



Spectrum School Board Meeting Minutes

Date: December 22, 2016
Scheduled Time: 5:30 p.m.

Attendance:

Position	Name	Arrive	Depart
Chair	Dave Lucas	Absent	
Vice Chair	Tom Sagstetter	Present	
Secretary	Kathy Reed	Absent	
Treasurer	Paula Bernard	Present	
Member	Kerry Jerred	Present	
Member	Scott Gangl	Present	
Member	Jessica Kemnitz	Present	
Ex-Officio	Vanessta Spark	Present	
Financial Advisory	Nick Taintor, BKDA	Present	6:35 p.m.
Staff	Dawn Sorenson	Present	
Interim Executive Director	Dan DeBruyn	Present	
Director of Facilities	Rick Peterson	Present	6:15 p.m.

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, Gangl/Kemnitz, the Spectrum High School Board of Directors unanimously approved the December 22, 2016 meeting agenda as presented.

V. Consent Agenda

- A. Interim Financial Transactions – None
- B. Important Documents and Policies
 - 1. VOA November 14, 2016 Site Visit Report
 - Mr. DeBruyn shared that the School will be in conversation/negotiations with VOA regarding nationally normed testing as it relates to the contract. Further information will be forthcoming.
- C. Regular Board Meeting Minutes – November 17, 2016
- D. Special Joint SBC and SHS Board Meeting Minutes – December 5, 2016

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

VI. Employee Introduction & Recognition

None

VII. Public and Student Input

None

VIII. Old Business

None

IX. Ongoing Business

A. Phase V Expansion Project Update

Mr. Peterson, Mr. DeBruyn, and Ms. Spark provided an in-depth update on the work of the School with regard to the Phase V Expansion Project. They shared in detail each of the options that have been pursued and what the feedback/outcome of each of the options has been to date with business owners and city staff. Currently, at the December 19, 2016 work session of the City Council, Mayor Dietz tasked city staff to come up with a viable option for growth and expansion of the school within 45 days. Mr. DeBruyn stated that the School is currently waiting to hear from staff what options are proposed in January and will report back to the Board at its meeting in February. In the meantime, Ms. Bernard questioned what impact the delay in finding a viable option for expansion would have on the School's Federal CSP grant? Mr. DeBruyn stated that he would be contacting the Minnesota Department of Education to inquire about the ability of the School to maintain grant status for the implementation phase over the next two years and will report back to the Board on his findings.

B. Budget Report

1. Finance Committee Meeting Minutes –December 16, 2016

Ms. Bernard reported that the Committee met on December 16th to review the October and November, 2016 financials. She stated that the Committee is recommending approval by the Board. In addition, the Committee reviewed the budget impact of the anticipated expansion, noting that there is an industry trend lately for S&P to push back on some schools and is downgrading some bond ratings due to lower cash on hand (fund balance). She stated that S&P is looking for 120 days cash on hand. Currently, Spectrum has 60 days, or 90 days when including state holdback money.

Ms. Bernard went on to state that the Committee reviewed its goals, and that an in-depth analysis of coding transactions recently took place for the purpose of having a more detailed and accurate accounting of revenues and expenditures.

Finally, Ms. Bernard shared that Mr. DeBruyn, Ms. Spark, and Mr. Taintor will work on a revised budget proposal and will present it at the meeting in January for consideration of approval by the full Board.

Following discussion, *on a motion duly made and seconded, Kemnitz/Bernard, the Spectrum High School Board of Directors unanimously accepted the December 16, 2016 Finance Committee Meeting minutes as presented.*

2. October/November 2016 Financials

Mr. Taintor noted that the October, 2016 financials were included in the packet of materials for the Board's consideration of approval. Since both October and November financials were

presented at the same time, Mr. Taintor focused on November as they are the most current and up to date.

Mr. Taintor shared that the working budget projects revenues exceeding expenditures in all funds by \$172,980. The budgeted state revenues are based on 655 students. Year to date, 37.7% of expenditures have been spent, which is normal for this time of year, and we are through 41.7% of the fiscal year.

