



**Spectrum High School Board Meeting**

**Date:** June 22, 2017  
**Scheduled Time:** 5:30 p.m.

**Attendance:**

Position	Name	Arrive	Depart
Chair	Dave Lucas	Present	
Vice Chair	Tom Sagstetter	Present	
Secretary	Kathy Reed	Present	
Treasurer	Paula Bernard	Absent	
Member	Kerry Jerred	Present	
Member	Scott Gangl	Absent	
Member	Jessica Kemnitz	Present	
Ex-Officio	Vanessta Spark	Absent	
Financial Advisor	Nick Taintor, BKDA	Present	6:50 p.m.
Staff	Dawn Sorenson	Present	
Incoming Board Member	Rob Bergfalk	Present	
Incoming Executive Director	Dan DeBruyn	Present	
Guest	Liane Kondrak	Present 5:55 p.m.	6:25 p.m.

**I. Call To Order:** 5:40 p.m.

**II. Reading of Vision and Mission Statements**

**III. Conflict of Interest Check**

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

**IV. Board Agenda**

On a motion duly made and seconded, Sagstetter/Jerred, Spectrum High School Board of Directors unanimously approved the June 22, 2017 meeting agenda as presented.

**V. Consent Agenda**

- A. Interim Financial Transactions – None
- B. Important Documents and Policies
  - 2016-2017 Q-Comp Annual Report
  - 2016-2017 Annual Safety Drill Reports
    - 6<sup>th</sup> Grade Building
    - High School Building
  - Additional 2017-2018 Student Handbook Changes
  - Annual Designation of Authority Items – Beltz, Kes, Darling & Associates

Ms. Reed asked for additional information in regards to the proposed changes to the 2017-2018 Student Handbook. The changes requested have to do with PSEO students and Service Learning requirements.

Mr. DeBruyn shared that the current practice for students choosing to participate in full-time Post-Secondary Enrollment Option (PSEO) has been to not hold them accountable for participation in service learning/community outreach – meaning no Service Learning Group participation or requirement to perform Community Outreach hours. He went on to say that Service Learning is an important part of the mission of the school, and it is the believe of administration and the Guidance Department that all Spectrum students should be required to participate in this important aspect of the mission moving forward. Ms. Reed expressed her concerns regarding Service Learning as a whole. Mr. DeBruyn shared that when the Curriculum and Instruction person is hired, Service Learning will be a key component of the position and it is anticipated that consistency in the outcomes of Spectrum’s Service Learning program will be improved. He went on to note that PSEO students will be graded on pass/fail basis for Service Learning, and for all other students the grading will remain as it has been, which is on a letter grading system.

Overall, the proposed changes are:

1. All Spectrum students, including PSEO students, will be required to participate in Service Learning. For PSEO students, this includes, at minimum, meeting the Community Outreach Hours requirement.
2. If a student taking PSEO courses is not able to be on campus due to a scheduling conflict at the college, they will not be required to be part of a Service Learning group.
3. If this is the case, they will only be required to complete, document, and turn in the required Community Outreach Hours for each quarter.
4. The monitoring of PSEO students turning in hours will be the responsibility of the new Coordinator of Curriculum and Instruction.
5. A modification of the 2017-2018 Student Handbook will be made to reflect this change.
6. A communication will go out this summer to all students considering or currently enrolled in PSEO to clarify Service Learning expectations.
7. Grading for students in PSEO for the Service Learning component will be on a pass/fail basis.

Following discussion, on a motion duly made and seconded, Sagstetter/Kemnitz, the Spectrum High School Board of Directors unanimously approved the consent agenda items as listed in section B and 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. DeBruyn provided an in-depth update on the status of the project thus far. He shared that a meeting with Deb Rathman, architect for the project, took place on Wednesday, June 21<sup>st</sup> to discuss and

update the plans for the construction of the building and gym. He shared that meetings took place on Monday and Tuesday of this week with each of the respective areas (i.e. Administration and Health, Physical Education, Special Education, Art, Music, etc.), to discuss the current plan and changes needed. He stated that the common theme of all areas was storage and access, as well as the gym space. Ms. Rathman took with her the suggested changes and notes compiled from the meetings and will present an updated set of plans the week of June 26<sup>th</sup>. In the meantime, Mr. DeBruyn stated that work has begun in earnest on the bonding process itself. He shared that a phone conference call facilitated by Nick Hagen of Piper Jaffray took place today and work is underway. It is anticipated that the City of Bethel will be the host city for the bonds and Mr. DeBruyn detailed the process that will ensue. Finally, it is anticipated that a joint meeting of the Spectrum High School and Spectrum Building Company Boards of Directors will need to take place at the July meeting as there will be information coming before the Boards requiring joint action, including a decision on the construction company.

