

Spectrum School Board Minutes

Date: September 18, 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	Tom Sagstetter	Present	
Secretary	Kerry Jerred	Present	
Treasurer	Jeff Uecker	Present	
Member	Jessica Kemnitz	Absent	
Member	Robin Schelske	Present	
Member	Tony Brunt	Present	
Ex-Officio	Vanessta Spark	Present	
Ex-Officio	Nick Taintor	Present	6:35 p.m.
Advisor	Rick Peterson	Present	
Staff Member	Dawn Sorenson	Present	
Guest	Addy Cross	Present	
Guest	Travis Aufderheide	Present	7:30 p.m.
Guest	Connie Barnier	Present	5:50 p.m.
Guest	Karl Diekman	5:55 p.m.	6:15 p.m.
Guest	Josh Anderson	Present	7:30 p.m.

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
Approval of August 14, 2014 Regular Board Meeting Minutes
Approval of September 6, 2014 Board Workshop Meeting Minutes

On a motion duly made and seconded, Brunt/Uecker, the Spectrum High School Board of Directors unanimously approved the consent agenda and the minutes of the August 14, 2014 regular meeting and the September 6, 2014 Board workshop meeting were approved as presented.

5. Employee Recognition
 - Connie Barnier was recognized by Ms. Spark for her years of dedicated, loyal and trustworthy service to Spectrum High School. She noted that Connie has been with Spectrum since its inception, which was 2006. Ms. Spark and the Board thanked Connie profusely for all that she has and continues to do for the school.
6. Addison Cross – Senior Project

Addison Cross, senior student at Spectrum High School, presented before the Board on her proposed senior project. Ms. Cross stated that her project involves a senior trip to Chicago, leaving on Saturday, November 22, 2014 and returning on Wednesday, November 26, 2014. With this proposed schedule, students would miss two days of class, Monday and Tuesday, November 24-25, 2014. Ms. Cross stated that a number of teachers have expressed support for her trip by volunteering to chaperone and they are Andy Nyquist, Sharon Hall, Padric McMahon, and Amanda Haugstad. The number of chaperones needed (for sure one male and one female) is dependent upon the number of students going on the trip. Mr. Cross described in detail the nature of the trip for the Board, stating that in addition to visiting the local museums, Navy Pier, etc., they will also be serving a breakfast meal at a homeless shelter called Lincoln Park Shelter. Ms. Cross stated that she has been in contact with the volunteer coordinator at Lincoln Park with regard to how many volunteers that they will take, etc. Ms. Cross stated that if more than 10 students (that is the number of volunteers that the shelter can take at one time) choose to attend, the group will be split into two – one group serving breakfast one morning followed by the second group serving breakfast the following day.

Ms. Cross went on to describe in detail the accommodations, including travel on the Mega Bus from Minneapolis to Chicago and back, as well as their transportation needs while in Chicago. The cost to students to attend the trip is \$350.00, which includes the non-refundable fee of \$55.00 for the bus and hotel damage deposit. Finally, it was noted that the \$350.00 fee per student also includes coverage costs to pay for the subs that will be needed to cover the teaching staff who will be chaperoning the trip.

The Board discussed the proposed senior project/trip to Chicago at length, noting that Ms. Cross did a wonderful job presenting her well thought-out and comprehensive plan.

Following discussion, *on a motion duly made and seconded, Saqstetter/Jerred, the Spectrum High School Board of Directors unanimously approved the trip and excused students who are attending the trip from school November 24-25, 2014.*

7. Old Business

7.1 Facility Update

Mr. Peterson updated the Board on the progress of the 6th grade building, noting that we have temporary occupancy through the end of October by which time the gymnasium space is anticipated to be finished. We cannot be granted permanent occupancy until the gym space has been completed. Mr. Peterson noted that to date, \$48,087.91 has been spent from the contingency fund; however, that amount will increase as it is anticipated that another \$20,000 will be needed to level the gym floor to the proper uniform height prior to the installation of the floor.

Mr. Peterson went on to state that the school is waiting on the fabrication of the backboards for the gym, which were delayed in being ordered, which in turn is causing a delay in the gym being finished. However, the city inspector has assured the School that it will extend the temporary occupancy until the backboards can be installed.

Mr. Peterson noted that the condominium association is being formed, and that he has been elected as treasurer of the association. This association will be the decision making authority for all of the unit owners.

The athletic warehouse space has been completely vacated, cleaned, and the items stored in the 6th grade building space until the new gymnasium space is completed.

