



**Spectrum School Board Meeting Minutes**

**Date:** September 22, 2016

**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	Present	
Member	Kerry Jerred	Present	
Member	Scott Gangl	Present	
Member	Jessica Kemnitz	Absent	
Ex-Officio	Vanessta Spark	Present	
Financial Advisory	Nick Taintor, BKDA	Present	
Staff	Dawn Sorenson	Present	
Interim Executive Director	Dan DeBruyn	Present	
Guest	Dillan Picray	Present	5:45 p.m.
Guest	Craig Stirtz, Quality Surplus	Present	5:50 p.m.

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 was noted.

IV. **Board Agenda**

On a motion duly made and seconded, Reed/Bernard, the Spectrum High School Board of Directors unanimously approved the September 22, 2016 meeting agenda as presented.

V. **Consent Agenda**

A. *Interim Financial Transactions* – None

B. *Important Documents and Policies*

1. 2016-2017 Staff Roster

2. Amended Conference Attendance Agreement Policy

3. Amended Data Practices Policy – Data Subjects

4. Amended Data Practices Policy – Members of the Public

5. Amended Emergency & Safety Procedures Policy – 6<sup>th</sup> Grade Building

6. Amended Emergency & Safety Procedures Policy – High School Building

7. 2016-2017 MDE Designation of Identified Official with Authority Resolution

8. MSHSL Application for DISSOLUTION of Cooperative

C. *Regular Board Meeting Minutes* – August 18, 2016

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

#### **VI. Employee Introduction & Recognition**

Ms. Spark read a letter of thanks and gratitude on behalf of the staff and Board of Directors of Spectrum High School for employee Dillan Picray, Technology Specialist. She stated that Dillan is especially appreciated for his hard work and dedication to the students and staff of Spectrum, and for his calm demeanor in a very demanding position. Thank you Dillan for all you do at Spectrum – you are greatly appreciated.

#### **VII. Public and Student Input**

Mr. Craig Stirtz, owner of Quality Surplus, whose business is located within the same condominium complex as the now 6<sup>th</sup> grade-only section of Spectrum High School, was present at the meeting. Mr. Stirtz shared that he chose to attend the meeting for the purpose of introducing himself to the Board, to share a little bit about his business and its unique space needs, as he recently learned that the School is interested in purchasing the remainder of the condominium units as a part of its planned expansion. In doing so, it would require his business to move and due to its unique needs, he needs as much lead time as possible. He stated that he has been in touch with the City of Elk River to see if there is other space available to lease; however, at this time, he is not aware of another location in which he could move his business.

The Board thanked Mr. Stirtz for his attendance at the meeting and for sharing his contact information. Although the Board didn't have much information to share with Mr. Stirtz at the time, it directed staff to keep Mr. Stirtz informed of decisions made and projected timelines. Mr. Stirtz thanked the Board for their time and for their willingness to meet him.

#### **VIII. Old Business**

The Board reviewed the planned Board Training scheduled for Saturday, October 29<sup>th</sup>. In addition, it acknowledged the need for discussion and decision making on future trainings, i.e., subject matter, etc. This item will remain on the agenda as a reminder to the Board to discuss further at a future meeting.

#### **IX. Ongoing Business**

##### **A. Phase V Expansion Project Update**

Mr. DeBruyn and Ms. Spark provided a brief overview of the Phase V expansion project to date. They noted a need for the Board to move into a closed session to develop or consider offers for the purchase of real property in order to facilitate the planned expansion.

CLOSED SESSION: pursuant to Minnesota Statutes, section 13D.05, Subdivision 3(b)(3), on a motion duly made and seconded, Gangl/Reed, the Spectrum High School Board of Directors unanimously approved moving into a closed session for the purpose to develop or consider offers for the purchase of real property at 5:50 p.m.

RECESSED MEETING: on a motion duly made and seconded, Gangl/Reed, the Spectrum High School Board of Directors unanimously approved recessing the September 22, 2016 Spectrum High School Board meeting for the purpose of convening a Spectrum Building Company Board of Directors meeting at 6:25 p.m.

RECONVENE MEETING: on a motion duly made and seconded, Bernard/Reed, the Spectrum High School Board of Directors unanimously approved reconvening the September 22, 2016 Board of Directors meeting at 6:40 p.m.

Following the adjournment of the Spectrum Building Company Board of Directors meeting, the Spectrum High School Board of Directors took action on the items discussed within the closed session of the meeting.

