



**Spectrum High School Board Meeting Minutes**

**Date:** November 16, 2017  
**Scheduled Time:** 5:30 p.m.

**Attendance:**

Position	Name	Arrive	Depart
Chair	Dave Lucas	Present	
Vice Chair	Tom Sagstetter	Present	
Secretary	Jessica Kemnitz	Present	
Treasurer	Kathy Reed	Absent	
Member	Rob Bergfalk	Absent	
Member	Scott Gangl	Present	
Member	Paula Bernard	Absent	
Executive Director	Dan DeBruyn	Present	
Financial Advisor	Nick Taintor, BerganKDV	Absent	
Staff	Dawn Sorenson	Present	
Guest	Liane Kondrak	Present – 5:45 p.m.	5:55 p.m.
Student – Student Council	Peyton Loewenstein	Present	
Student – Student Council	Sophia Zimmerman	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, Kemnitz/Sagstetterl, the Spectrum High School Board of Directors unanimously approved the November 16, 2017 meeting agenda as amended.

**V. Consent Agenda**

**A. Interim Financial Transactions – None**

**B. Important Documents and Policies**

- Amended 2017-2018 Athletics Handbook – Academic Eligibility
- Amended 2017-2018 Student Handbook – Academic Eligibility
- Amended Executive Director Review and Timeline.

The Board discussed at length the proposed changes to Academic Eligibility in both the Athletic and Student Handbooks, noting that the academic eligibility language is the same in each handbook. Discussion centered around holding students accountable and at the same time making sure that the language allows for flexibility for the principal and athletic director in determining academic suspension for students. Mr. DeBruyn shared that an academic improvement plan form has been developed in conjunction with the proposed changes in language, which must be completed by the student. The form incents student accountability for the academic suspension as well as lays out a plan for improvement in an effort to get the student off of academic suspension as soon as possible.

Mr. DeBruyn reiterated that the proposed amended language, working in concert with the newly developed student improvement plan form, will assist the principal, athletic director, and student in restoring academic eligibility more quickly than what has happened in the past.

Mr. DeBruyn went on to share on the Amended Executive Director Review and Timeline, which was discussed at the October meeting of the Board, is now before the Board for final approval.

Following discussion, on a motion duly made and seconded, Sagstetter/Gangl, 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 – October 26, 2017**

On a motion duly made and seconded, Sagstetter/Kemnitz, the Spectrum High School Board of Directors unanimously approved the minutes of October 26, 2017 as presented.

**VI. Employee Introduction & Recognition**

None

**VII. Public and Student Input**

Ms. Payton Loewenstein and Ms. Sophia Zimmerman were present at the meeting on behalf of Spectrum High School's Student Council. They stated that they were present for the purpose of observation and that it was their intent to attend meetings on a regular basis. The Board welcomed them to the meeting and encouraged them to continue attending in the future. *Note: Students will continue to be encouraged to work with administration on proposed changes and other Student Council related matters.*

**VIII. Old Business**

None

**IX. Ongoing Business**

**A. Phase V Expansion Project Update**

Mr. DeBruyn shared that it had been a busy and productive week with regard to the Phase V expansion project. He reported that Spectrum received notification on Monday, November 13<sup>th</sup> that the supplemental affidavit was approved by the Minnesota Department of Education. This approval then set the wheels in motion for the bond sale, which took place on Wednesday, November 15<sup>th</sup>. He reported that there was four times more interest in the long term bonds than what was available, which was extremely good news and put the School exactly where it needed to be for a \$6,200,000 project fund and a maximum enrollment need of 810 students. Mr. DeBruyn went on to state that pre-closing on the bonds is set for Wednesday, November 29<sup>th</sup>, for which he and Mr. Peterson will attend, and the final closing will take place on Thursday, November 30<sup>th</sup>.

The next step in the project is to have the construction drawings done by the end of November and submitted to RJM construction so that the necessary permit applications may be submitted and received back by sometime in mid-January in order to begin construction. Once the final drawings are done and submitted for the new building, it is the School's intent to ask the architect to begin working on drawings for the College and Career Center at the high school building.