Ms. Schelske inquired about the contingency fund balance available for the project, and both Mr. Taintor and Mr. Peterson shared that the starting balance in the fund was approximately \$140-150 thousand, and although it is anticipated that additional contingency dollars will be needed for the project, the fund balance is more than adequate.

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

8. Public Input

None

9. Spectrum Student Input

None

10. Budget Report

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

Mr. Taintor presented that August 2014 financials, noting that the working budget projects revenues exceeding expenditures in all funds by \$319,863, and state revenues are based on 625 students.

The beginning balances shown on the Balance Sheet are based on the un-audited ending information as of June 30, 2014. Due from the Building Company, in the amount of \$25,667, represents the funds being paid for by the School on behalf of the Building Company. The School will be reimbursed these funds throughout the year.

Mr. Taintor went on to report that the State holdback for 2013-2014 fiscal year is \$115,704. The remaining amount will be paid in October and January of this upcoming year. Mr. Taintor stated that the State holdback for 2014-2-15 fiscal year is estimated to be a receivable of \$374,287, and that this amount will be paid back during fiscal year 2016.

All in all, Mr. Taintor reported that there isn't anything significant to report this month, noting that the Finance Committee reviewed the financials in detail and is recommending approval by the Board.

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

10.2 Finance Committee Minutes

Mr. Uecker gave an in-depth report on the work of the Finance Committee, noting that the Committee reviewed the insurance recommended by Mr. Krane, as was discussed at the August Board meeting, and shared that Ellen McVeigh, our attorney, did say that the Spectrum Building Company must have D&O coverage and that the premium can be paid from the expense fund available from the Spectrum Building Company. The Finance Committee feels that this policy should be added to ensure that the Spectrum

Building Company is covered separately from the Spectrum High School Board of Directors coverage. Mr. Uecker reported that Ellen did confirm that \$1M should be sufficient coverage.

Mr. Uecker also reported on the necessity of pollution coverage that Mr. Krane spoke about last month. Again, Ellen confirmed that the School must have this type of coverage. Mr. Uecker stated that the Finance Committee feels that the limited coverage option be placed on the policy. Staff at the School will be in touch with Mr. Krane's office to move the D&O coverage for the Spectrum Building Company Board of Directors, and the pollution coverage for the School, along.

Mr. Uecker also stated that the Finance Committee looked at the possibility of paying \$100,000 on the First Federal Loan now since the School is in a cash positive position, as well as an additional \$100,000 in July of next year as the cost savings in interest to the School will be approximately \$11,000.

Additional columns will be added to the budget spreadsheets for the original adopted budget for the purpose of tracking the percentage of the most current adopted budget in addition to the percentage of the working budget. There will also be a supplemental page with all of the changes from the original adopted budget to the current adopted budget, again for the purpose of tracking changes over time. The transactions will be itemized by budget line item vs. just listing them by date. This process will allow for a more seamless historical picture regarding the budget.

Following discussion, *on a motion duly made and seconded, Brunt/Schelske, the Spectrum High School Board of Directors unanimously approved the September 12, 2014 Financial Committee minutes as presented.*

11. Directors Report:

11.1 DIRECTORS REPORT

The Board reviewed the Director's Report. Ms. Spark noted that the School has received a grant for \$3,000 from the Three Rivers Community Foundation, which will be utilized for the AVID program. In addition, the School received an additional \$1,000 in grant monies for a total of \$4,000.

The Board asked questions about the wait list, which currently is at zero. Ms. Spark stated that the opening of the 6th grade building has exhausted our previous wait list supply; however, the School will be hosting informational meetings, inviting the public at-large to attend, for the purpose of increasing the wait list.

Following discussion, on a motion duly made and seconded, *Schelske/Uecker, the Spectrum High School Board of Directors unanimously approved the September 2014 Director's Report as presented.*

12. New Business

COMMITTEE REPORTS

- 12.1 Technology Committee
None
- 12.2 School Improvement Team Committee
None

- 12.3 Ad-Hoc Succession Planning Committee

It was noted that they will be meeting on Monday, September 29, 2014.

12.4. Middle School Athletics

Mr. Peterson presented a letter he received from the Cornelius family asking if the Board and School would consider instituting athletics at the middle school level. Mr. Aufderheide, who teaches PE at Spectrum and is the head wrestling coach, also presented before the Board regarding the club program that he helped get up and running when he taught in Nebraska. He noted that the club program was a completely separate entity from high school athletics, and would not be supported by the School in any way. He stated that in Nebraska the program was extremely successful and became an excellent way for young athletes to gain experience and insight into the sport they would be participating in later in high school.

The Board thanked Mr. Aufderheide for his excellent presentation. Mr. Aufderheide and Mr. Peterson will be working together to put a club model together for presentation at the October Board meeting.

