



Spectrum School Board Minutes

Date: May 26, 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	Absent	
Treasurer	Paula Bernard	Absent	
Member	Jessica Kemnitz	Present	
Member	Tony Brunt	Present	
Member	Kathy Reed	Present	
Ex-Officio	Vanessta Spark	Present	
Financial Advisor	Nick Taintor, BKDA	Present	6:30 p.m.
Staff Member	Dawn Sorenson	Present	
Admin. of Dev.	Dan DeBruyn	Present	
Guest	David Steinhauser	Present	5:38 p.m.

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
  - April 28, 2016 regular Board meeting minutes  
 One minor spelling error was noted in the minutes.

Following discussion, *on a motion duly made and seconded, Reed/Sagstetter the Spectrum High School Board of Directors unanimously approved the April 28, 2016 regular Board meeting minutes as amended, and the agenda as presented.*

5. Employee Introduction & Recognition
  - Ms. Spark read a letter of thanks and gratitude in recognition of outstanding employee, David Steinhauser. She noted that David supervises the work duties of 10 custodians and maintenance staff who provide for the cleanliness and safety of the buildings and athletic fields. He's brought order to the department, is eager to please, and is extremely respectful. Often, she went on to state, the requests for services are short notice; however, Mr. Steinhauser always responds with a positive and willing spirit. In addition, rarely, if ever, is he only managing one project at a time; however, all of the projects are delivered on time and with the desired outcome regardless of circumstance. Ms. Spark went on to

thank him for proving an excellent foundation from which the rest of the staff and students may work and learn. Spectrum is grateful!

6. Public Input
- None

7. Spectrum Student Input
- None

8. Old Business
- None

9. Budget Report

9.1 Finance Committee Minutes

- Mr. Taintor presented the minutes of the May 20, 2016 Finance Committee meeting. He noted that the Committee reviewed the April, 2016 financials in detail and is recommending approval by the Board.

Mr. Taintor then went on to state that the Committee reviewed the FY17 Budget in detail. He stated that the Committee reviewed the 2.5 FTE increase, which 1.5 FTE's is being allocated to teaching staff and the remaining 1 FTE to office support staff as the office manager position is being split. In addition, the Committee recommended a onetime infusion of monies to support the purchase of band instruments so that both the 6<sup>th</sup> grade and high school buildings have adequate instrumentation, as well as an on-going \$2,000 yearly amount for the purpose of repair and replacement of instruments. Finally, Mr. Taintor reported that the ADM enrollment number was increased by 5 students as a result of the enrollment increase taking place at the 6<sup>th</sup> grade building. Mr. Taintor reported that the Committee is recommending approval of the FY17 long range budget by the Board.

Following discussion, *on a motion duly made and seconded, Brunt/Kemnitz, the Spectrum High School Board of Directors unanimously accepted the May 20, 2016 Finance Committee meeting minutes as presented.*

9.2 April, 2016 Financials

Mr. Taintor presented the Executive Summary to the April, 2016 financials. He stated that overall, the working budget projects revenues exceeding expenditures in all funds by \$262,914. The budgeted state revenues are based on 636 average daily membership of students. Year to date, 81.1% of expenditures have been spent, which is normal for this time of year. We are 83.3% and 88.9% of the way through the fiscal and school year, respectively.

Mr. Taintor then stated 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 \$90,581, 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.

Mr. Taintor stated that the State holdback for 2014-2015 fiscal year is estimated to be a receivable of \$557,817 at the time of this report. The holdback amount is approximately 10% of total state aids. This amount will be paid back to the School in fiscal year 2017.

Mr. Taintor then went on to report on payroll deductions and contributions, as well as salaries and wages payable with nothing of significance to report. Mr. Taintor did note that per review of the percent of budget column, there was only one change to note and that has to do with the increase in registrations for student field trips. He stated that there was an increase to the working budget for both the revenues and expenditures by \$13,000, so there isn't any effect to the annual surplus due to this change.

Finally, Mr. Taintor shared that he is in the process of firming up some opportunities in the area of utilities, etc., for the purpose of identifying savings in the budget and to use those monies for academic purchases prior to the end of the June 30<sup>th</sup> fiscal year.

Following discussion, *on a motion duly made and seconded, Brunt/Sagstetter, the Spectrum High School Board of Directors unanimously approved the April, 2016 Financials as presented.*

### 9.3 FY17 Long Range Budget

Mr. Taintor reminded the Board that they approved the salary line only of the FY17 budget back in March for the purpose of expediting at-will letters to staff. Before the Board was the remainder of the FY17 budget, which requires approval by the full Board prior to June 30, 2016. Mr. Taintor then went on to explain in detail the FY17 long range budget, noting the changes as discussed by the Finance Committee – an increase of 5 ADM students from 650 to 655, an increase in FTE's of 2.5, and a onetime infusion of monies into the band program, and ongoing \$2,000 support for repair and replacement of instruments.

Following an in-depth discussion, *on a motion duly made and seconded, Kemnitz/Reed, the Spectrum High School Board of Directors unanimously approved the remainder of the FY17 long range budget as presented.*

Following the FY17 Long Range Budget, the Board inquired about the availability of Mr. Taintor to remain at the meeting until item 11.6 *Expansion Project Timeline and Discussion* could be addressed. Due to Mr. Taintor's time constraints and to make best use of his expertise and counsel, the Spectrum High School Board of Directors unanimously approved moving item 11.6 to this point in the agenda.

