



Spectrum School Board Minutes

Date: January 28, 2016
 Scheduled Time: 5:30 p.m.
 Attendance:

Position	Committee Member	Arrive	Depart
Chair	Dave Lucas	Present	
Vice-Chair	Tom Sagstetter	Present	
Secretary	Kerry Jerred	Present	
Treasurer	Robin Schelske	Present	7:25 p.m.
Member	Jessica Kemnitz	Present	
Member	Tony Brunt	Present	
Member	Kathy Reed	Present	
Ex-Officio	Vanessta Spark	Present	
Ex-Officio	Nick Taintor, BKDA	Present	
Staff Member	Dawn Sorenson	Present	
Guest	Dan DeBruyn	Present	6:25 p.m.
Guest	Theo Frentzos	Present	5:45 p.m.
Guest	Scott Gangl	Present	

1. Meeting called to order 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
 - Agenda
 - Interim Financial Transactions
 - None
 - 12.9.15 Special Board Meeting Minutes
 - 12.17.15 Regular Board Meeting Minutes

Mr. Lucas requested that one item be added to the agenda. Under “Previously Tabled Items” he asked that the revised Executive Director Job Description, which relates to the Executive Director Review Dates, be added to the agenda.

Following discussion, on a motion duly made and seconded, Reed/Kemnitz the Spectrum High School Board of Directors unanimously approved the December 9, 2015 Special Board Meeting and December 17, 2015 regular Board meeting minutes as presented, and the agenda as amended.

5. Public Input
 - None

6. Spectrum Student Input

- None

7. Employee Introduction and Recognition

Mr. Theo Frentzos, PE teacher at the 6th grade building, was recognized by the Board for his outstanding teaching and service to Spectrum High School. Ms. Spark, on behalf of the Board, read a letter of thanks and gratitude, which highlighted his drive to know his students on an individual basis, as well his love and passion for teaching. Finally, she thanked him for being a trustworthy and positive force among his colleagues and an overall excellent employee of Spectrum High School.

8. Old Business

- None

9. Budget Report

9.1 Finance Committee Minutes

- Ms. Spark and Mr. Taintor presented the minutes of the January 15, 2016 Finance Committee. They noted that there wasn't anything of significance noted in the December financials and therefore recommend approval by the Board.

They went on to note that the Committee reviewed the revised 15-16 Budget, going over in detail the explanation of significant revenue and expenditure changes. They noted nothing of significance and recommend approval by the Board.

They went on to report that a Finance Committee workshop took place to address: food service online payment costs, student lunch program charges, budget process timeline, analysis of costs associated with the CaSH program, athletic budget reports, the licensed teaching faculty salary schedule, and analysis of administrative salaries and benefits.

Following discussion, on a motion duly made and seconded, Brunt/Jerred, the Spectrum High School Board of Directors unanimously accepted the January 15, 2016 Finance Committee meeting minutes as presented.

9.2 December 2015 Financials

Mr. Taintor presented the Executive Summary of the December, 2015 financial statements. He noted that the working budget projects revenues exceeding expenditures in all funds by \$234,069. The budgeted state revenues are based on 625 students. Year to date, 45.8% of expenditures have been spent, which is normal for this time of year. The school is 50% and 44.4% of the way through the fiscal year and school year, respectfully.

Mr. Taintor then went over the Balance Sheet, noting that the beginning balances shown on the Balance Sheet are based on the audited ending information as of June 30, 2015. Due from the Building Company, in the amount of \$71,008, represents funds that have been paid for by the School on behalf of the Building Company. As funds become available from the Building Company, payments will be made to the school.

The State holdback for 2014-2015 fiscal year is estimated to be a receivable of \$67,876 as of the end of the reporting period. The remaining amount will be paid in the upcoming year. Mr. Taintor reported that some of these monies is a result of reporting issues with Anoka-Ramsey Community College; however, he anticipates this being resolved by the state shortly. The State holdback for 2015-2016 fiscal year is estimated to be a receivable of \$312,959 at the time of the report. The holdback amount is approximately 10% of total state aids. This amount will be paid back to the School in the fiscal year 2017.

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 owed 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. Per review of the percent of budget column, there are some significant changes from the original budget. The Board reviewed in detail the Revision of FY16 budget, reviewing the explanation of significant revenue and expenditure changes. Mr. Taintor reported that the total expected revenue in FY16 adopted budget was \$6,956,295 and the total expected revenue in the FY16 revised budget is \$7,200,018, which is an increase of \$243,723. The total expected expenditures in the FY16 adopted budget was \$6,720,197 and the total expected expenditures in the FY16 revised budget is \$6,965,949 for an increase of \$245,752. Finally, the total expected budget surplus in the FY16 adopted budget was \$236,098. The total expected budget surplus in the FY16 revised budget is \$234,069 which is a decrease of \$2,029, overall.

