



Special Joint Spectrum High School (SHS) and Spectrum Building Company (SBC) Board Meeting

Date: April 27, 2017
Scheduled Time: 5:30 p.m.

Attendance:

Position	Name	Arrive	Depart
Chair (SHS and SBC)	Dave Lucas	Present	
Vice Chair (SHS and SBC)	Tom Sagstetter	Absent	
Secretary (SHS)	Kathy Reed	Present	
Treasurer (SHS)	Paula Bernard	Absent	
Member (SHS)	Kerry Jerred	Absent	
Member (SHS and SBC)	Scott Gangl	Present	
Member (SHS)	Jessica Kemnitz	Present	
Ex-Officio	Vanessta Spark	Absent	
Financial Advisory	Nick Taintor, BKDA	Absent	
Staff	Dawn Sorenson	Present	
Incoming Executive Director	Dan DeBruyn	Present	
Director of Facilities (SBC)	Rick Peterson	Absent	
SBC Board Member (SBC Secretary)	Tony Brunt	Present – 5:50 p.m.	6:15 p.m.
Guest	Dr. Speiker	Present	

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

II. Reading of Vision and Mission Statements

III. Conflict of Interest Check

Chair Lucas called for conflict of interest acknowledgement. None noted.

IV. Board Agenda

On a motion duly made and seconded, Reed/Kemnitz, Spectrum High School Board of Directors unanimously approved the April 27, 2017 meeting agenda as presented.

V. Consent Agenda

- A. Interim Financial Transactions – None
- B. Important Documents and Policies
 - 2017-2018 Athletic Handbook
 - 2016-2017 Designation of Identified Official with Authority (Dawn Sorenson) Resolution*
 - Data Practices Policy – Data Subjects
 - PC After Hours Contract (wireless system update)
 - Securly Contract (content filter)

Mr. DeBruyn provided an in-depth overview of the changes made to the 2017-2018 Athletics Handbook. In particular, he noted the changes to the Academic Eligibility language, which now brings the wording in line with current practice. He stated that the wording was changed to state that grade checks would be done regularly, approximately every three weeks. He went on to note that if a student is found to not be eligible after one week, they will become ineligible and begin serving their suspension for the activity. Also, in addition to Drama, grade checks are now be done for Band and Choir students participating in any Minnesota State High School League contest. Finally, Mr. DeBruyn stated that the Athletic Director and Principal will use discretion at the end of a semester with ineligibility as there have been situations where a student was found to be ineligible at the end of a semester-long class and there is not a way for a student to become eligible within that class as the class is complete.

Mr. DeBruyn then went on to report on the two contracts that are before the Board for consideration of approval. The first contract, PC After Hours Contract is over the \$20,000 threshold as outlined in the Board's Procurement Policy, and therefore must have Board approval in order to be in compliance with the policy. In addition, the Securly Contract is a multi-year contract, 3 years in this instance, and therefore, again, to remain in compliance with the Board's Procurement Policy, the Board must approve this policy as well.

Following discussion, *on a motion duly made and seconded, Reed/Ganql, the Spectrum High School Board of Directors unanimously approved the consent agenda items presented in section B, as presented.*

- C. Special SHS Board Meeting Minutes – March 31, 2017
On a motion duly made and seconded, Kemnitz/Reed, the Spectrum High School Board of Directors unanimously approved the Spectrum Board Meeting Minutes of March 31, 2017 as presented.

VI. Employee Introduction & Recognition

None

VII. Public and Student Input

None

VIII. Old Business

None

RECESS Chair Lucas called for a motion to temporarily recess the Spectrum High School Board of Directors Meeting.

On a motion duly made and seconded, Kemnitz/Reed, the Spectrum High School Board of Directors unanimously moved to recess the meeting at 5:55 p.m.

CONVENE Special Joint Spectrum Building Company and Spectrum High School Board of Directors meeting. Chair Lucas called the meeting to order at 5:55 p.m.