### 11.6 Expansion Project and Timeline Discussion

The Board reviewed and discussed at length the proposed draft Phase V 6<sup>th</sup> Grade Building expansion timeline. Mr. Taintor shared that administration and he recently met with Nick Hagen from Piper Jaffrey to discuss various funding options for the School. The Board, Mr. Taintor, along with Ms. Spark and Mr. DeBruyn, reviewed the draft timeline in detail. It was noted that there is a planned work session meeting with the Elk River City Council for June 20, 2016 at which time the concept application will be presented. More information will be forthcoming following the June 20<sup>th</sup> meeting with the City. In the meantime, planning work will continue as per the tentative timeline.

## 10. Directors Report:

#### 10.1 DIRECTORS REPORT

Ms. Spark presented her Director's Report. The Board reviewed the enrollment numbers for the 16-17 school year, noting that enrollment is strong.

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

#### 11. New Business

##### AD HOC COMMITTEE REPORTS

- Technology Committee  
None

- 11.1 School Improvement Team Committee

Ms. Reed presented the May 3, 2016 meeting of the Spectrum School Improvement Team Committee. She reported that the Committee reviewed the AdvancED report in detail, which resulted in the Committee coming up with some action steps and goals in the areas identified as needing additional attention. In addition, the Committee felt that helping students to learn about and how to deal with stress through a possible stress management course and/or *How to Lead a Balanced Life* series of presentations utilizing Paul Bernabei from the Top 20 Training Institute, stress counselor Cindy Lovelette of EmpoweringU, and the Fairview video conference counseling would be excellent resources.

Following discussion, *on a motion duly made and seconded, Brunt/Sagstetter, the Spectrum High School Board of Directors unanimously accepted the May 3, 2016 School Improvement Team Committee meeting minutes as presented.*

- Strategic Planning Committee  
None

##### 11.2 January 23, 2015 – Draft Strategic Plan – Section 4 Discussion

The Board reviewed the draft Strategic Plan; specifically, with regard to the four proposed Focus Areas and Targets. Mr. DeBruyn presented the College Preparation targets; the Technology Integration targets; the Community-Based Outreach targets; and the High Quality Sustainable Organization targets. The Board reviewed each section in detail. Ms. Kemnitz inquired regarding the Technology-Integration targets wondering if the targets include both hardware and software updates. Mr. DeBruyn took note that the target should include both hardware and software updates.

The Board went on to review the College Preparation target, indicating that a goal of the target should be to have 15 or less fulltime PSEO students, and to encourage students to remain on campus and avail themselves to the CaSH classes offered at Spectrum. It was noted that a marketing campaign should be developed as a means to getting the message out to students and families to take advantage of CaSH classes.

Finally, under the Community-Based Outreach target it was suggested to consider weighting the outside community service hours more heavily for students.

Mr. DeBruyn noted the suggestions of the Board and will incorporate this information into the final draft of the Strategic Plan, which will be submitted for Board approval at its meeting on Monday, June 13<sup>th</sup>.

#### 11.3 2016 Three Rivers Foundation Resolution

Ms. Spark stated that each year, the Three Rivers Foundation requires a resolution by the Board indicating its approval that the School apply for the grant.

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

#### 11.4 Fundraising/Marketing Discussion

Mr. Lucas stated that the discussion on this topic began at last month's meeting and was requested to be placed on this month's agenda for the purpose of further discussion. The Board discussed at length both the benefits and negatives to the Sting Swing Golf Classic that was held for a couple of years, noting that the event basically broke even in terms of fundraising. However, with regard to community awareness and building relationships with local entities, it was felt that the event was very valuable.

Following discussion, it was requested that this item be placed on the June agenda for continued discussion. The Board was in favor of staying involved in the community in some capacity but isn't sure what that looks like at this point. Again, this item will be placed on the June agenda for continued discussion.

#### 11.5 Annual Approval of the Pledge of Allegiance Policy

The Board reviewed the policy before them.

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

#### 11.7 Spectrum Building Company Board of Directors Composition and Bylaws Discussion

The Board discussed at length and reviewed in detail the Bylaws of the Spectrum Building Company [SBC] and its current composition. It was noted that currently the members of the SBC Board are Dave Lucas, Chair; Tony Brunt, Secretary; and Rick Peterson, Treasurer. Currently, the SBC Bylaws state, "The Member shall elect three Directors." The Bylaws are very open in terms of defining directors to its board; however, Mr. Lucas recounted past difficulty in members staying current with the happenings of the Board if they are not a part of the Spectrum High School Board of Directors. In addition, though, it was noted that there is value in having an outside perspective so having someone who isn't currently on the SBC could be seen as an advantage.

Following discussion, it was suggested that a possible amendment to the Bylaws be considered and discussed, and if appropriate, acted upon at the June 13, 2016 SHS Board of Directors

meeting. A possible consideration is, “at least 3 and up to 5, with the majority of the members comprised of the Spectrum High School Board of Directors.”

This was so noted by staff and the SBC Bylaws will be amended with the above-noted language and submitted for consideration of approval at the June 13, 2016 SHS Board Meeting.

12. Charter School Updates and Training  
None

13. Board Calendar – 2015-2016

The Board reviewed the 2015-2016 Board Calendar. The Board requested that the June meeting be moved from the 4<sup>th</sup> Thursday to Monday, June 13, 2016 to better accommodate conflicting schedules. This was so noted by staff.

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.  Completed.
4. By June, 2016, the Board will host and schedule one Spectrum community building event.  Completed.

16. Previously Tabled Items  
None

17. Miscellaneous  
None

18. Next Meeting Agenda Input

- Continued Fundraising/Marketing Discussion
- Spectrum Building Company Board of Directors Composition and Amended Bylaws.

19. Adjournment

On a motion duly made and seconded, Reed/Sagstetter the Spectrum High School Board of Directors unanimously adjourned the meeting at 7:40 p.m.



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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 initial 'K'.

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Board Secretary Certification, Kerry Jerred