

Spectrum School Board Minutes

Date: August 27, 2015

Scheduled Time: 5:30 p.m.

Attendance:

Position	Committee Member	Arrive	Depart
Chair	Dave Lucas	Present	
Vice-Chair	Tom Sagstetter	Absent	
Secretary	Kerry Jerred	Present	
Treasurer	Robin Schelske	Absent	
Member	Jessica Kemnitz	Absent	
Member	Tony Brunt	Present	
Member	Kathy Reed	Present, 5:35 p.m.	
Ex-Officio	Vanessta Spark	Present	
Ex-Officio	Nick Taintor, BKDA	Present	6:10 p.m.
Staff Member	Dawn Sorenson	Present	
Guest	Sher Terschner, BKDA	Present	6:10 p.m.
Guest	Mark Leland	Present	5:45 p.m.
Guest	Deana Bondy	Present	5:45 p.m.
Guest	Sue Matheson	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 conflict of interest acknowledgement. None was noted.
4. Consent Agenda
 - Agenda
 - Interim Financial Transactions
 - None
 - July 23, 2015 Regular Board of Directors meeting minutes
 - August 4, 2015 Special Board of Directors meeting minutes

Following discussion, on a motion duly made and seconded, Brunt/Jerred the Spectrum High School Board of Directors unanimously approved the agenda and the minutes of the July 23 and August 4, 2015 Board of Directors meetings as presented.

5. Public Input
 - None
6. Spectrum Student Input
 - None

7. Employee Introduction and Recognition

- Ms. Spark introduced Mr. Leland to the Board of Directors, and Mr. Leland gave a brief introduction of his past experience, his years of teaching in District #728 and the pursuit of his administrative licensure as a means to be most impactful on the lives of students. The Board welcomed Mr. Leland to Spectrum and to the position of Administrative Dean of the 6th grade building.
- Ms. Susan Matheson introduced herself to the Board of Directors, and gave a short overview of her past experience in marketing at Ameriprise Financial, her past experience with guidance counseling positions at an online school, and within District #728. She stated that she's excited to work with both the middle and high school students, as well as developing a marketing strategy for the School. She thanked the Board for the opportunity to work at Spectrum.
- Deana Bondy was recognized as the Employee of the Month. Ms. Spark read a letter to thanks and gratitude for her excellent work.

8. Old Business

- None

9. Budget Report

9.1 Finance Committee Minutes

- Mr. Taintor provided a brief overview of the August 21, 2015 Finance Committee meeting minutes. He noted that the Committee discussed the overage of \$29,000 for the 14-15 Benefits category. He noted that he will be doing some research to ensure that we're budgeting appropriately for the 2015-2016 school year in this category.

Mr. Taintor went on to report that Ms. Spark asked the Finance Committee to take a look at possibly reimbursing some expense to administrative staff for cell phone plans as they are required to respond to direct reports during the evenings and on weekends. Ms. Spark suggested \$50.00 a month for the month under which they are contracted with the school. The total approximate cost to the school is \$2,500 per year. The Committee recommends approval of this request, and has asked Mr. Taintor to adjust the working budget accordingly.

Mr. Taintor noted that Ms. Spark stated to the Committee that she is concerned that the technology budget will be over as there have been numerous PC's and printers needing replacement prior to the replacement schedule. The replacements were planned for the next fiscal year; however, in order to make sure that the PC's for the teachers remain in working order, again, replacement was needed prior to the schedule.

Finally, Mr. Taintor stated that the Committee recommends to the Board the approval of the June 2015 financials.

Following discussion, on a motion duly made and seconded, Brunt/Reed, the Spectrum High School Board of Directors unanimously accepted the August 21, 2015 Finance Committee Meeting minutes as presented.

9.2 June 2015 Financials

Mr. Taintor provided an overview of the June 2015 financial statements. He stated that overall, the working budget projects revenues exceeding expenditures in all funds by \$157,190. He stated that the School's budget was projecting 605 Average Daily Members (ADM); however, the actual ADM was 607.

The beginning balances shown on the Balance Sheet are based on the audited ending information as of June 30, 2014. Due from the Building Company, in the amount of \$47,428, 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 be a receivable of \$487,594 as of the end of the reporting period. The current holdback percentage is 10%, and will be paid back over the 15-16 fiscal year.

