



Regular Spectrum School Board and Joint Spectrum Building Company (SBC) Meeting Minutes

Date: January 26, 2017
Scheduled Time: 5:30 p.m.

Attendance:

Position	Name	Arrive	Depart
Chair (SHS and SBC)	Dave Lucas	Present – 5:45 p.m.	
Vice Chair (SHS and SBC)	Tom Sagstetter	Present	
Secretary	Kathy Reed	Present	6:35 p.m.
Treasurer	Paula Bernard	Present – 5:35 p.m.	
Member	Kerry Jerred	Present	
Member (SBC)	Scott Gangl	Present	
Member	Jessica Kemnitz	Present	
Ex-Officio	Vanessta Spark	Present	
Financial Advisor	Nick Taintor, BKDA	Absent	
Staff	Dawn Sorenson	Present	
Interim Executive Director	Dan DeBruyn	Present	
Director of Facilities (SBC)	Rick Peterson	Present	6:30 p.m.
SBC Member	Tony Brunt	Present	6:30 p.m.
Guest	Kristin Rogers	Present	5:40 p.m.
Guest – Student	Halla Suess	Present	

I. Call To Order: 5:30 p.m.

II. Reading of Vision and Mission Statements

III. Conflict of Interest Check

Vice Chair Sagstetter called for conflict of interest acknowledgement. None were noted.

IV. Board Agenda

On a motion duly made and seconded, Reed/Jerred, the Spectrum High School Board of Directors unanimously approved the January 26, 2017 meeting agenda as presented.

V. Consent Agenda

- A. Interim Financial Transactions – None
- B. Important Documents and Policies -- None
- C. Regular Board Meeting Minutes – December 22, 2016

Following discussion, on a motion duly made and seconded, Reed/Kemnitz, the Spectrum High School Board of Directors unanimously approved the Consent Agenda as presented.

VI. Employee Introduction & Recognition

Ms. Spark read a letter of thanks and gratitude for the work and service of 6th grade teacher, Kristin Rogers. Her dedication to the school is second to none, and the school could not accomplish what it does without the hard work, dedication, and passion of staff such as Kristin. Thank you, Kristin!

VII. Public and Student Input

It was noted that senior student Halla Suess was a guest at the meeting for the purpose of observing the meeting proceedings. The Board thanked her for her attendance at the meeting.

VIII. Old Business

None

The Spectrum High School Board of Directors unanimously recessed the regular meeting of the Board to convene a joint session with the Spectrum Building Company at 6:00 p.m.

Chair Lucas called the joint meeting of the Spectrum Building Company (SBC) and Spectrum High School (SHS) Boards of Directors to order at 6:00 p.m.

IX. Ongoing Business

A. Phase V Expansion Project Update

Mr. Peterson, Mr. DeBruyn, and Ms. Spark provided an update for the joint Boards on the phase V expansion. They outlined what has transpired with the city planners and staff of Elk River since the December Board meeting. They shared that the next work session of the City Council will take place on Monday, February 6th where they anticipate hearing back from city staff regarding their progress in finding an alternative location for the school outside the business park as they were tasked to do so by the City Council. They shared that our attorney, Craig Kepler, will be present at the meeting and invited the Board to be present at the meeting as well.

B. Purchase Agreement

Mr. DeBruyn and Mr. Peterson presented the details of the purchase agreement between Mr. Tony Froland and the Spectrum Building Company for a parcel of property located on the north side of 181st Avenue N.W., Elk River, Minnesota. The parcel ID is 75-136-3301 and the legal description is E 1-2 OF SW 1-4 OF SW 104 (the "Existing Property"). The Existing Property consists of a rectangular parcel of real property of approximately 19.02 acres of undeveloped land classed as agricultural. Spectrum High School wishes to purchase the eastern 10 acres of the property described above. The purchase price for these 10 acres of land is \$200,000.

Following discussion, on a motion duly made and seconded, Brunt/Sagstetter, the Spectrum Building Company (SBC) Board of Directors unanimously accepted the purchase agreement as presented with the purchase price of \$200,000 for 10 acres of land.