IX. Ongoing Business

- A. Phase V Expansion Project Update

- 1. Land Purchase Agreement – E 1-2 OF SW 1-4 OF SW 1-4 (affirm approval)**

Mr. DeBruyn began by providing the joint Boards a detailed overview of the approval process of the School's Conditional Use Permit (CUP) that was presented to the Elk River City Council on Monday, March 20th. He shared that the City Council unanimously approved the CUP for the building located within the business park, at 17823 Industrial Circle NW. Overall, Mr. DeBruyn shared that the meeting was very positive, and although the process has been long, and with many twists and turns along the way, the outcome is positive. The City Council will be amending the ordinance to not allow any more educational building within the business park. In anticipation of the ordinance change, Spectrum included both potential future building additions as part of the concept drawings presented with the CUP.

Mr. DeBruyn then went on to explain the three different funding options before the School. He stated that he has meetings scheduled within the next two weeks to discuss the various options and that a funding choice should be known by the May meeting of the Board, which he will report on at that time.

Finally, Mr. DeBruyn shared that at the January 26, 2017 meeting of the Board, the Board considered and approved a purchase agreement in the amount of \$200,000 for 10 acres of land which is adjacent to the athletic field property – the Spectrum Athletic Complex. Then, at the March 23rd meeting of the Board, Administration understood the intent of the Board was to keep this purchase agreement in place for the potential to purchase this real property regardless of whatever other options were being explored for expansion of the School. However, the intent was not captured within the minutes of the March meeting and therefore the purchase agreement is being presented once more for the purpose of having the Board affirm its intent regarding this purchase agreement.

Mr. DeBruyn stated that the purchase agreement was originally presented to the owner in January, and at that time, the owner reported that he was not interested in selling only 10 acres of the approximately 40 acres owned. However, the owner recently contacted the School to inform the school that he's now interested in selling only the 10 acres of land to the School and therefore the reason why administration is seeking affirmation of the Board's intent regarding this purchase agreement.

Following discussion, *on a motion duly made and seconded, Reed/Brunt, the Joint Spectrum Building Company and Spectrum High School Board's of Directors unanimously approved the affirmation of the land purchase agreement for the 10 acres of property located at E 1-2 OF SW 1-4 OF SW 1-4 in Elk River.*

2. Special Joint SBC and SHS Board Meeting Minutes – March 23, 2017

The joint Board's reviewed the March 23, 2017 Board meeting minutes.

On a motion duly made and seconded, Kemnitz/Reed, the Spectrum Building Company and Spectrum High School joint Boards of Directors unanimously approved the joint SBC and SHS Board Meeting Minutes from March 23, 2017 as presented.

ADJOURN Having no further business before the joint Spectrum Building Company and Spectrum High School Boards of Directors, Chair Lucas called for a motion to adjourn the joint meeting.

On a motion duly made and seconded, Brunt/Gangl, the Spectrum Building Company and Spectrum High School Boards of Directors unanimously adjourned the joint meeting at 6:15 p.m.

RECONVENE Chair Lucas reconvened the open regular Spectrum High School Board of Directors meeting.

B. Budget Report

1. Finance Committee Meeting Minutes

a. Finance Committee Meeting Minutes

- April 21, 2017 Finance Committee meeting minutes.

Ms. Sorenson reported on the work of the Finance Committee at its meeting on April 21, 2017. She noted that the Committee reviewed the March, 2017 financials in detail and that the Committee is recommending approval by the full board.

Ms. Sorenson also reported that the Committee chose to table their work on the 17-18 long range budget until its May meeting. In addition, they heard a brief report on FY18 employee benefits; however, there was additional information forthcoming and therefore the Committee was not prepared to make a recommendation to the Board at this time. Finally, the Committee discussed the letter of engagement provided by Redpath and Company for the FY17 audit for which the Committee is recommending that the Board approve and sign the FY17 audit letter of engagement. The Committee also discussed that the School will be entertaining an RFP for audit services next year to ensure ongoing competitive rates.