The Board went on to discuss possible investment vehicles for the school. Mr. Taintor stated that perhaps this could be a goal of the Finance Committee to research and recommend investment options for the Board.

Following discussion, on a motion duly made and seconded, Schelske/Reed, the Spectrum High School Board of Directors unanimously approved the December, 2015 financials as presented.

9.3 Revised 15-16 Budget

Following discussion, on a motion duly made and seconded, Saqstetter/Schelske, the Spectrum High School Board of Directors unanimously approved the revised FY16 Budget as presented.

10. Directors Report:

10.1 DIRECTORS REPORT

Ms. Spark presented her Director's Report. She reported that the School applied for \$8,000 but was awarded a \$10,000 grant from the Blandin Foundation. The grant money was used to purchase Chromebooks, which one of the Service Learning groups, Tech Tutors, will use when they go over to the Elk River Senior Center to provide computer training for seniors.

Following discussion, *on a motion duly made and seconded, Reed/Sagstetter, the Spectrum High School Board of Directors unanimously accepted the January 2016 Director's Report as presented.*

11. New Business

AD HOC COMMITTEE REPORTS

- 11.1 Technology Committee

Mr. Brunt presented the January 14, 2016 quarterly Technology Committee meeting minutes. He reported that the School will be transitioning over to Schoology from Moodle as it is much more intuitive and modern. The teaching staff are excited about the change.

Following discussion, *on a motion duly made and seconded, Reed/Sagstetter, the Spectrum High School Board of Directors unanimously accepted the January 14, 2016 Technology Committee meeting minutes as presented.*

- 11.2 School Improvement Team Committee

Ms. Reed presented the January 5, 2016 School Improvement Team Committee meeting minutes. She noted that the Committee reviewed the executive director succession plan in detail, and noted that the Committee was very much in favor of the plan. Ms. Reed then went on to note that the Committee reviewed the 16-17 proposed calendar in detail. The Committee recommends approval by the Board of the 16-17 calendar which includes the dates off of Thursday and Friday, October 20-21, 2016, as well as adding back in a day in March, which will be March 22, 2017. The proposed calendar maintains the 175 student contact days along with 190 staff days.

Finally, Ms. Reed reported that the Committee reviewed the AdvancED standards 4 and 5 stakeholder feedback.

Following discussion, *on a motion duly made and seconded, Brunt/Schelske, the Spectrum High School Board of Directors unanimously accepted the January 5, 2016 School Improvement Team Committee meeting minutes as presented.*

- 11.3 Strategic Planning Committee

Ms. Spark and Ms. Schelske presented the work of the Committee and the minutes of the January 18, 2016 meeting. It was noted that this was basically an organizational meeting in preparation for the January 23, 2016 Board Strategic Planning session.

Following discussion, *on a motion duly made and seconded, Sagstetter/Schelske, the Spectrum High School Board of Directors unanimously accepted the January 18, 2016 Strategic Planning Committee meeting minutes as presented.*

11.4 January 23, 2016 Strategic Planning Workshop Outcomes

- **Revised Mission Statement**

The Board reviewed its work on the Mission Statement as a result of the January 23rd workshop. In addition, it reviewed some additional suggestions to the Mission Statement.

Following discussion, on a motion duly made and seconded, Lucas/Schelske, the Spectrum High School Board of Directors unanimously approved the revised Mission Statement to read as follows:

The Mission of Spectrum High School is to encourage students in attaining their maximum potential through a 3-dimensional strategy emphasizing:

- College preparatory curriculum;
- A technology integrated environment; and
- Community-based outreach.

- **Revised Vision Statement**

The Board reviewed its work on the Vision Statement as a result of the January 23rd workshop.

Following discussion, on a motion duly made and seconded, Schelske/Kemnitz, the Spectrum High School Board of Directors unanimously approved the revised Vision Statement to read as follows:

The Vision of Spectrum High School is to be a leader in fostering academic and personal excellence through programs emphasizing high academic standards in a small-school setting.

11.5 Key Strategic Topics Discussion

- **Governance**

The Board felt strongly that the item of Governance to ensure that the Spectrum Board of Directors maximizes its productivity and is able to attract ongoing involvement of skilled Board members is an item that must be a part of the long range strategic plan. In doing so, they felt that it helps to ensure that the Board is properly populated to effectively perform its role and conduct itself according to charter school board best practices.

- **Licensed Faculty Retention**

The Board discussed at length the perception versus reality of licensed faculty retention. It reviewed a document which detailed the reasons why licensed faculty have left over the past 4 years. Of the reasons stated, the Board noted that the school could only really affect the 19% who left for higher paying positions in other districts. However, with 44% of the budget dedicated to salary and wages, the ability for the school to increase salaries is minimal. Ms. Spark reported that teachers who are teaching AP and CaSH courses will be compensated with a stipend of approximately \$500/course taught moving forward. The Board requested that the stipend be paid out after each semester as opposed to waiting until the end of the year.

