swing Golf Classic Prize Donation

The Board discussed what they provided to the Sting Swing Golf Classic in the past and decided to follow the same process as the year previous. Ms. Jerred will collect donations from the Board members and depending upon whatever amount is given, a prize will be purchased on behalf of the Board for the 2014 Sting Swing Golf Classic.

11.6 Annual Organizational Meeting

The Board decided to table the election of officers and the setting of meeting dates to the July Board meeting.

11.7 Recognition of Cori Morrow's service on the Board.

Mr. Lucas read a letter of recognition and thanks to Ms. Morrow for her steadfast service on the Spectrum High School Board of Directors. Thank you, Cori! We greatly appreciate your service on the Board.

11.8 Seating of newly and re-elected members to the Board.

Mr. Lucas welcomed newly elected teacher member Jessica Kemnitz to the Spectrum High School Board of directors, as well as re-elected members Kerry Jerred and Rob Rogers.

11.9 Athletic Fees and Athletic Survey

The Board decided to table this item to the July Board meeting when Mr. Peterson will be present to answer questions.

11.10 Exit Interview Information

The Board discussed what to do with the information that is collected from exit interviews with employees leaving Spectrum High School. Mr. Rogers offered to collect the information and place it into a document to track trends, if any, for persons leaving Spectrum High School.

11.11 New Building Signage/Naming

The Board decided to table this item to the July Board meeting when Mr. Peterson and Ms. Spark will be present to answer questions.

12. Charter School Updates and Training

None noted for this month.

13. Board Calendar – 2014-2015

The Board looked briefly at the 2014-2015 Board Calendar. Additional updates will be made to the calendar and presented at the July Board meeting for consideration.

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

So noted. No changes or additions made.

15. Previously Tabled Items

None

16. Miscellaneous

None

17. Next Meeting Agenda Input

2013-2014 Climate Surveys

Annual Organizational Meeting – Election of Officers

Athletic Fees and Athletic Survey

New Building Signage/Naming

18. Adjournment



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A handwritten signature in black ink, which appears to read 'Kerry K. Jerred'. The signature is written in a cursive style with a large, looped 'K' and 'J'.

Board Secretary Certification, Kerry Jerred