Following discussion, on a motion duly made and seconded, Bernard/Sagstetter, the Spectrum High School (SHS) Board of Directors unanimously accepted the purchase agreement as presented with the purchase price of \$200,000 for 10 acres of land.

Having no further business, Mr. Lucas called for a motion to close the joint meeting of the Spectrum Building Company (SBC) and Spectrum High School (SHS) Board of Directors.

On a motion duly made and seconded, Ganq/Sagstetter, the Spectrum Building Company unanimously adjourned the meeting at 6:30 p.m.

Mr. Lucas reconvened the regular meeting of the Spectrum High School Board of Directors at 6:30 p.m.

C. Budget Report

1. Finance Committee Meeting Minutes –January 20, 2017

Mr. DeBruyn presented the minutes of the January 20, 2016 Finance Committee meeting. He noted that the Committee reviewed the December financials in detail and that the Committee is recommending that the Board consider approval of the financials as presented.

Mr. DeBruyn then noted that the Committee reviewed the FY17 Revised Budget in detail and also recommends that the Board consider approval of the revised FY17 budget as presented.

Following discussion, on a motion duly made and seconded, Reed/Bernard, the Spectrum High School Board of Directors unanimously accepted the January 20, 2017 Finance Committee Meeting minutes as presented.

2. December, 2016 Financials

In Mr. Taintor’s absence, Mr. DeBruyn called the Board’s attention to the Executive Summary of the December financials. Overall, the working budget projects revenues exceeding expenditures in all funds by \$170,498. The budgeted state revenues are based on 655 students. Year to date, 45.8% of expenditures have been spent, which is normal for this time of year. The school is 50% of the way through the fiscal year.

The beginning balances shown on the Balance Sheet are based on the audited ending information as of June 30, 2016. Due from the Building Company, in the amount of \$187,012, 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.

State holdback for 2015-2016 fiscal year is a receivable of \$76,743 at the time of the report. The holdback amount will be paid to the school through the next several months. The State holdback for 2016-2017 fiscal year is estimated to be a receivable of \$368,889. The holdback amount is approximately 10% of total state aids, and will be paid back to the School in fiscal 2018.

Following discussion, on a motion duly made and seconded, Lucas/Sagstetter, the Spectrum High School Board of Directors unanimously approved the December 2016 financials as presented.

3. Revised 2016-2017 Budget

Mr. DeBruyn presented the overview of Revenue, Expenditures and Surplus Changes to the FY17 budget. Overall, he stated, there was an increase of \$15,377 to the total expected budget surplus for a total of \$170,498 expected revenues exceeding expenditures.

Following discussion, *on a motion duly made and seconded, Bernard/Sagstetter, the Spectrum High School Board of Directors unanimously approved the Revised 2016-2017 Budget as presented.*

D. Director's Report

Ms. Spark and Mr. DeBruyn presented the January, 2017 Directors Report. Mr. Sagstetter commented on how impressed he is with the marketing efforts to date. Also, the Board was very pleased that the School had been chosen the "Best Public School" in the community by Star News readers.

Mr. Gangl shared about the AVID students raising money for their trip to South Dakota State University. As noted in the report, he shared that the students raised \$3,200, which will be used to fund their trip (transportation, food, etc.), by bagging groceries at Cub Foods in Rogers. He wanted to give a "shout out" to Cub for their generosity and accommodating the students.

Finally, Mr. DeBruyn shared that an Event Coordinator has been hired to facilitate and plan the golf tournament. The person hired is a parent who has had a lot of experience planning golf tournaments. She is very excited to get started on the planning process and work the Board, volunteers, and staff to make this a successful event!

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

E. Committee Reports

1. Technology Committee

Mr. DeBruyn presented the December 21, 2016 meeting minutes and shared with the Board that the Committee met again on January 25, 2017. The January 25th minutes will be presented at the February Board meeting.

