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## Spectrum Academy Board of Directors Minutes of June 2, 2012 Business Meeting

<b>Date &amp; Time</b>	June 2, 2012: 5:10 P.M. – 9:50 P.M.
<b>Location</b>	Spectrum Academy High School, North Salt Lake
<b>Members Present</b>	Marney DeVroom, Brandon Savage, Marcy Johnson, Kyle Andersen, Jason Steenblik, Rozanne Marsh, Jana Gold and Dennis M. Bullard
<b>Spectrum Staff Present</b>	Brad Nelson, Jaime Christensen, Rebecca Peterson and Krisanne Lewis
<b>Guest Present</b>	Jon Hagen (IT coordinator)

### BUSINESS ITEMS DISCUSSED

- The minutes of the April 19, 2012 regular board meeting (previously provided to the board members) were approved as drafted.
- The financial report was delivered to the board by Jason Steenblik and Brad Nelson. Budget shortfalls and overages were identified and procedures were discussed to forecast expenses. The board will provide further oversight in regards to key line items. Jason Steenblik will provide the board with further information as he works through additional ideas. The board has absolutely no issues with the handling of the finances this school year, and appreciates all the work conducted by Brad Nelson as he continues to work budgetary issues with USOE. Jason Steenblik will have access to QuickBooks through a secure server in order to further provide board oversight and review. The need to submit an amended budget for FY2012 to USOE was discussed. *Motion was made by Marcy Johnson to approve the submission of an amended budget to USOE as presented by Brad Nelson to the board, seconded by Kyle Andersen, unanimously approved.*
- Brad Nelson and Jason Steenblik reviewed the draft FY2013 budget. Jaime Christensen reviewed staffing numbers and reported that the faculty feedback has been positive. Board members asked clarifying questions on certain line items. The board discussed various salaries. Jana Gold and Dennis Bullard were appointed to review key personnel compensation and report back to the board at its next meeting proposals for salaries based upon reviews of comparable salaries and positions held in the local school districts and charter schools. *Motion was made by Marcy Johnson to approve the FY2013 budget as presented by Brad Nelson to the board, seconded by Kyle Andersen, unanimously approved.*
- Jason Steenblik provided the board with a draft Financial Policy and Procedures Guide for its review. The board will further discuss at a future meeting.
- Brad Nelson led discussion as to the status of the board members' criminal background checks. All members will have completed the background checks with reports delivered to the school no later than the next board meeting.
- Jaime Christensen presented the board with a proposed policy regarding criminal background checks. *Motion was made by Marcy Johnson to approve the criminal background checks policy letter, seconded by Kyle Andersen, unanimously approved.*

- Jaime Christensen presented the board with a proposed policy regarding CIPA. *Motion was made by Brandon Savage to approve the CIPA policy letter, seconded by Kyle Andersen, unanimously approved.*
- Jon Hagen reported to the board that with its approval of the CIPA policy, UEN will fund all of the school's internet requirements.
- Jaime Christensen briefed the board regarding the two common core proficiency training days for teachers as approved by USOE. *Motion was made by Marcy Johnson to approve to adjust the previously approved SY2012-13 school calendar to include the two common core proficiency days, seconded by Kyle Andersen, unanimously approved.*
- Rebecca Peterson provided an update regarding the elementary school which included updates on the school's landscaping, common core binders, learning skills, a proposal to look into a "Playworks" program, and announced to the board that the elementary school paraprofessionals will be starting-up their own PLCs, with elections for leadership positions to be conducted in December. She thanked Marcy Johnson for working with the students each week on the "Spectrum Health Living" program.
- Krisanne Lewis briefed the board regarding OT, speech and counseling programs. She is setting-up groups in these areas as opposed to one-on-one, and is revising the structure of the various groups. Over a six week period she will be pulling the groups together. She anticipates these changes may necessitate some minor IEP modifications, and they will provide more academic time for the students.
- Jaime Christensen provided an update regarding the secondary school and the academic committee. She informed the board that the "Parent Action Committee" has been disbanded and instead a "Parent Teacher Organization" has been formed. Elections have been held, and the group appears to be very positive in going forward. There will be teacher representatives in this organization, and Marcy Johnson has volunteered to serve as the board's liaison. Effective with September, 2012's board meeting, we will include a PTO update as a regular board agenda item.
- Brandon Savage will develop an end-of-year survey for the faculty and staff, and has set a goal of completing the preparation of the survey in July.
- The board discussed the need to update the school's employee handbook prior to commencement of the next school year.
- Marcy Johnson discussed safety and security issues. She briefed the board on the completion of the self-inspection/survey and the minor corrective actions to be taken to ensure total compliance. By completing the self-inspection/survey by June 1, 2012, the school will receive a 15% insurance premium discount.
- Brad Nelson provided an update on the fire marshal's inspection of the school. The school passed the examination with a 100% rating. Brad Nelson also briefed the board on an emergency management meeting he attended with North Salt Lake CERT, Fire Department and medical professionals. The purpose of the meeting was to review considerations in the event of an emergency. He further announced to the board that the state fire marshal has approved our changing the fire alarm bell to chimes without strobes in order to accommodate certain of our students.
- With this meeting being the final meeting as a board member for Kyle Andersen, the board formally recognized and thanked Kyle for his 4 ½ years of service to the school.

#### **PUBLIC SESSION**

There were no public comments offered to the board.

- *Motion to close board meeting was moved by Kyle Andersen, seconded by Marcy Johnson, and unanimously approved by the board.*

**Meeting adjourned:** June 2, 2012 @ 9:50 PM

**Next meeting:** July 18, 2012 @ 7:00 PM

**Approved by the Board:**

July 18, 2012  
Date

  
Dennis M. Bullard, Secretary