

**Spectrum High School Board Meeting Minutes**

**Date:** January 25, 2018

**Scheduled Time:** 5:30 p.m.

**Attendance:**

<b>Position</b>	<b>Name</b>	<b>Arrive</b>	<b>Depart</b>
Chair	Dave Lucas	Present	
Vice Chair	Tom Sagstetter	Present	
Secretary	Jessica Kemnitz	Present	
Treasurer	Kathy Reed	Present	
Member	Rob Bergfalk	Present	
Member	Scott Gangl	Absent	
Member	Paula Bernard	Present	
Executive Director	Dan DeBruyn	Present	
Financial Advisor	Nick Taintor, BerganKDV	Present	6:15 p.m.
Staff	Dawn Sorenson	Present	
Guest	Rod Haenke, VOA	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, Sagstetter/Bergfalk, the Spectrum High School Board of Directors unanimously approved the January 25, 2018 meeting agenda as presented.

**V. Consent Agenda**

**A. Interim Financial Transactions – None**

**B. Important Documents and Policies**

- 2016-2017 World’s Best Workforce Report Summary

On a motion duly made and seconded, Reed/Kemnitz, the Spectrum High School Board of Directors unanimously approved the consent agenda items as listed in section B and as presented.

**C. Spectrum Board Meeting Minutes – December 21, 2017**

On a motion duly made and seconded, Reed/Kemnitz, the Spectrum High School Board of Directors unanimously approved the minutes of the December 21, 2017 meeting as presented.

**VI. Employee Introduction & Recognition**

None

**VII. Public and Student Input**

Mr. Rod Haenke, VOA Governance Representative, introduced himself to the Board. His purpose for being at the meeting was for observation.

**VIII. Old Business**

None

**IX. Ongoing Business**

**A. Phase V Expansion Project Update**

1. 17823 Industrial Circle Building Name

The Board reviewed the document provided by Mr. DeBruyn, which provided the rationale of Administration in naming the new building, “Spectrum Middle School - Grades 7-8” and renaming the 6<sup>th</sup> Grade Building, “Spectrum Middle School – Grade 6”. The high school building would remain the same – “Spectrum High School”

Following discussion, on a motion duly made and seconded, Reed/Bergfalk, the Spectrum High School Board of Directors unanimously approved the following building names:

11044 Industrial Circle NW – “Spectrum Middle School – Grade 6”

17823 Industrial Circle NW – “Spectrum Middle School – Grades 7-8”

17796 Industrial Circle NW – “Spectrum High School – Grades 9-12”

2. Mr. DeBruyn then went on to share that the school is moving forward with drafting a request for a CUP at the athletic complex as another athletic field is desperately needed for the number of teams needing practice space. As a result, Mr. DeBruyn shared that the school’s architect has been directed to draw up new plans to be presented to the City of Elk River that will encompass a possible expansion to the locker room facilities, a new announcer booth, field lighting, additional parking spaces, a future outdoor ice rink, etc. City of Elk River staff have indicated to Spectrum staff that they would like for the plans to be as comprehensive as possible in order to limit the need for future CUP approvals.
3. Next, Mr. DeBruyn reported that the architect has also begun work on the new College and Career Center being planned for the high school building. It is anticipated that construction of the Center will be concurrent with the construction of the new 7<sup>th</sup>/8<sup>th</sup> grade building so that it is ready for the start of the 18-19 school year.
4. Finally, Mr. DeBruyn shared that RJM Construction was out to meet with administration and the architect on Wednesday to go over the final bid numbers for the 7-8 building project. He stated that the numbers are coming in right on target and within budget as was hoped. It is anticipated that the final construction contracts, which will now contain actual bid costs, will be received shortly with a planned ground break of sometime mid-March.

**B. Budget Report**

**1. Finance Committee Meeting Minutes – January 19, 2018**

The Board reviewed the Finance Committee meeting minutes of January 19, 2018, noting that the Committee reviewed the December, 2017 financials in detail and is recommending approval of the financials by the Board. In addition, the Committee reviewed the proposed revised Long Range Budget for FY18 and is also making a recommendation for approval. Mr. Taintor stated that the Committee also heard an update on the Phase V construction project, the final wrap-up of the Scrip program, and the progress being made on getting a detailed budget loaded into the Skyward Financial System, which will facilitate administration having access to more detailed

budget information on a daily basis in which to make more informed day-to-day budgetary decisions.