Finally, Mr. Taintor provided an overview of the rational for significant changes (+/- \$10,000) from the Original Budget to the Revised Budget (approved on January 15, 2015). He noted them as follows:

1. The Average Daily Member (ADM) originally budgeted was 625, whereas the actual ADM has been lower. The budget was decreased from 625 to 605, which resulted in a net decrease of approximately \$120,000 in state aid revenues.
2. REAP Grant Revenues/Expenditures increased due to a larger award given to the School. There was no impact on the bottom line.
3. A reclass between athletic revenues and fundraising revenue categories occurred to better present the true impact that the athletic program has on the general education budget.
4. Salaries and Wages Expense budget increased by approximately \$40,000 for additional positions needed at the School. This was offset by savings in the Employee Benefits category as there was a relatively small increase in benefits, which started in July 2014.
5. Contracted Services Expense budget increased by approximately \$30,000 for a contingency, as there was an increase in OCR complaints.
6. Communication Services Expense budget was increased by \$12,000 due to the increase in payments for fiber optic lines between the School buildings.
7. Other Rentals and Operating Leases Expense budget increased by \$17,000 due to the additional leases for copiers and other equipment at the School.
8. Textbooks and Workbooks Expense budget decreased by \$20,000 due to a smaller need of textbooks and workbooks for the additional students at the School.
9. Equipment and Furniture – 6th grade building Expense budget decreased by \$70,000. After the construction was complete on the 6th grade building, there were funds of approximately \$196,000 to offset the costs by the school.

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

10. Directors Report:

10.1 DIRECTORS REPORT

Ms. Spark presented her Director's Report focusing in on enrollment. She stated that an analysis of enrollment for the 15-16 school year took place. The school will be bringing up about 10 7th grade students from the wait list; however, in order to get those 10 students, the entire wait list for 7th grade will probably be exhausted. She went on to note that it's not uncommon for students/families to try

Spectrum out for a few days and then drop before the local school districts begin school the day after Labor Day. Currently, enrollment is sitting at 621 and we would like to be at least at 625.

Ms. Spark went on to comment on the yearly bond rating call that took place with S&P in July. She noted that the call went very well and that once again the School received a favorable bond rating of a BBB-, which is excellent. She noted that S&P focuses in on enrollment and test scores, and we'll have to once again share this message well with our families. As much as we would like to not have to focus on test scores, again, it is the focus of S&P.

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

11. New Business

AD HOC COMMITTEE REPORTS

- 11.1 Technology Committee
None
- 11.2 School Improvement Team Committee
None
- 11.3 Strategic Planning Committee

Ms. Jerred and Ms. Spark presented an overview of the work of the Committee to date, noting that they last met on August 19th for further planning. Ms. Jerred stated that the Committee is hoping to meet shortly with the company that pulled the demographic data of School's service area. In addition, Jean Melancon plans to start interviewing individuals who have been identified as representatives the various demographic groups who will provide key information for the Board to consider as they are developing the 5 year plan. Lastly, surveys are being distributed this week to staff and parents as another means of gleaning vital information for the process.

Mr. Lucas shared that he feels it would be helpful to the Board prior to the planning session to have a synopsis of all the information gleaned through surveys and interviews. In addition, through discussion, the Board would like to look at the current Mission/Vision statement to consider whether or not there are any changes necessary. This will be discussed in further detail at the November 14th Board workshop for Strategic Planning.

Following discussion, on a motion duly made and seconded, Brunt/Reed, the Spectrum High School Board of Directors unanimously accepted the August 19, 2015 Strategic Planning Committee meeting minutes as presented.

11.4 Minnesota Department of Education Delegation of Authority

Mr. Taintor stated that MDE has gone to a paperless system of authorization and needs to have on file a formal Board motion as to whom the Board has delegated authority to be the point person to approve individuals to access MDE's secure systems for this purpose.

Following discussion, *on a motion duly made and seconded, Reed/Jerred, the Spectrum High School Board of Directors unanimously authorized Vanessta Spark as Executive Director to have delegation authority to approve individuals to have access to MDE's secure systems.*

11.5 Amended 15-16 Student Handbook

The Board reviewed the amended 15-16 Student Handbook, noting that the hours of each of the respective school buildings is now included on page 8, and on page 59 the Staff Back-up Assignments have been updated to reflect the same assignments as in the Emergency and Safety Procedures Policies for both buildings.

Following discussion, *on a motion duly made and seconded, Jerred/Reed, the Spectrum High School Board of Directors unanimously approved the amended 15-16 Student Handbook as presented.*

11.6 Amended Emergency and Safety Procedures Policies – 702A High School Building and 702B 6th Grade Building

The Board reviewed the amended Emergency and Safety Procedures Policy 702A High School Building and Emergency and Safety Procedures Policy 702B 6th Grade Building.