Following discussion, on a motion duly made and seconded, Sagstetter/Jerred, the Spectrum High School Board of Directors unanimously accepted the April 21, 2017 Finance Committee Meeting minutes as presented.

2. March, 2017 Financials

The Board received a brief review of the March, 2017 financials from Mr. DeBruyn, noting that the Finance Committee at their April 21st meeting reviewed them in detail and is recommending approval by the Board. Mr. DeBruyn also called attention to the budget noting that the School continues to budget conservatively on a lower ADM (average daily membership) than actual to insure that revenues exceed expenditures.

Following discussion, on a motion duly made and seconded, Reed/Kemnitz, the Spectrum High School Board of Directors unanimously approved the March, 2017 financials as presented.

3. Letter of Engagement – Redpath and Company – FY17 Financial Audit

The Board discussed the letter of engagement briefly, noting that the Finance Committee recommends approval, as well as acknowledged the need for the school to conduct an RFP for auditing services in the near future.

Following discussion, *on a motion duly made and seconded, Gangl/Kemnitz, the Spectrum High School Board of Directors unanimously approved signing the letter of engagement for FY17 audit services with Redpath and Company.*

C. Director's Report

Mr. DeBruyn presented the April Director's report. He noted that the school has accepted 50 additional students into the AVID program in addition to the current students, and that the AVID program continues to grow each year. He went on to provide an overview of the current CaSH courses offered at Spectrum in collaboration with five local colleges/universities in FY17, which are Anoka-Ramsey Community College, Pine Technical and Community College, St. Cloud State University, Bethel University, and the University of Minnesota, Twin Cities.

Mr. DeBruyn then went on to report on enrollment noting that the school has no room to add students in grades 7-12 due to space constraints; however, there is room for additional enrollment in 6th grade. The current projection for enrollment sits at 701 students for FY18; however, some enrollment will be lost due to attrition..

In the area of marketing, Mr. DeBruyn reported that Spectrum was just notified that it has been named the 25th best school out of all of the public schools in the state of Minnesota by US News and World Report. Spectrum was rated as the second highest charter school in Minnesota. He shared that a Facebook post and other media outlets will be notified of this great achievement. It means that Spectrum High School was ranked higher than all of the other schools in the area.

Mr. DeBruyn also reported on the upcoming Taste of Elk River event, which will take place on May 18, 2017. Board members interested in attending should notify Ms. Sorenson to ensure that tickets are available.

Lastly, Mr. DeBruyn updated the Board on the status of the recent student death. He shared that the School has sought out the counsel of experts trained in this area to assist students and staff in working through this tragedy. He praised the teachers and guidance staff for their work with the students.

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

D. Committee Reports

1. Technology Committee – April 26, 2017

Ms. Sorenson reported that the Technology Committee met on April 26th and the minutes of the meeting would be presented for acceptance at the May meeting of the Board. In the meantime, she provided the Board with a brief overview of what the Committee discussed. She noted that it is apparent that a 1:1 Chromebook program for all students is the direction in which the

School is moving. Rollout of the program and all of its details are yet to be determined. Additional information will be forthcoming to the Board in May.

2. School Improvement Team/World's Best Workforce Committee – April 27, 2017

Mr. DeBruyn reported that the School Improvement Team/World's Best Workforce Committee met earlier in the day. The minutes of the meeting will be presented for acceptance at the May meeting of the Board. Mr. DeBruyn went on to report on how the Committee is moving through each of the target areas of the Strategic Plan 2019, and it is hoped that a recommendation for changes to the plan could be presented to the Board for consideration of approval shortly.

3. Strategic Planning Committee

None

X. New Business

A. Public Hearing – Organizational Binder and Contents Fee Charge Resolution

Mr. DeBruyn shared that Minnesota Statutes, Section 123B.35 does not allow the payment of fees, except as authorized by Minnesota Statutes, Section 123B.36. In order to be in compliance with the law, the School must hold a public hearing in order for the Board to authorize the School to charge a fee for the student organizational binder and its contents.

