

Spectrum School Board Minutes

Date: May 14, 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	Absent	
Treasurer	Jeff Uecker	Present	
Member	Jessica Kemnitz	Present	
Member	Robin Schelske	Present	
Member	Tony Brunt	Present	
Ex-Officio	Vanessa Spark	Present	
Ex-Officio	Nick Taintor, BKDA	Present	7:06 p.m.
Advisor	Rick Peterson	Absent	
Staff Member	Dawn Sorenson	Present	
Guest	Sher Tischner, BKDA	Present	7:06 p.m.
Guest	Dr. Charles Speiker, VOA	Present	
Guest	Pat, guest of Dr. Speiker	Present	
Guest	Renae Harvell	Present	5:45 p.m.

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 a Conflict of Interest declaration from the Board. Mr. Uecker stated that in the Finance Committee they discussed the possibility of doing a future RFP for financial services, which are currently being provided to the school under contract with Beltz, Kes, Darling & Associates. He noted that should the Board decide to go out for bids for financial services, he would have a direct conflict as the firm he works for, Clifton Larson Allen, provides charter schools with the very same service as BKDA. The conflict was so noted.

4. Consent Agenda

Approval of Regular Board Meeting Minutes from April 16, 2015 regular Board meeting.

Following discussion, *on a motion duly made and seconded, Sagstetter/Brunt the Spectrum High School Board of Directors unanimously approved the agenda and the minutes from the April 16, 2015 regular Board meeting as presented.*

5. Employee Recognition

- Renae Harvell, middle school teacher teaching at the 6th grade building, was recognized for her outstanding teaching and service to Spectrum High School. Ms. Spark read a letter of thanks and

gratitude on behalf of Spectrum High School. Thank you, Renae, for your excellent work in teaching Spectrum students. It is greatly appreciated!

6. Public Input

- None

7. Spectrum Student Input

- None

8. Old Business

8.1 Facilities Update

In Mr. Peterson's absence, the Board reviewed the Facilities Report submitted by Mr. Peterson. The report noted that a list of summer custodian/maintenance projects is being compiled, as well as a list of capitol improvement expenditures.

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

9. Budget Report

9.1 Finance Committee Minutes

Mr. Uecker presented the Finance Committee meeting minutes of May 7, 2015. He noted that the Finance Committee recommends approval of the 2015-2016 budget. In addition, he noted that the Committee discussed the Long Range Budget to ensure that the potential increase to health benefits is being accounted for within the budget. They discussed the breakdown of salaries across the different categories, and that this information would be provided to the Board for information purposes. Mr. Uecker also shared that the Committee recommends moving forward with Strategic Planning at a cost of approximately \$5,000, and to keep the future Executive Director Succession plan as a separate process for the future. He stated that the Strategic Plan would include some direction and items relating to the Executive Director Succession plan as it would be a part of the 5 year Strategic Plan.

Mr. Uecker went on to note that the Finance Committee recommends approval of the Finance Committee Charter, as well as approval of the proposed Beltz, Kes, Darling & Associates contract, which runs through the fiscal year 2018. Finally, it was noted that Board member Robin Schelske is working on pulling together information and options regarding a retirement package proposal for consideration by the Finance Committee at its next meeting in June.

Following discussion, on a motion duly made and seconded, Brunt/Kemnitz, the Spectrum High School Board of Directors unanimously approved the May 7, 2015 Finance Committee meeting minutes as presented.

9.2 Proposed FY 2016 Long Range Budget

Mr. Taintor took the Board through an in depth discussion and analysis of the proposed FY 2016 Long Range Budget. Mr. Uecker provided additional insight and information to the Board that was discussed within the Finance Committee meeting as it relates to the FY 2016 budget. Namely, budget assumptions, etc., noting that the fund balance is at 23.7%, which is very healthy.

Following discussion, on a motion duly made and seconded, Uecker/Sagstetter, the Spectrum High School Board of Directors unanimously approved the FY 2016 Long Range Budget as presented.

9.3 FY 2016 Budget Comparison

Mr. Taintor provided a brief comparison of the FY 2014-2015 and FY 2015-2016 budgets for information purposes.

9.4 SHS Budget Explanations and Key Assumptions

Mr. Taintor provided a brief overview of the key budget assumptions for the FY 2015-2016 budget for information purposes.

9.5 SHS Summary of Staff Budget Categories

Mr. Taintor provided an overview of the staff budget categories from 2014-2015 to 2015-2016 for information purposes. He noted that the amounts presented do not include staffing for Special Education, Title, Athletics, and Food Service Salaries. It does include, though, Office Staff, Transportation, Custodial, and Activities staff.

9.6 Proposed Finance Committee Charter

The Board discussed at length the proposed Finance Committee Charter. Mr. Lucas stated that he is concerned that the proposed charter, as it currently reads, removes the Board from oversight of certain items and delegates them to the authority of the Finance Committee instead. He went on to state that the Finance Committee is to take its direction from the Board and, again, he is concerned that the current charter is worded in such a manner that this direction has been reversed.

Dr. Speiker stated that although the idea of articulating committee structure and purpose is excellent, he is of the opinion and concurs with the concern of Mr. Lucas that the proposed charter changes the power of the Board in relation to financial matters of the school and places them in the hands of the Finance Committee. Dr. Speiker also stated that traditional non-profit entities, as well as traditional public schools, operate differently than charter schools, and as such, should not be treated the same. Finally, Dr. Speiker articulated that vendors, such as Beltz, Kes, Darling & Associates are to serve at the behest of the Executive Director, and the Executive Director serves at the direction of the Board.