Following discussion, *on a motion duly made and seconded, Lucas/Jerred, the Spectrum High School Board of Directors unanimously approved the amended 702A Emergency and Safety Procedures Policy High School Building and 702B Emergency and Safety Procedures Policy 6th Grade Building as presented.*

11.7 Proposed Wireless Device and Distracted Driver Safety Policy

Ms. Spark stated that when the school went through the process of changing insurance companies the gentleman that came out from the insurance company to complete its due diligence on the School noted that we didn't have a Wireless Device and Distracted Driver Safety Policy and strongly recommended that the School have one in place.

Following discussion, *on a motion duly made and seconded, Jerred/Reed, the Spectrum High School Board of Directors unanimously approved the Wireless Device and Distracted Driver Safety Policy as presented.*

11.8 2015-2016 Staff Roster

The Board reviewed the 2015-2016 Staff Roster.

Following discussion, *on a motion duly made and seconded, Jerred/Reed, the Spectrum High School Board of Directors unanimously approved the 2015-2016 Staff Roster as presented.*

11.9 Annual Meeting March 31, 2016

The Board briefly discussed the scope of the Annual Meeting and what should and shouldn't be included. The Annual Meeting planning committee will need to meet to begin its work. More information will be disseminated as it becomes available. No decisions were made.

11.10 2014-2015 Climate Survey Results – Parent and Staff

The Board reviewed the results of both the Parent and Staff climate surveys. Ms. Spark shared that on the Parent survey, action steps were developed for questions number 9 and 12, as these were the two areas that scored the lowest. She stated that for question number 9, which was “Spectrum provides adequate guidance counseling services for future career planning, college planning, and student needs” that the .5 position that was hired for College & Career Readiness will aid the guidance department in addressing parent concerns in this area.

Ms. Spark then stated that with regard to question #12, which was “Guidance is approachable and accessible,” she has asked the guidance PLC team to set a goal in raising the percentage in this area.

The Board then reviewed the Staff Climate Survey results. Ms. Spark noted that Admin. Met with staff over the summer regarding Service Learning. She stated that Admin. Will evaluate Service Learning groups twice a year, and more time will be given to the Service Learning groups to prepare for their classes. They also made a change in the class requirements that was given to staff during staff workshop week.

Finally, the Board reviewed the PLC Comments/Action Steps in response to the Climate Surveys. Ms. Spark stated that the staff reviewed the climate surveys in detail during staff workshop and each PLC group was charged with coming up with action steps in response to the climate surveys.

The Board noted that frustration surrounding technology continues to surface in the climate surveys. Ms. Spark offered to have Julie Johnson, manager of technology, to come to the next meeting of the Board in September to talk about the changes and improvements that have been made in the area of technology in an effort to improve the technology available at Spectrum.

12. Charter School Updates and Training

The Board noted that the initial and ongoing Board training has been scheduled for Saturday, October 3, 2015 – beginning at 9:00 a.m. Nick Taintor and Ellen McVeigh will conduct the training.

13. Board Calendar – 2015-2016

The Board reviewed the 2015-2016 Board Calendar. No action was necessary

14. Board Goals 2015-2016

The Board discussed the possible Board goals for the 2015-2016 school year. The following was decided:

1. By May, 2016, the percentage of students enrolled in grades 6-11 at Spectrum High School who ear 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.

Following discussion, *on a motion duly made and seconded, Reed/Brunt, the Spectrum High School Board of Directors unanimously approved the 2015-2016 Board goals as stated above.*

15. Previously Tabled Items

- 15.1 Finalization of Executive Director 2015-2016 Goals

At the July Board meeting the final Science testing results had not yet been released by MDE in order to finalize the 2015-2016 Executive Director goals. As such, the 2015-2016 Executive Director goals needed finalization. The following was decided:

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, assist the Board in developing a draft 5 year long range strategic plan, which aligns with the school's mission and vision.
3. By the regularly scheduled Board meeting in May, 2016, complete research on the development of a blended classroom scheduling program for grades 11 and 12.
4. By the regularly scheduled Board meeting in April, 2016, facilitate the AdvancED reaccreditation process for the school.
5. By the regularly scheduled Board meeting in June, 2016, attend a professional development conference as available.

Following discussion, *on a motion duly made and seconded, Lucas/Jerred, the Spectrum High School Board of Directors unanimously approved the 2015-2016 Executive Director goals as stated above.*

16. Miscellaneous

None

17. Next Meeting Agenda Input

- None

18. Adjournment

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