Following discussion, on a motion duly made and seconded, Reed/Sagstetter, the Spectrum High School Board of Directors unanimously moved that Spectrum High School Administration is hereby authorized and directed to work with the Spectrum Building Company, to negotiate, pursue, and offer to purchase the real properties pursuant to the parameters established by the Board.

**B. Budget Report**

**1. Finance Committee Meeting Minutes –August 18, 2016 and September 16, 2016**

Mr. Taintor presented the Finance Committee Meeting minutes.

Following discussion, on a motion duly made and seconded, Sagstetter/Bernard, the Spectrum High School Board of Directors unanimously accepted the August 18 and September 16, 2016 Finance Committee Meeting minutes as presented.

**2. July/August 2016 Financials**

Mr. Taintor presented the July/August 2016 Financials. He noted that the working budget projects revenues exceeding expenditures in all funds by \$121,045. The budgeted state revenues are based on 655 ADM. Year to date, 9.5% of expenditures have been spent, which is normal for this time of year, and the school is 16.7% way through the fiscal year.

He went on to note that the beginning balances shown on the Balance Sheet are based on unaudited ending information as of June 30, 2016. Due from the Building Company, in the amount of \$118,933, 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.

The state holdback for 2015-2016 fiscal year is estimated to be a receivable of \$462,751 at the time of this report. The holdback amount will be paid to the school throughout the next several months.

The state holdback for the 2016-2017 fiscal year is estimated to be a receivable of \$102,569. The holdback amount is approximately 10% of total state aids. This amount will be paid back to the School in fiscal year 2017.

Mr. Taintor went on to report on Federal Aids Receivable, Salaries and Wages payable, Accounts Payable, and Payroll Deductions and Contributions, with nothing of significance to report.

Following the budget report, Mr. Taintor stated that the Board may anticipate a revised budget to be presented for their consideration either in November or December. In addition, he

reported on the FY16 audit, reporting that the audit should be ready for presentation to the Board at the October meeting.

Following discussion, on a motion duly made and seconded, Bernard/Sagstetter, the Spectrum High School Board of Directors unanimously accepted the July/August, 2016 Financials as presented.

C. *Director's Report*

Ms. Spark presented her Director's Report. Ms. Reed inquired about the meetings with the various City Council members, as well as the Mayor. Ms. Spark provided an update and indicated that the meetings have been very positive.

Mr. Gangl stated that the rollout and implementation of Schoology has been very positive and feels will be an excellent tool for all. He noted that the capabilities of the program are far greater than what Moodle was able to offer.

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

D. *Committee Reports*

1. Technology Committee – none
2. School Improvement Team Committee – none
3. Strategic Planning Committee – none

**X. New Business**

A. *2015-2016 Annual & World's Best Workforce Report*

Mr. DeBruyn and Ms. Sorenson presented the 2015-2016 Annual & World's Best Workforce Report submitted for the Board's approval.

Following discussion, on a motion duly made and seconded, Sagstetter/Reed, the Spectrum High School Board of Directors unanimously approved the 2015-2016 Annual & World's Best Workforce Report as presented.

B. *Amended Spectrum High School Board of Director's Bylaws*

Mr. DeBruyn and Ms. Sorenson presented the additional changes and/or amendments to the Spectrum High School Bylaws. Dr. Speiker reviewed the previous amendments made to the Bylaws in July and recommended additional changes which were made to the Bylaws before the Board. The Board reviewed the changes made in detail.

Following discussion, on a motion duly made and seconded, Gangle/Sagstetter, the Spectrum High School Board of Directors unanimously approved the amended Bylaws as presented.

**XI. Charter School Updates & Training**

Scheduled for October 29, 2016 – beginning at 9:00 a.m.

**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. Discussion ensued regarding the date of the second goal, which currently reads as follows:

“By May, 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.”

It was felt that the May date was too late in the process in which to hire, plan, and execute and golf tournament, and therefore felt that the goal should be amended to read as follows:

“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.”

Following discussion, on a motion duly made and seconded, Gangl/Sagstetter, the Spectrum High School Board of Directors unanimously approved amending the goal to read as follows: “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.”

The Board directed staff to begin the process of advertising for an event planner to facilitate the planning of the golf extravaganza.

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

No changes were noted, nor was there input for the next month’s meeting agenda, which will take place on Thursday, October 27, 2016.

**XIV. Adjournment**

On a motion duly made and seconded, Sagstetter/Jerred, the Spectrum High School Board of Directors unanimously adjourned the meeting at 7:40 p.m.

