



**Spectrum High School Board Meeting Minutes**

**Date:** December 21, 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	Present	
Member	Scott Gangl	Present	
Member	Paula Bernard	Present	
Executive Director	Dan DeBruyn	Present	
Financial Advisor	Nick Taintor, BerganKDV	Present	6:17 p.m.
Staff	Dawn Sorenson	Absent	
Guest	KC Guntzel	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**

Mr. DeBruyn suggested that the Amended Facility Use and Agreement Policy be moved from the consent agenda to New Business item E for the purpose of discussion.

On a motion duly made and seconded, Sagstetter/Bernard, the Spectrum High School Board of Directors unanimously approved the December 21, 2017 meeting agenda as amended.

**V. Consent Agenda**

**A. Interim Financial Transactions – None**

**B. Important Documents and Policies**

- 2017-2018 Board Self Evaluation
- Amended 2017-2018 School Board Election and Procedures
- VOA Fall Site Visit Report from 12.4.17

On a motion duly made and seconded, Sagstetter/Bergfalk, 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 – November 16, 2017**

On a motion duly made and seconded, Sagstetter/Kemnitz, the Spectrum High School Board of Directors unanimously approved the minutes of the November 16, 2017 meeting as presented.

**VI. Employee Introduction & Recognition**

None

**VII. Public and Student Input**

Ms. KC Guntzel stated she was present for the purpose of observing Spectrum's meeting protocol.

**VIII. Old Business**

None

**IX. Ongoing Business**

**A. Phase V Expansion Project Update**

Mr. DeBruyn began by thanking everyone who was able to attend the bond closing dinner the end of November hosted by PiperJaffray.

Next, Mr. DeBruyn shared the final building plans, noting that they were present in the packet of materials for the meeting. He stated that crosswalks will be added to the southwest and northwest corners of the 7/8 building and presented to the City of Elk River for final approval. Busses will be parking for loading and unloading on the east side of Industrial Circle (across from the High School) with their doors opening to the 7/8 building. Students will walk to and from the 6<sup>th</sup> grade building, 7/8 building, and high school buildings from there.

Mr. DeBruyn went on to share that administration is in the midst of conversations about middle school philosophies and how it may look/work differently than the current 7-12 building. Meetings are ongoing and will encompass feedback from various stakeholders.

**B. Budget Report**

**1. Finance Committee Meeting Minutes – December 15, 2017**

The Board reviewed the Finance Committee meeting minutes of December 15, 2017, noting that the Committee addressed further the need for a separate 501(c)(3) organization for the purpose of handling donated funds. The Committee will continue its work on this initiative in January with a goal to have it completed by the end of the school year.

Following discussion, *on a motion duly made and seconded, Sagstetter/Bernard, the Spectrum High School Board of Directors unanimously accepted the December 15, 2017 Finance Committee Meeting Minutes as presented.*

**2. October, 2017 Financials**

Mr. Taintor presented the October, 2017 financials, noting that there were no concerns or significant changes to report at this time.

**3. November, 2017 Financials**

Mr. Taintor presented the November, 2017 financials. He noted that the 2017-2018 working budget is projecting an annual surplus (revenues to exceed expenditures) in all funds in the amount of \$271,076. The School is currently budgeting 680 Average Daily Membership (ADM), whereas actual is at 687.43 ADM. This includes PSEO students for which the School receives funding, but is billed by colleges for both PSEO and concurrent enrollment coursework. Overall, the School is right on track with 33.5% of expenditures spent year to date, compared to 41.7% 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 \$28,825, represents funds that have been paid for by the School on behalf of the Building Company. The State holdback for 2016-2017 fiscal year is a receivable of \$12,977 at the time of the report. The holdback amount will be paid to the School throughout the next several months. The State holdback for 2017-2018 fiscal year is estimated to be a receivable of \$308,155. The holdback amount is approximately 10% of total state aids. This amount will be paid back to the School in fiscal year 2019.

Mr. Taintor went on to note that a revised budget will be presented in January for consideration of approval.

Mr. Taintor stated that approximately \$150,000 had been held at Wells Fargo in the project account which has now been transferred to US Bank as they are the new trustee for the School. It is estimated that there will be approximately \$300,000 to \$400,000 in the account by the end of FY18, which will be utilized to fund the College and Career Center at the high school building.

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

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

Mr. DeBruyn presented the December Executive Director's Report. He shared that the first Open House and Tour Nights took place on November 13<sup>th</sup> and December 7<sup>th</sup> with approximately 35 potential new 6<sup>th</sup> grade students and 18 new students in grades 7-12. It is anticipated that attendance at the future Tour Nights will be even greater.

Mr. Gangl reported that the AVID field trip to Great River Energy went very well with plans for visiting the local landfill in the future as well.

Mr. DeBruyn went on to share the proposed changes being made to revitalize the Service Learning Program for next school year. In addition, the Senior Capstone project is being modified in the hopes of making it more Service Learning oriented. One of the goals is to help students take ownership for their community service activities. It is likely that middle school (grades 7/8) Service Learning will be modified to be more like the current 6<sup>th</sup> grade model with 4 different quarter activities.