B. Special Joint SBC and SHS Board Meeting Minutes – May 25, 2017

The Board reviewed the minutes, noting that they will be officially approved at the July 27, 2017 joint meeting of the SBC (Spectrum Building Company) and SHS (Spectrum High School) Boards of Directors meeting.

C. Budget Report

1. Finance Committee Meeting Minutes

a. Finance Committee Meeting Minutes

- Mr. Taintor reported that the Finance Committee did not meet in June; however, the Committee members were provided the May financials and were instructed to contact him if they had any questions. He went on to report that the Committee did not have any questions and therefore he is recommending approval by the Board of the May financials as presented.

2. May, 2017 Financials

Mr. Taintor presented the Executive Summary of the May, 2017 financials for the Board. He shared that the working budget projects revenues exceeding expenditures in all funds by \$170,491. The budgeted state revenues are based on 655 students with actual enrollment at 663. Year to date, 87.4% of expenditures have been spent, which is normal for this time of year, and the School is 91.7% of the way through the fiscal year.

Mr. Taintor went on to report that 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 \$34,132, represents funds that have been paid for by the School on behalf of the Building Company. State holdback for 2016-2017 fiscal year is estimated to be a receivable of \$538,580 at the time of the report. The holdback amount is approximately 10% of total state aids. The amount will be paid back to the School in fiscal year 2018.

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

3. Series 2012 Bonds Arbitrage Report

Mr. Taintor reported that bond compliance requires that an Arbitrage Report be conducted every 5 years to ensure that the School is not earning more interest on the 2012 (and 2014) series bonds than what is being paid. He shared that because the bonds are tax exempt, again, the School must not earn more interest than what it is paying on the bonds. He went on to note that the report indicates there is no rebate liability on the 2012 series bonds at this time, and based on the report and underlying assumptions, no IRS payment or filing is otherwise currently required. In other words, the report has no findings and is therefore “clean.”

Following discussion, *on a motion duly made and seconded, Saqstetter/Reed, the Spectrum High School Board of Directors unanimously accepted the June 6, 2017 report from The Arbitrage Group, Inc. as presented.*

D. Director’s Report

Mr. DeBruyn presented the June Director’s report. He called the Board’s attention to the enrollment section of the report noting that there are currently 103 applications on the waitlist for 2017-2018 enrollment. Enrollment for the 17-18 school year currently stands at 120 students in 6<sup>th</sup> grade, 120 students in 7<sup>th</sup> grade, 99 students in 8<sup>th</sup> grade, 102 students in 9<sup>th</sup> grade, 93 students in 10<sup>th</sup> grade, 105 students in 11<sup>th</sup> grade, and 60 students in 12<sup>th</sup> grade. Overall, there are a total of 12 fulltime PSEO students between 11<sup>th</sup> and 12<sup>th</sup> grade.

Mr. DeBruyn went on to note that there are two new open positions in the area of Language Arts. He shared that Stacey Pinz and Amy Kinney chose to resign their positions; however, the School has advertised for the open positions and have some excellent candidates who have applied. Interviews will be taking place within the next week, or so.

Finally, Mr. DeBruyn commented on the National Charter School Conference for which he recently attended in Washington, DC. He shared that the conference was very well done and hopes that a couple of Board members will consider attending next year in Austin, Texas on June 17-20.

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

E. Committee Reports

1. Technology Committee – None
2. School Improvement Team/World’s Best Workforce Committee – None

X. New Business

A. Seating of Newly Elected Board Members

Chair Lucas welcomed Mr. Rob Bergfalk to the Board as a community member whose term ends June 30, 2020. In addition, he acknowledged and welcomed back to the Board re-elected members Jessica Kemnitz (teacher) and Kathy Reed (parent) whose terms also end on June 30, 2020.

B. Acknowledgement and gratitude for Kerry Jerred’s service as community member of the Board.

Chair Lucas, Board members, and administration publically thanked Ms. Jerred for her years of dedicated service to Spectrum High School as a Community Member of the Board. Thank you, Kerry!

C. Election of Officers

ANNUAL BOARD OFFICER ELECTION – All nominations were taken from the floor.

Mr. Lucas announced that Paula Bernard, Treasurer, has indicated that she is no longer able to fulfil the duties and responsibilities of the position of Treasurer due to changes in her place of employment and therefore no longer would like to be considered for this position.

BOARD CHAIR: Board member Dave Lucas was nominated for the position of Board Chair. On a motion duly made and seconded, Reed/Sagstetter, the Spectrum High School Board of Directors unanimously elected Dave Lucas to the position of Board Chair.

VICE CHAIR: Board member Tom Sagstetter was nominated for the position of Vice Chair. On a motion duly made and seconded, Kemnitz/Reed, the Spectrum High School Board of Directors unanimously elected Tom Sagstetter to the position of Vice Chair.