Following discussion, *on a motion duly made and seconded, Kemnitz/Sagstetter, the Spectrum High School Board of Directors unanimously accepted the January 19, 2018 Finance Committee Meeting Minutes as presented.*

## **2. December, 2017 Financials/Management Report**

Mr. Taintor presented the December, 2017 financials. He noted that the working 2017-2018 budget projects an annual surplus in all funds in the amount of \$196,076. The School is currently budgeting 680 Average Daily Member (ADM), whereas actual is at 686.57 ADM (which includes PSEO students). Reminder: The school receives revenues for the PSEO students and is invoiced by ARCC per student. Overall, the School is right on track with 41.2% of expenditures spent year to date, compared to 50% of the fiscal year completed.

The beginning balances shown on the Balance Sheet are based on the audited ending information as of June 30, 2017. Due from the Building Company, in the amount of \$31,575, represents funds that have been paid for by the School on behalf of the Building Company. Mr. Taintor went on to state that the State holdback for 2016-2017 fiscal year is a receivable of \$12,324 at the time of the report. The holdback amount will be paid to the school over the next several months. The State holdback for 2017-2018 fiscal year is estimated to be a receivable of \$373,239. The holdback amount is approximately 10% of total state aids. This amount will be paid back to the School in fiscal year 2019.

Mr. Sagstetter inquired about the budget item Repairs and Maintenance, noting that 98.7% of the budget has already been spent. Mr. Taintor shared that expenses for this line item are always higher at the beginning of the school year as this is typically the time when the vehicles/busses are being repaired and readied for the start of the new school year. In addition, Mr. DeBruyn shared about the need to purchase a new van in the spring as one of the vans is at the 10 year mark and must be retired for student transportation purposes. There was also a van that broke down while transporting athletes to a tournament, which resulted in unexpected repairs.

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

## **3. Revised FY18 Long Range Budget**

Mr. Taintor reported on the proposed changes to the adopted FY18 budget. He shared that overall, the changes were minor and not many. He stated that the total expected revenue for FY18 in the adopted budget was \$8,515,666 and the revised FY18 budget is showing expected revenues at \$8,477,489, which is a decrease of \$38,177. In addition, the total expected expenditures in the FY18 adopted budget was \$8,284,657; however, in the revised FY18 budget the total expected expenditures is \$8,281,413 or a decrease of \$3,244. Mr. Taintor then went on to stated that the total expected budget surplus in the FY18 adopted budget was \$231,009 for a 26% fund balance, and the total expected expenditures in the FY18 revised budget is calculating a budget surplus in the amount of \$196,076, a decrease of \$34,933, but remains at a 26% cumulative fund balance. Mr. DeBruyn shared that these adjustments will allow addition funds to

be utilized for completing the major projects at the athletic complex, the new building, and the College and Career Center.

Mr. Taintor then reported on the significant changes to revenue and expenditures in the FY18 revised budget. He stated that the total state revenues were decreased mainly due to a decrease in the State SPED budget, as well as a drop in enrollment of 5 students. However, the decrease wasn't significant due to an increase from 1.5% to 2% in general education funding.

Finally, Mr. Taintor stated that the Board is only being asked to consider approval of the revised 17-18 budget in the overall long range budget.

Following discussion, on a motion duly made and seconded, Reed/Bernard, the Spectrum High School Board of Directors unanimously approved the Revised FY18 Long Range Budget as presented.

### **C. Executive Director's Report**

Mr. DeBruyn presented the January Executive Director's Report. He noted that under item number VIII, that work continues on the schedule for the 7/8 building. He stated that they are likely going to be modifying quarter classes to become semester classes. Considerations are under way to determine how WIN/Boost time might also be made available in grades 7-12. In addition, the School is implementing the WEB/Link program in the middle school as a way to connect students with others. Two staff members will be going to an intensive three day training in February for the purpose of implementation.

Mr. DeBruyn went on to note that Congressman Emmer (MN-6<sup>th</sup> district) visited the School on Wednesday, January 24<sup>th</sup>. Two students, Erin Bozich and Carter Allard, presented on Spectrum's CaSH (College at Spectrum High) and Service Learning programs and did an excellent job.

Then Mr. DeBruyn reported on the MCAA, Minnesota Christian Athletic Association, for which Spectrum has been a part the last couple of years. The conference is losing four of its biggest schools after next year, leaving Spectrum as the only large school remaining. Mr. Peterson is working diligently to research other conferences for Spectrum to consider in order to ensure a good fit and competition; however, the process is long and lengthy. He will keep the Board apprised as further information becomes available. The Board indicated they are comfortable with administration pursuing another conference that will ensure these needs are met.