Following discussion, *on a motion duly made and seconded, Reed/Kemnitz, the Spectrum High School Board of Directors approved the following RESOLUTION:*

WHEREAS, Minnesota Public School Fee Law, Minnesota Statutes, section 123B.35 does not allow the payment of fees, except as authorized by Minnesota Statutes, sections 123B.36 (Authorized Fees), 123B.37 (Prohibited Fees), and 123B.38 (Hearing); and

WHEREAS, Spectrum High School, following proper notice of a public hearing regarding its intent to charge for a student organizational binder and its contents;

NOW, THEREFORE, be it resolved that it is the intent of the Spectrum High School Board of Directors to charge a (not less than) price of \$25.00 for the student organizational binder only and a (not less than) price of \$55.00 for the organizational binder and its contents of the 2017-2018 school year.

B. 2017 School Board Election Results Certification

The Board reviewed the results of the 2017 School Board Election, noting that incumbent candidate Jessica Kemnitz was re-elected to the open teacher seat; incumbent candidate Kathy Reed was re-elected to the open parent/community member seat; and Rob Bergfalk, community member, was elected to the open parent/community member seat. Overall, Ms. Sorenson stated that using Election Buddy to host the election online could not have been easier or more convenient to use and ultimately increased voter turnout, which was excellent.

Following discussion, *on a motion duly made and seconded, Gangl/Reed, the Spectrum High School Board of Directors unanimously accepted the 2017 Board Election Results as presented.*

The organizational meeting of the Board will take place in June at which time all re-elected and newly elected members will be seated.

C. Board Self Evaluation Results

The Board reviewed the results of the self-evaluation that was recently conducted. They noted that there were a couple of areas that stood out; namely, preparing members for governance, on-boarding of new members, and the need for on-going recruitment of potential new members. The Board will come back to the evaluation at future meeting to further discuss the items noted above.

Following discussion, *on a motion duly made and seconded, Kemnitz/Reed, the Spectrum High School Board of Directors unanimously accepted the 2016-2017 Board Self Evaluation results as presented.*

D. Sting Swing Golf Classic Update

Ms. Liane Kondrak reported on the progress being made with regard to the planning and preparation of the upcoming Sting Swing Golf Classic. She stated that \$6,000 has been committed through sponsorships, and 19 people have registered to golf in the event. Ms. Kondrak noted that there are still sponsorships open – one Beverage Cart, and the Hole-in-One. She reported that they are still looking for more platinum and gold sponsorships as well. She reiterated to the Board the need for members to reach out to those that they know in the community who may be interested in contributing to the event and to contact her with names, etc. Finally, she said that they are still looking for a grand prize for the raffle. A person that she knows donated several time share points which could be combined with other points to create a nice grand prize.

XI. Charter School Updates & Training

None

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

- A. By May 2017, the percentage of students enrolled on October 1 in grades 6-12 at Spectrum High School who earn an achievement level of Meets the Standards or Exceeds the Standards on all Math state accountability tests (MCA, MOD, MTAS) will increase from 62.7% to 64.7%. In process
- B. By January 2017, will assist the school in securing an event planner and a fall 2017 date, as well as form a committee to help plan and execute the 3rd Annual Spectrum High School Golf Extravaganza. Completed
- C. By January 2017, update the current process and procedure for holding school board elections with the consideration of moving to an on-line electronic voting procedure. Completed

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

- A. Board Calendar – no changes or actions needed
- B. Next Meeting Agenda Input
 - 1. FY18 Budget
 - 2. Employee Handbook

- 3. Student Handbook
- 4. Volunteer Handbook
- 5. Recommendation from Technology Committee for one-to-one program

XIV. Miscellaneous
None

XV. Adjournment

On a motion duly made and seconded, Kemnitz/Reed, the Spectrum High School Board of Directors unanimously adjourned the meeting at 7:10 p.m.



Board Secretary Certification, Kathy Reed