TREASURER: Board member Kathy Reed was nominated for the position of Treasurer. On a motion duly made and seconded, Kemnitz/Bergfalk, the Spectrum High School Board of Directors unanimously elected Kathy Reed to the position of Treasurer.

SECRETARY: Board member Jessica Kemnitz was nominated for the position of Secretary. On a motion duly made and seconded, Reed/Sagstetter, the Spectrum High School Board of Directors unanimously elected Jessica Kemnitz to the position of Secretary.

D. Acknowledgement of Meeting Dates/Times

The Board reviewed the dates, the 4<sup>th</sup> Thursday of every month beginning at 5:30 p.m., unless otherwise stated (due to Open House in August and Thanksgiving in November, etc.). It requested that the date for the August, 2017 Board meeting be moved to the 5<sup>th</sup> Thursday, August 31<sup>st</sup> and the date for the May, 2018 date be moved from Thursday, May 24<sup>th</sup>, which is the day before Graduation, to Thursday, May 17<sup>th</sup>.

E. Director Conflict of Interest

The Board reviewed the Conflict of Interest Policy. Each member present at the meeting signed the Conflict of Interest disclosure statement (those members not present will be asked to sign the disclosure at the meeting in July), and all signed documents will be retained in the administrative files at the School.

F. Director Code of Conduct

The members of the Board read through the Director Code of Conduct and signed the Code of Conduct Agreement. Members not present at the June meeting will be asked to sign the document at the July meeting of the Board. The signed document will be retained in the administrative files at the School.

G. Board Operating Protocol

The Board read aloud the Board Operating Protocol document and signed the document. Those members not present will be asked to sign the document at the July meeting of the Board. The signed document will be retained in the administrative files at the School.

H. Board Ad-Hoc Committee Assignments

The Board reviewed the ad-hoc committee needs of the Board. The 2017-2018 committee assignments are as follows:

NOMINATING: Tom Sagstetter, Kathy Reed, and supported by Dawn Sorenson

ANNUAL EXECUTIVE DIRECTOR REVIEW PROCESS: Dave Lucas, Rob Bergfalk, and supported by Dawn Sorenson

ANNUAL MEETING/BINGO WITH THE BOARD: Kathy Reed, Paula Bernard, and supported by Dawn Sorenson

ANNUAL BOARD SELF EVALUTION: Scott Gangl, Rob Bergfalk, and supported by Dawn Sorenson

I. 2018 VOA-MN School Network Conference – January 12, 2018

Mr. DeBruyn shared that the next meeting for the VOA-MN School Network Conference is scheduled for January 12, 2018. He noted that attendance at this meeting is a contractual requirement between VOA and Spectrum, and he hopes that a couple members of the Board will plan to be in attendance.

J. 2017 Three Rivers Foundation Grant Resolution

The Board reviewed the resolution before them as required by the Three Rives Foundation. The Foundation needs documentation that the Board authorizes the School to apply for the grant.

Following discussion, on a motion duly made and seconded, Kemnitz/Sagstetter, the Spectrum High School Board of Directors unanimously approved the following resolution:

WHEREAS, the Three Rivers Foundation requires annual formal action by the Spectrum High School Board of Directors indicating approval for application of the grant,

NOW, THEREFORE, be it resolved that the Spectrum High School Board of Directors does hereby authorize Administration to apply for the Three Rivers Community Foundation Grant in support of its AVID program in the requested amount of \$5,000 or the amount allowed by the grant.

K. Sting Swing Golf Classic Update – Liane Kondrak

Ms. Kondrak provided an in-depth overview on the planning to date for the annual Sting Swing Golf Classic. She noted that so far there are 30 golfers signed up; however, many of these are a result of sponsorships. In addition, she stated that \$9,425 has been committed and \$8,550 has already been turned in. She strongly encouraged the members of the Board to continue to press contacts for sponsorships, golfers, etc., and hopes to have these from the Board no later than July. Finally, she reported that approximately \$5,500 more is needed in terms of sponsorships to meet the financial goal of the event.

**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 3<sup>rd</sup> 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. Executive Director Review Timeline and Job Description
- B. 2017-2018 Executive Director Goals
- C. 2017-2018 Board Goals
- D. Strategic Plan 2019 Update (August)
- E. Annual Insurance Review
- F. Charter School Updates and Training
  - a. 2016-2017 Academic Overview
  - b. Concurrent Enrollment Program Overview
  - c. AVID Program Overview
- G. Spectrum Building Company Board of Director's Roster Review
- H. Chromebook 1:1 Program Proposal

**XIV. Miscellaneous**

None

**XV. Adjournment**

On a motion duly made and seconded, Sagstetter/Reed, the Spectrum High School Board of Directors unanimously adjourned the meeting at 7:45 p.m.



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Board Secretary Certification, Jessica Kemnitz