Mr. DeBruyn also reported that Spectrum has been approached about possibly taking over the hockey program currently run as a coop by Legacy (with Spectrum, PACT, and Providence). Currently, there are only a couple of students from Spectrum participating in the co-op. Mr. Peterson has been doing a lot of front-end work to see if this may be feasible. Mr. DeBruyn feels that a hockey team would be an excellent recruitment tool while also providing more opportunities for our students. He will continue to update the Board as information is available. It is possible that he will be coming to the Board in the next month or two with detailed report as to what it would cost the School to pick up the team so that the Board may make an informed decision as to whether or not it would want to move in this direction.

Finally, Mr. Bergfalk inquired about how the Food and Nutrition Audit went for the School. Mr. DeBruyn stated that overall it went very well. There were several small findings of which two have already been corrected. The Board may anticipate seeing revised Lunch Charge and Wellness Policies at

its meeting in February as the law recently changed and therefore the policies must be updated. Otherwise, all in all, the audit went well.

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

#### **D. Committee Reports**

##### **1. Technology Committee**

None

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

###### **A. January 11, 2018 Meeting Minutes**

Ms. Reed reported that the Committee met on January 11<sup>th</sup> and heard an in-depth report on goal area #1 of the School's 2019 Strategic Plan, which details the School's academic results. She shared that in the area of graduation rates, it was found that there was a discrepancy between what the School was reporting for its 4 year graduation rate and what was being reported by the Minnesota Department of Education. Through research, it was found that if a student left in the summer prior to the start of the next school year, a box called "no show" was checked in Infinite Campus so as to ensure that the student wasn't pulled into the planning for the following year's scheduling. Unfortunately, by checking this box, the student then became "unknown" to MDE as they couldn't "see" the student, which then led them to believe that the student didn't graduate. The glitch in the system has been discovered and fixed so as to not have this happen again in the future. In the meantime, the current 4 year graduation rate has to remain as is since MDE is unable to go back into their system and correct the errors.

On a motion duly made and seconded, Kemnitz/Bergfalk, the Spectrum High School Board of Directors unanimously accepted the January 11, 2018 SIT/WBWF Committee meeting minutes as presented.

###### **B. SIT/WBWF Committee Charge**

Typically, the Board prepares a charge in advance of a Committee being formed. However, in this incidence, the SIT/WBWF Committee worked on a charge and is presenting it to the Board for consideration of approval. Ms. Reed shared that the Committee's purpose is to annual review the Strategic Plan to assess progress and to recommend changes, if needed, as well as to oversee the development, execution, and analysis of the annual Climate Surveys.

Following discussion, on a motion duly made and seconded, Bergfalk/Sagstetter, the Spectrum High School Board of Directors unanimously approved the SIT/WBWF Committee Charge as presented.

#### **X. New Business**

##### **A. Public Hearing – Authorization to Charge for Student Chromebook 1:1 Program**

Mr. DeBruyn stated that the authorization before the Board had been presented as a discussion item at their December Board meeting and is now before them for consideration of approval. It was also posted in the December newsletter to meet the 30 day posting requirement.

Chair Lucas called for a motion and a second to move the Board into a Public Hearing.

On a motion duly made and seconded, Reed/Bernard, the Spectrum High School Board of Directors unanimously approved moving into a Public Hearing for the purpose of considering a resolution to charge for the Student Chromebook 1:1 Program.

The Board discussed the resolution before them. Chair Lucas read out loud the resolution before the Board:

**RESOLUTION FOR ADOPTION**  
**SPECTRUM HIGH SCHOOL BOARD OF DIRECTORS**

**MINNESOTA PUBLIC SCHOOL FEE LAW**  
**AUTHORIZATION TO CHARGE FOR STUDENT CHROMEBOOK 1:1 PROGRAM FEE**

**January 25, 2018**

WHEREAS, the Spectrum High School Board of Directors desires to make current, dependable, and affordable technology available to all students (while on and off campus) in support of the school's mission;

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, has posted proper notice of a public hearing regarding its intent to charge an annual Student Chromebook 1:1 Program fee (in a manner and method determined by administration) and has held such hearing to consider further public input;

NOW, THEREFORE, be it resolved that it is the intent of the Spectrum High School Board of Directors to charge a (not less than) fee of \$25.00 annually per student for the Student Chromebook 1:1 Program in order to assist in the administration, maintenance, and long-term sustainability of the program.