**B. Budget Report**

**1. Finance Committee Meeting Minutes – November 13, 2017**

The Board reviewed the Finance Committee meeting minutes of November 13, 2017. They noted that the Committee addressed an amended Finance Policy and is making recommendation for approval. In addition, the Committee reviewed the lunch program, the reconciliation of checking accounts, the Manual for Activity Fund Accounting (MAFA), and finally, took one last look at the proposed Federal Funds Procurement Policy and is recommending approval.

Following discussion, on a motion duly made and seconded, Gangl/Kemnitz, the Spectrum High School Board of Directors unanimously accepted the November 13, 2017 Finance Committee Meeting Minutes as presented.

**2. October, 2017 Financials**

It was noted that the October, 2017 financials were not reviewed by the Finance Committee at their meeting in November and will be reviewed in December along with the November financials.

**C. Amended Finance Policy**

Mr. DeBruyn stated that the main reason for amending the Finance Policy is the changes to the Federal Funds Procurement Policy, ensuring better alignment with one another. In addition, the School needed to have an Investment Policy in place, which is now included as a part of the overall Finance Policy. Finally, language was added under the heading “Purchasing” so that all purchases for the current fiscal year must be completed by April 15<sup>th</sup>. The purpose for this additional language is to ensure year-end finances can be closed out in a timely manner, with the exception of required expenditures to continue school functions (i.e., graduation).

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

**D. Executive Director’s Report**

Mr. DeBruyn presented the November Executive Director’s Report. He shared that the first Open House and Tour Night took place on Monday, November 13<sup>th</sup> and had excellent attendance at both buildings.

Following discussion, on a motion duly made and seconded, Sagstetter/Gangl, the Spectrum High School Board of Directors unanimously accepted the November Executive 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. Sting Swing Golf Classic Update**

Ms. Kondrak presented the outcomes of the Sting Swing Golf Classic, which took place on Friday, September 29<sup>th</sup>. She stated that the event had a total of 109 golfers and net \$15,029.26 in profit. All in all, the event was extremely successful. Some changes discussed were to move the event from the fall to

the spring, which will allow for better recruitment as advertising would take place over the entire school year rather than during the summer. In addition, a change in venue may be considered for the next event, which, if moved to the spring, will take place in 2019. A possible fall fund raising event of a 5K run was discussed as a possibility. The Board thanked Ms. Kondrak profusely for an excellently run and executed event.

**B. Federal Funds Procurement Policy**

The Board reviewed the final proposed Federal Funds Procurement Policy.

Following discussion, *on a motion duly made and seconded, Kemnitz/Sagstetter, the Spectrum High School Board of Directors unanimously approved the Federal Funds Procurement Policy as presented.*

**C. Board Development Team Policy**

The Board noted that the proposed Board Development Team Policy was up for discussion purposes only. They discussed the proposed policy and made recommendations for additional language to be added that encourages people interested in running for the Board to attend Board meetings prior to election, as well as some sort of language to reflect the Board's desire that potential Board candidates may also be considered for service on either the Finance or School Improvement/World's Best Workforce Team committees. Mr. DeBruyn noted that the suggested language will be added. The Board requested that the policy be on the December agenda for further discussion as several Board members were unable to be in attendance at the meeting.

**D. Minnesota Association of Charter School Membership**

The Board discussed at length possible membership with the Minnesota Association of Charter Schools – weighing the pros and cons of membership vs. non-membership.

Following discussion, *on a motion duly made and seconded, Kemnitz/Sagstetter, the Spectrum High School Board of Directors unanimously approved a one year membership to the Minnesota Association of Charter Schools (MACS) from December, 2017 through December, 2018.*

**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 – no changes or actions needed
- B. Board Development Team Policy – discussion

**XIV. Miscellaneous**

None

**XV. Adjournment**

On a motion duly made and seconded, Sagstetter/Gangl, the Spectrum High School Board of Directors unanimously adjourned the meeting at 6:45 p.m.



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**Board Secretary Certification, Jessica Kemnitz**