Following a line by line analysis of the proposed charter, with Mr. Uecker noted the requested edits and changes of the Board and will bring the revised charter back to the Board at its meeting in June for further consideration.

Ms. Schelske commented that she does believe that additional members should be added to the Finance Committee. It was suggested that an ad for additional members be placed on the School's website and in the School's newsletter.

9.7 2015-2018 BKDA Financial Management Services Contract

Mr. Taintor and Ms. Tischner departed the meeting at 7:06 p.m. at which time the Board discussed the proposed BKDA Financial Management Services Contract for the years of 2015-2018. Mr. Uecker stated that the Finance Committee did review the proposed contract and recommends approval to the Board.

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

10. Directors Report:

10.1 DIRECTORS REPORT

The Board reviewed the Director's Report submitted by Ms. Spark. Ms. Spark noted that currently, enrollment is stated at 654 students for the 15-16 school year; however, it is known that several students will not be returning, and so the enrollment is more likely at 635 for the start of the 15-16 school year.

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

11. New Business

COMMITTEE REPORTS

- Technology Committee
No Technology report this month. Committee meets quarterly.
- 11.1 School Improvement Team Committee
The Board reviewed the April 14, 2015 Committee meeting minutes.

Following discussion, on a motion duly made and seconded, Sagstetter/Uecker, the Spectrum High School Board of Directors unanimously accepted the April 14, 2015 School Improvement Team Committee minutes as presented.

11.2 Amended Code of Conduct and Conflict of Interest Policy

Ms. Sorenson reported that Dr. Speiker assisted the School in updating some of its policies. Specifically, she noted that the current Conflict of Interest Policy, which included a Code of Conduct, but wasn't stated so in the title of the policy, has been updated to reflect language consistent with charter school operation.

Following review, the Board requested that two items be struck from section K. Working with the Executive Director. Specifically, it was requested that "Work through the Executive Director – not over or around the Executive Director" and "Participate in Board of Director action after considering the recommendation of the Executive Director and only after the Executive Director has furnished adequate information supporting the recommendation" be removed from the document.

Following discussion, on a motion duly made and seconded, Schelske/Sagstetter, the Spectrum High School Board of Directors unanimously approved the Code of Conduct and Conflict of Interest Policy as amended including the additional changes noted above.

Mr. Uecker requested the opinion of Dr. Speiker regarding the current Confidentiality Agreement that is in place and was signed by the Board members in March of 2015. Mr. Uecker feels that the Agreement should only cover items that are discussed in a closed session of the Board; however, the document as it currently reads precludes Board members from discussing

publicly items that are not private data, such as financials, etc. Dr. Speiker stated that in his opinion the document is a common sense document and irrespective of where or how the information is gained that the information be treated as confidential. That being said, though, the document is written such that items that are of public data, such as financials, is currently called out as confidential and shouldn't be stated in this manner.

Following discussion, the majority of the Board requested that Ms. Spark ask that the HR attorney from Synergy, the attorney who originally wrote the document, to amend the document so that it only reflects those items of non-public data. Ms. Spark will follow up with the attorney.

11.3 2015-2016 Minnesota State High School League Resolution

Following discussion, on a motion duly made and seconded, Schelske/Kemnitz, the Spectrum High School Board of Directors unanimously approved the signing of the 2015-2015 MSHSL Resolution as presented.

11.4 2014-2015 Safety Drill Reporting

The Board reviewed the various safety drills that were conducted at the high school building during the 2014-2015 school year.

Following discussion, on a motion duly made and seconded, Brunt/Kemnitz, the Spectrum High School Board of Directors unanimously approved the 2014-2015 Safety Drill Reporting at the high school building as presented.

11.5 Annual Pledge of Allegiance Policy Approval

The Board reviewed the Pledge of Allegiance Policy as required. No changes were requested.

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

11.6 Strategic Planning Update

It was noted that the RFP's were received from both entities solicited. Both bids included Strategic Planning as well as Executive Director Succession Planning, and both bids were significantly higher than originally hoped with the inclusion of the Executive Director Succession Planning. As a result, it was requested that the Board proceed with Jean Melancon for assistance with Strategic Planning. Ms. Schelske will contact Ms. Melancon and request a contract be sent to the School. More information will be forthcoming as it becomes available.

12. Charter School Updates and Training

None

16. Board Calendar – 2014-2015

The Board reviewed the calendar. It was noted that a Board Workshop meeting needed to be scheduled but would wait to hear back from Ms. Melancon regarding Strategic Planning to set the date.

17. Board Goals 2014-2015 (Adopted September 18, 2014)

- By May, 2015, 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 42.5% to 44.5% in 2015. (Increase of 2 percentage points.)
- By the regularly scheduled Board meeting in January, 2015, develop a strategic marketing plan that maximizes enrollment capacity of 625 students.
- By the regularly scheduled Board meeting in June, 2015, develop a draft 5 year long range strategic plan, which aligns with the school's mission and vision. 3. By the regularly scheduled meeting in June, 2015, develop a draft 5 year long range strategic plan, which aligns with the school's mission and vision.

18. Previously Tabled Items

None

19. Miscellaneous

None

20. Next Meeting Agenda Input

None

21. Adjournment

On a motion duly made and seconded, Sagstetter/Brunt, the Spectrum High School Board of Directors unanimously adjourned the meeting at 8:20 p.m.



Board Secretary Certification, Kerry Jerred