The Board inquired about whether or not it is possible for the PLC's to discuss about non-financial quality of life incentives that would make working at Spectrum High School more attractive. The Board acknowledged that excellent teachers are what attract students and parents to a school, and with that, decided that the item of continuing to

attract and retain quality faculty, staff, and administration to best implement Spectrum's vision and mission should also remain as a part of the long range strategic plan.

11.6 2016-2017 School Calendar

The Board reviewed the proposed, and recommended for approval by the School Improvement Team Committee, 2016-2017 School Calendar as presented. Ms. Kemnitz stated that she is not in favor of having off the October 20th date and would rather have an additional day off in March.

Following discussion, *on a motion duly made and seconded, Schelske/Lucas, the Spectrum High School Board of Directors approved the 2016-2017 school calendar by majority vote as presented. Ms. Kemnitz and Mr. Sagstetter requested that their votes be recorded as dissenting.*

11.7 Amended Admissions and Enrollment Policy

Ms. Spark presented the amended Admissions and Enrollment Policy as presented. She noted that language was added to define sibling preference. She stated that when addressing preferences in Minnesota Statutes, sibling preference is a "shall" and employee preference is a "may", and by legal precedent, "shall" trumps "may." Additionally, language was added which states, "Employees who become employed after the open enrollment period and wish to have their child enrolled, will have the child's name added to the bottom of the employee preference portion of the waiting list." In addition, changes were made to the policy in how it addresses twins/triplets as defined by "sibling." Lastly, Ms. Spark stated that changes were made to address the waiting list. Specifically, language was added that reads, "If a student responds to the offer of a position within the allotted timeline but declines to enroll, they will be asked if they wish to stay on the waiting list for the remainder of the current school year. If they choose not to remain on the list, their Initial Student Application will be considered void and will not roll over into the following year's lottery. Students who indicate a desire to remain on the waiting list for the remainder of the school year will be contacted for any further open positions during the current school year only after all other students on the waiting list for that grade level have been given an opportunity to accept an open position.

Following discussion, *on a motion duly made and seconded, Schelske/Reed, the Spectrum High School Board of Directors unanimously approved the amended Admissions and Enrollment Policy as presented.*

11.8 Annual Meeting/Bingo with the Board Update

The Board discussed the upcoming Annual Meeting and Bingo with the Board event, which will take place on Friday, April 1st. Discussion ensued with regard to the proceeds of concessions. It was decided that the Broadcast Journalism and Yearbook students would work the event and the proceeds raised would go toward offsetting costs associated with their upcoming trip to Los Angeles this spring.

11.9 2016 Board Election Timeline

The Board reviewed the proposed timeline.

11.10 Minnesota State High School League

The MSHSL has requested that all schools who participate designate a school and school board representative for the purpose of voting. The Board requested that the school representative be Mr. Rick Peterson, and the school board representative is Dave Lucas as Board Chair. The form was signed and Ms. Sorenson will see to it that the completed and signed form is returned to MSHSL.

13. Charter School Updates and Training

None

14. Board Calendar – 2015-2016

The Board reviewed the 2015-2016 Board Calendar. No changes or additions were noted.

15. Board Goals 2015-2016

No action necessary. The 2015-2016 Board Goals were adopted by the Board at its meeting on August 27, 2015.

1. By May, 2016, 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 58.5% to 60.5%.
2. By the regularly scheduled Board meeting in June, 2016, develop a draft 5 year long range strategic plan, which aligns with the school's mission and vision.
3. By February, 2016, take a critical look at, and if necessary, amend the School's mission and vision statements.
4. By June, 2016, the Board will host and schedule one Spectrum community building event.

16. Previously Tabled Items

16.1 Executive Director Performance Evaluation Policy, Procedure and Timeline

The Board reviewed the proposed timeline and the corresponding dates.

Following discussion, *on a motion duly made and seconded, Kemnitz/Sagstetter, the Spectrum High School Board of Directors unanimously approved the Executive Director Evaluation Policy, Procedure and Timeline dates as presented.*

Ms. Jerred will get the Direct Reports survey out to respective staff, and will begin compiling the results for the 15-16 Executive Director review.

16.2 Amended Executive Director Job Description

The Executive Director job description was amended to reflect current practice, as well as current direct report job titles. In addition, the job description will be further amended to include the newly approved wording for the Vision and Mission statements for the school.

Following discussion, *on a motion duly made and seconded, Sagstetter/Kemnitz, the Spectrum High School Board of Directors unanimously approved the amended Executive Director job description to include the newly approved wording to the Vision and Mission statements of the school.*

17. Miscellaneous
None

18. Next Meeting Agenda Input

- Executive Director Succession Plan – next steps

19. Adjournment

On a motion duly made and seconded, Sagstetter/Reed, the Spectrum High School Board of Directors unanimously adjourned the meeting at 7:30 p.m.



Board Secretary Certification, Kerry Jerred