Mr. DeBruyn shared that the focus of the Committee has been on implementing a 1:1 Chromebook pilot with the 10th grade AVID students, defining online learning and determining ways Spectrum is currently implementing it, and looking at purchasing a 3D printer which will be initially utilized by the afterschool Minecraft club.

Following discussion, *on a motion duly made and seconded, Reed/Kemnitz, the Spectrum High School Board of Directors unanimously accepted the December 21, 2016 Technology Committee meeting minutes as presented.*

2. School Improvement Team/World's Best Workforce Committee

Ms. Reed presented the December 15, 2016 and January 12, 2017 SIT/WBWF Committee meeting minutes. She noted that the focus of the Committee has been on revising the Climate Survey questions for parents, staff, middle school students, and high school students.

Following discussion, *on a motion duly made and seconded, Sagstetter/Bernard, the Spectrum High School Board of Directors unanimously accepted the December 15, 2016 and January 12, 2017 SIT/WBWF Committee meeting minutes as presented.*

3.Strategic Planning Committee – none

X. New Business

A. Executive Directors Job Title

Ms. Spark shared that the title “Interim”, as the position is currently titled, carries with it a connotation that the person holding the title is temporary and may not be the intended person chosen for the Executive Director position long-term. With that, she is wondering if the Board would consider changing the titles to Outgoing Executive Director for herself and Incoming Executive Director for Mr. DeBruyn.

Following discussion, *on a motion duly made and seconded, Saqstetter/Kemnitz, the Spectrum High School Board of Directors unanimously approved the change in titles as Outgoing Executive Director for Ms. Spark and Incoming Executive Director for Mr. DeBruyn effective immediately.*

B. Modified Executive Director Review Process

The Board discussed the review process it normally conducts for its employee, the Executive Director. This year, however, the process needs to be modified in that Ms. Spark will be retiring in the spring of the year and Mr. DeBruyn has only been in the role of interim/incoming Executive Director for one month, making it difficult to evaluate his performance utilizing the current process in place. It was noted that Volunteers of America will certainly understand that the Board is conducting its due diligence in this area; however, will need a hybrid/modified process for this year’s review. Following discussion, it was suggested that Ms. Spark conduct a review of Mr. DeBruyn’s performance in the position of Interim Executive Director (June 2016-January 2017), coupled with a review of progress to date on the current Executive Director goals, and provide this information to the Board. In addition, it was asked that in the review process of the goals, if there were any changes necessary, to present these to the Board at the February meeting for consideration of approval. An exit interview with Ms. Spark will be conducted by the Board just prior to her retirement date of June 30, 2017, which will also be a part of this year’s hybrid/modified process.

C. Signing Authority – Line of Credit – First National Bank of Elk River

Ms. Spark shared that the school was contacted to renew the signing authority for the line of credit the school has through First National Bank of Elk River. A yearly process of renewal for signing authority must be completed for them by the end of January. Ms. Spark felt that it made most sense for the authority to be transferred from herself to Mr. DeBruyn and asked for the Board’s consideration of approval.

Following discussion, *on a motion duly made and seconded, Bernard/Kemnitz, the Spectrum High School unanimously approved the following motion: RESOLVED, that the Board of Directors of Spectrum High School does hereby authorize and empower Mr. Dan DeBruyn, Executive Director (incoming), full signing authority on the line of credit financial instrument, on behalf of Spectrum High School, held at First National Bank of Elk River.*

XI. Charter School Updates & Training

None

XII. Board Goals 2016-2017 (approved by the Board on July 28, 2018)

The Board reviewed the goals set at its meeting on July 28, 2016. It noted that progress was being made in each of the goal areas, and that two of the three Board-specific goals have been completed.

XIII. 2016-2017 Board Calendar and Next Meeting Agenda Input

A. Board Calendar

No changes were reported from the calendar approved in November.

B. Next Meeting Agenda Input

None

XIV. Miscellaneous

None

XV. Adjournment

On a motion duly made and seconded, Sagstetter/Bernard, the Spectrum High School Board of Directors unanimously adjourned the meeting at 6:45 p.m.



Board Secretary Certification, Kathy Reed