Mr. Taintor went on to note that due from the Building Company, in the amount of \$225,207, represents items 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 2015-2016 fiscal year is a receivable of \$92,967 at the time of the November report. The holdback amount will be paid to the School throughout the next several months. The State holdback for 2016-2017 fiscal year is estimated to be a receivable of \$299,338, which is approximately 10% of the total state aids. This amount will be paid back to the School in fiscal year 2018.

Finally, Mr. Taintor reported on payroll deductions and contributions, salaries and wages payable, accounts payable, and payroll deductions and contributions. In addition, he reported on the statement of revenue and expenditures and cash flow, noting that there isn't anything of significance to report.

Following discussion, *on a motion duly made and seconded, Gangl/Kemnitz, the Spectrum High School Board of Directors unanimously approved the October 2016 and November 2016 financials as presented.*

C. Director's Report

The full Director's Report was included in the meeting packet. Ms. Spark and Mr. DeBruyn highlighted the Information and Tour Nights.. They noted that about ½ as many people attended the Information and Tour Night at the 6th grade building as the first event, and that there was a high number of attendees at the high school building. Both events were extremely positive and felt to be well received.

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

D. Committee Reports

1. Technology Committee

It was noted that the Technology Committee met on December 21, 2016; however, the minutes of the meeting were not ready in time for presentation for consideration of acceptance. The minutes will be presented at the January meeting of the Board.

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

It was noted that the School Improvement Team/World's Best Workforce Committee met on December 15, 2016; however, the minutes of the meeting were not ready in time for

presentation for consideration of acceptance. The minutes will be presented at the January meeting of the Board.

3. Strategic Planning Committee – none

X. New Business

A. Board Self Evaluation

The Board reviewed the FY17 Board Self Evaluation.

Following discussion, *on a motion duly made and seconded, Bernard/Kemnitz, the Spectrum High School Board of Directors unanimously approved the Board Self Evaluation as presented.*

B. School Board Election Procedures

The Board reviewed the amended election procedures, which now include administration of the election via electronic means.

Following discussion, *on a motion duly made and seconded, the Spectrum High School Board of Directors unanimously approved the amended School Board Election Procedures as presented.*

C. Golf Tournament Event Planning – Event Planning Guide

The Board discussed at length what the scope and outcomes should be of the annual golf event. Following discussion, it was decided that the event should include a silent auction, and games at each hole; however, should not be manned by Spectrum students, and should include sponsorships. In addition, the Board felt that a dinner should be hosted after the event. As to whether or not the School should count on the event being a fundraiser, it determined that the entry fees would only cover the cost of the golf, and there should be some sort of raffle for tickets to be used in the silent auction. There was not consensus regarding the fundraising aspect of the tournament. The Board did, however, decide to move forward with hiring an event planner to begin the planning for the event and that some of the details would be determined at its meeting in January.

Following discussion, *on a motion duly made and seconded, Kemnitz/Gangl, the Spectrum High School Board of Directors unanimously approved the Spectrum Sting Swing Golf Classic Event Planning Guide as presented, and to move forward with advertising and hiring a part time hourly Event Planner to execute the event.*

D. 2017-2018 School Calendar

The Board reviewed the draft 2017-2018 school calendar presented for consideration of approval. Ms. Sorenson noted that the Board was approving start and end dates, number of staff days (190), and number of student contact days (175).

Following discussion, *on a motion duly made and seconded, Gangl/Kemnitz, the Spectrum High School Board of Directors unanimously approved the 2017-2018 School Calendar as presented.*

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.

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

1. Golf Extravaganza – List of Expectations

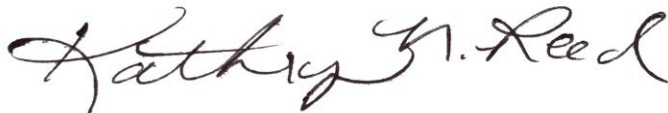
2. Meeting minutes of December 2016 Technology Committee and WBWF/SIT Committee minutes.

XIV. Miscellaneous

None

XV. Adjournment

On a motion duly made and seconded, Bernard/Jerred, the Spectrum High School Board of Directors unanimously adjourned the meeting at 7:05 p.m.



Board Secretary Certification, Kathy Reed