Mr. DeBruyn also reported that the changes to the lunch program have been implemented as required by the last audit. The Point of Sale (POS) has been moved to the end of the line to ensure that students have all of the necessary food items on their tray (in order to meet federal requirements for a reimbursable meal). Entrée portion sizes are (often) required to be different for middle school vs. high school students as well, and this too has been corrected.

Lastly, Mr. DeBruyn shared that Spectrum High School was recently named as a High Quality Charter School by the Minnesota Department of Education. Spectrum's previous status as a high quality charter school is what made the School eligible for the CSP expansion grant.

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

**D. Committee Reports**

**1. Technology Committee**

None

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

A. December 7, 2017 Meeting Minutes

Mr. DeBruyn presented the minutes of the December 7, 2017 SIT/WBWF Committee. He stated that the Committee recently had their first meeting for the FY18 school year and is beginning the process of reviewing each goal area of the 2019 Strategic Plan, which is in keeping with the Board's 2017-2018 goal.

On a motion duly made and seconded, Kemnitz/Sagstetter, the Spectrum High School Board of Directors unanimously accepted the December 7, 2017 SIT/WBWF Committee meeting minutes as presented.

**X. New Business**

**A. Board Development Team Policy**

The Board reviewed the Board Development Team Policy. Mr. Lucas stated that finding qualified candidates to run for election begins with the Board. He noted that it is the Board's responsibility to start the discussion, beginning with determining which seats have terms ending and whether or not the person currently occupying the seat plans to run for re-election. Once determined, the Board must then determine what strengths and/or areas of expertise are needed and make a recommendation to the Board Development Team who will then be charged with developing a slate of candidates to run in the upcoming election.

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

**B. 2018-2019 School Calendar**

The Board reviewed the proposed 2018-2019 school calendar. Specifically, approval for the start/end dates of the year, as well as the start and end dates of each quarter. Mr. DeBruyn stated that the Board was being asked to approve the calendar at this time so that the Guidance Department may move forward with setting up the online registration system for the 2018-2019 school year.

Following discussion, on a motion duly made and seconded, Gangl/Bernard, the Spectrum High School Board of Directors approved the 2018-2019 school calendar as presented.

Following the above-noted action of the Board, it was suggested that the motion be amended to include the number of student contact (175) and teacher (190) days in addition to the start/end dates of the year, as well as the start and end dates of each quarter.

Following discussion, on a motion duly made and seconded, Bergfalk/Kemnitz, the Spectrum High School Board of Directors unanimously approved to amend the motion to approve the 2018-2019 school

calendar for the start/end dates of the year, the start/end dates of each quarter, 175 student contact days and 190 teacher days.

It was noted that the full school calendar, which will include winter/spring breaks, etc., will not be approved until the ISD #728 2018-2019 calendar is released.

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

The Board noted that a public hearing regarding its intent to charge for the 1:1 Chromebook Program will be held at its next regularly scheduled meeting on January 25, 2018. Ms. Bernard inquired as to whether or not the middle school and high school programs are going to be the same or different. Mr. DeBruyn shared that middle school students will not be allowed to take home their Chromebooks, but we anticipate high school students will be allowed to do so next school year. 11<sup>th</sup> grade AVID students and seniors may be able to do so in the coming months.

**D. Title 1 Parent Involvement Plan**

Mr. DeBruyn reported that a requirement of the Title I program is that the School adopt a Title 1 Parent Involvement Plan and submit it with its yearly application for funding. The purpose of the plan is to track, and hopefully increase, parent involvement. The plan supports the School and its parents, with the intent to encourage more parents to volunteer their time to the needs of the school.

Following discussion, on a motion duly made and seconded, Sagstetter/Bergfalk, the Spectrum High School Board of Directors unanimously approved the Title 1 Parent Involvement Plan as presented.

**E. Amended Facility Use and Agreement Policy**

Mr. DeBruyn presented the proposed changes to the current Facility Use and Agreement Policy. He noted that the current policy reads that an hourly charge will be made for the use of chairs, tables, etc. The policy has been amended to reflect a per usage fee rather than a per hour fee for certain equipment. Mr. Lucas commented that as long as the School is ensuring that its costs are covered then the changes seem reasonable. Discussion ensued regarding long-term and short-term rentals. Mr. DeBruyn shared that the Board may want to consider future discussion on whether or not the rates for groups using the School's facilities on a long-term basis may be lowered by a certain percentage.

Following discussion, on a motion duly made and seconded, Gangl/Bergfalk, the Spectrum High School Board of Directors unanimously approved the amended Facility Use and Agreement Policy as presented.

**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. 1:1 Chromebook Resolution/Public Hearing

**XIV. Adjournment**

On a motion duly made and seconded, Sagstetter/Gangl, the Spectrum High School Board of Directors unanimously adjourned the meeting at 6:58 p.m.



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**Board Secretary Certification, Jessica Kemnitz**