12.5 Amended Data Practices Policy – Data Subjects

Ms. Sorenson presented the amended Data Practices Policy – Data Subjects. She noted that the policy had been updated to reflect current personnel, and that no other changes had been made to the policy.

Following discussion, *on a motion duly made and seconded, Schelske/Sagstetter, the Spectrum High School Board of Directors unanimously approved the amended Data Practices Policy – Data Subjects as presented.*

12.6 Amended Data Practices Policy – Members of the Public

Ms. Sorenson presented the amended Data Practices Policy – Members of the Public. She noted that the policy had been updated to reflect current personnel, and that no other changes had been made to the policy.

Following discussion, *on a motion duly made and seconded, Brunt/Uecker, the Spectrum High School Board of Directors unanimously approved the amended Data Practices Policy – Members of the Public policy as presented.*

12.7 Executive Director Performance Evaluation Policy

Ms. Spark stated that currently, the Executive Director Performance Evaluation Policy calls for all staff members to evaluate the Executive Director; however, not all staff report directly to the Executive Director. All teaching staff report directly to the Administrative Dean. Ms. Spark presented two other charter schools, PACT Charter School and North Lakes Academy who also practice having only the direct reports evaluate the Executive Director.

The Board discussed this process at length, noting that it needed additional information and work on the Executive Director Performance Policy needed more consideration and

work before the Board felt comfortable approving the changes. Ms. Schelske, Ms. Jerred and Ms. Sorenson will work on the policy and bring it back to the Board at the October meeting.

Following discussion, *on a motion duly made and seconded, Sagstetter/Schelske, the Spectrum High School Board of Directors unanimously tabled this item for approval to the October 16, 2014 Board meeting.*

12.8 2014-2015 Student Handbook Changes

Ms. Sorenson presented the proposed changes to the 2014-2015 Student Handbook, noting that additional prerequisite language was added for choral auditions, the deletion of “Students may add or drop a class . . . ” language per the Guidance Department, additional language about students not being able to drop a class if their course load goes below a certain limit, and additional language to the Dress Code policy regarding no hats anytime during school hours.

Following discussion, *on a motion duly made and seconded, Schelske/Sagstetter, the Spectrum High School Board of Directors unanimously approved the 2014-2015 amended Student Handbook with the changes so noted above.*

12.9 2013-2014 Annual Report

The Board reviewed the proposed 2013-2014 Annual Report.

Following discussion, *on a motion duly made and seconded, Uecker/Sagstetter, the Spectrum High School Board of Directors unanimously approved the 2013-2014 Annual Report as presented.*

12.10 2014-2015 Staff Roster

The Board reviewed the 2014-2015 Staff Roster

Following discussion, *on a motion duly made and seconded, Sagstetter/Jerred, the Spectrum High School Board of Directors unanimously approved the 2014-2015 Staff Roster as presented.*

13. Charter School Updates and Training

It was noted that Finance, Governance and Employment Law training took place at the Board Workshop meeting on Saturday, September 6, 2014.

14. Board Calendar – 2014-2015

The Board looked briefly at the 2014-2015 Board Calendar. No changes or additions were noted.

15. Board Goals 2014-2015

The Board reviewed the proposed goals for the 2014-2015 school year.

Following discussion, *on a motion duly made and seconded, Sagstetter/Jerred, the Spectrum High School Board of Directors unanimously adopted the following 2014-2015 Board Goals:*

small school . . . BIG RESULTS

1. By May, 2015, the percentage of all 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.)
2. By January, 2015, develop a strategic marketing plan that maximizes enrollment capacity of 625 students.
3. By June, 2015, develop a draft 5 year long range strategic plan, which aligns with the school's mission and vision.

16. Director Goals 2014-2015

The Board reviewed the proposed goals for the 2014-2015 school year. Following discussion, the Board opted to table adopting Director Goals until the October meeting. The Board asked to look at the 2013-2014 Climate Surveys again to make sure that there wasn't anything else that should be addressed from the surveys in the Director goals.

Following discussion, on a motion duly made and seconded, Schelske/Sagstetter, the Spectrum High School Board of Directors unanimously approved tabling the adoption of Director Goals to the October 16, 2014 meeting.

17. Previously Tabled Items

None

18. Miscellaneous

None

19. Next Meeting Agenda Input

Executive Director Performance Evaluation Policy
2014-2015 Executive Director Goals
Athletics Club Model

18. Adjournment

On a motion duly made and seconded, Sagstetter/Schelske, the Spectrum High School Board of Directors unanimously adjourned the meeting at 8:05 p.m.