Following the reading and discussion by the Board, Chair Lucas called for a motion and a second to move out of the Public Hearing.

On a motion duly made and seconded, Kemnitz/Reed, the Spectrum High School Board of Directors unanimously approved moving out of Public Hearing.

Following discussion, on a motion duly made and seconded, Reed/Bergfalk, the Spectrum High School Board of Directors unanimously approved the resolution to charge an annual program fee of not less than \$25.00 for the Chromebook 1:1 program as presented.

**B. In-Class Audio/Video Recording Appropriate Use Policy (and Guidelines)**

The Board reviewed the proposed *In-Class Audio/Video Recording Appropriate Use Policy*. Mr. DeBruyn shared that a student has requested permission for use of a smart pen (recording device) first through Anoka-Ramsey Community College for CaSH classes and was granted the accommodation by the college before contacting Spectrum. SHS has requested that, in the future, colleges and universities

with whom the School contracts for its CaSH program communicate with SHS prior to granting accommodations.

Following discussion, on a motion duly made and seconded, Bernard/Sagstetter, the Spectrum High School Board of Directors unanimously approved the In-Class Audio/Video Recording Appropriate Use Policy (and Guidelines) as presented.

### C. FY18 Board Election – Candidate Discussion

It was noted that the current terms up for election are parent member, Paula Bernard, and parent member, Tom Sagstetter. Ms. Bernard shared that she has made the decision to not run for re-election at this time; however, would consider running again at some point in the future. Mr. Sagstetter shared that he has chosen to run again as an incumbent candidate. Although Mr. Sagstetter indicated that he would serve on the Board's Nominating Committee back at its organizational meeting in June of 2017, with the implementation of the newly approved Board Development Team Policy it was determined that, since his term is up for election, it would be best if he not serve on the Team. Ms. Bernard stated that she would be willing to serve on the Team. Ms. Sorenson will work to pull together a meeting of the Board Development Team within the next week so that the solicitation of potential candidates may begin as soon as possible.

The Board then went on to give direction to the Board Development Team as to the type of candidate it is seeking. It was determined that some previous experience with service on boards and committees would be helpful, as well as longevity at Spectrum. It would also be helpful to have connections to the community and plans to remain at Spectrum for the length of the term (3 years).

## XI. Charter School Updates & Training

None

## XII. Board Goals 2017-2018 (approved by the Board on July 27, 2017)

### A. 2017-2018 School-Wide/VOA Academic Contract Goals

1. By May, 2018, the percentage of all students enrolled on October 1 in grades 6-11 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 by **1.5 percentage points** to a minimum score of **64.5%**.
2. By May, 2018, the percentage of all students enrolled on October 1 in grades 6-11 at Spectrum High School who earn an achievement level of Meets the Standards or Exceeds the Standards on all **Reading** state accountability tests (MCA, MOD, MTAS) will increase by **2 percentage points** to a minimum score of **74.4%**.
3. By May, 2018, the percentage of all students enrolled on October 1 in grades 6-11 at Spectrum High School who earn an achievement level of Meets the Standards or Exceeds the Standards on all **Science** state accountability tests (MCA, MOD, MTAS) will increase by **2 percentage points** to a minimum score of **58.4%**.

### B. 2017-2018 Board Goals

In addition to the school-wide academic goals stated above, the Board will pursue the following non-academic goals for the 2017-2018 school year:

1. By January, 2018, the Board will develop a succession plan and recruitment procedure for potential board members.

2. By May, 2018, the Board will develop a process for establishing ongoing planning for Charter School Updates and Training to include the specific areas the Board will be trained.
3. By May, 2018, the Board will complete a thorough and in-depth review of the Strategic Plan 2019 for the purpose of amending/adjusting, as needed.

**XIII. 2017-2018 Board Calendar and Next Meeting Agenda Input**

- A. Board Calendar – Ms. Sorenson reported that the calendar has been updated by Mr. Taintor with all of the new compliance dates with regard to the new bonding.
- B. Next Meeting Agenda Input
  - A process for establishing ongoing planning for Charter School Updates and Training – Data Practices
  - Revised Food Charge and Wellness Policies

**XIV. Adjournment**

On a motion duly made and seconded, Bernard/Kemnitz, the Spectrum High School Board of Directors unanimously adjourned the meeting at 7:15 p.m.



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**Board Secretary Certification, Jessica Kemnitz**