

Spectrum School Board Workshop Meeting Minutes

Date: January 15, 2015

Scheduled Time: 9:00 am

Position	Committee Member	Arrive	Depart
Chair	Dave Lucas	Present	
Vice-Chair	Tom Sagstetter	Present – 9:10 a.m.	
Secretary	Kerry Jerred	Present	
Treasurer	Jeff Uecker	Present	
Member	Tony Brunt	Present	
Member	Jessica Kemnitz	Present	
Member	Robin Schelske	Present – 9:35 a.m.	
Ex-Officio	Vanessa Spark	Present	
Advisor	Rick Peterson	Present	
Staff Member	Dawn Sorenson	Present	
Guest	Nick Taintor	Present	11:15 a.m.

1. Meeting called to order at: 9:05 am by Chair Lucas

2. Executive Director Characteristics/Qualities

The Board discussed the Executive Director Succession Planning process that has begun. Ms. Jerred provided an overview of the work of the committee to date, and requested that Board members please share what they believe to be the qualities that the School should be looking for in its next executive director. Ms. Jerred stated that Ms. Spark has indicated a desire to retire within the next couple of years. Ms. Schelske stated that the qualities of leadership, innovation, execution, people and value are key qualities that come to mind for her. In addition, Ms. Spark shared, based on her experience of being in the position that she feels that qualified candidates must possess a strong skill-set in the areas of being visionary, holding high standards, excellent time management, excellent communicator, and being able to resolve conflict successfully.

The Board went on to discuss at length where they felt the direction of the school may be moving, and depending upon direction, may determine the skill-set necessary for the position. In addition, the Board discussed whether or not there may be a change necessary to the current mission and vision of Spectrum. It was felt that through the process of working through strategic planning, that if there is any change necessary it would be perhaps revealed at that time. The Board will respond to Ms. Jerred with its list of desired characteristics and/or qualities in the Executive Director, which will aid the Succession Planning Committee in its work.

3. Finance Committee Structure

The Board discussed the current composition of the Finance Committee, and whether or not there is need to add additional members. Ms. Sorenson stated that VOA has advised the school that an additional member be added to the committee. The Board discussed whether or not this should be a community member, and how best to achieve getting someone from the community to serve on the committee. Mr. Lucas shared the difficulty he experiences at the County with trying to find quality people to serve on the various committees that he works with. Mr. Sagstetter inquired whether or not

service on the committee could be counted towards a Spectrum parent's 20 hours of service to the school or not. It was felt that service of this kind certainly could be counted. Mr. Uecker stated that he would devise a Finance Committee charter and submit it for the Board's consideration at its next meeting.

4. Spectrum Finance Discussion

The Board discussed at length current financial operations of the school in conjunction with Finance Committee structure. Mr. Taintor shared about his experience with charter school budgeting process, Minnesota charter school finance in general, and how the budgeting process is same and/or different than traditional non-profits or traditional public schools. He also shared the experience that others at BKDA (who work with more than 40 Charter Schools) and how the budget process works. He shared that VOA, as the school's authorizer, sets a percentage, approximately 60%, of the budget that needs to be spent on instructing students, but that it really depends on how the school's academic scores are in relation to those expenditures. In some cases the instructional expenditures percent could be lower if the school is meeting academic standards (which is the case of Spectrum). The Board's discussion also centered around making sure that the budget meets the mission and vision of the school, as well as being intentional about not micromanaging its executive director. Mr. Taintor also stated that most charter schools operate to a fund balance percentage or amount, rather than a line by line budget.

5. School Board Scholarship

Ms. Spark stated that the Board has in the past authorized the spending of dollars for the purpose of providing a scholarship to graduating seniors. She stated that in the past the amount has been \$250; however, the school is wondering if the Board would be open to increasing this amount to \$500. The Board asked that the item be placed on the February 19, 2015 agenda, where further discussion and a decision can be made at that time.

6. 5 Year Long Range Strategic Planning

The Board began discussing the logistics of drafting a 5 year long range strategic plan for the school. Ms. Sorenson stated that she has been in contact with recommended individuals who may be able to assist the Board in this work. As soon as more information is available, it will be disseminated for the Board's consideration. It was noted that an additional workshop will be needed in order to draft a plan.

Mr. Lucas suggested to the Board that all board members take a look at the current mission and vision of the school, and consider if there should be any amendments made to the mission and/or vision of the school, and if so, to bring this information to the next meeting of the Board for its consideration.

7. Agenda Items for February 19, 2015 Meeting

- Board Scholarship
- Mission/Vision Discussion

6. Adjournment: The workshop meeting of the Board adjourned at 12:55 p.m.



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A handwritten signature in black ink, appearing to read "Kerry Jerred".

Board Secretary Certification, Kerry Jerred