



Spectrum High School Board Meeting Minutes

Date: February 22, 2018
Scheduled Time: 5:30 p.m.

Attendance:

Position	Name	Arrive	Depart
Chair	Dave Lucas	Present	
Vice Chair	Tom Sagstetter	Present	
Secretary	Jessica Kemnitz	Absent	
Treasurer	Kathy Reed	Present	
Member	Rob Bergfalk	Present	
Member	Scott Gangl	Present	
Member	Paula Bernard	Absent	
Executive Director	Dan DeBruyn	Absent	
Financial Advisor	Nick Taintor, BerganKDV	Absent	
Staff	Dawn Sorenson	Present	
Guest	Payton Loewenstein, Student	Present	5:55 p.m.
Guest	Tori Mercer, Student	Present	5:55 p.m.
Guest	Anna McGlone, Student	Present	5:55 p.m.

I. Call To Order: 5:33 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, Reed/Sagstetter, the Spectrum High School Board of Directors unanimously approved the February 22, 2018 meeting agenda as presented.

V. Consent Agenda

A. Interim Financial Transactions – None

B. Important Documents and Policies

- VOA Governance Report Rubric

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 – January 25, 2018

On a motion duly made and seconded, Sagstetter/Reed, the Spectrum High School Board of Directors unanimously approved the minutes of the January 25, 2018 meeting as presented.

VI. Employee Introduction & Recognition

None

VII. Public and Student Input

Spectrum students, Payton Loewenstein, Tori Mercer, and Anna McGlone presented before the Board. The students asked the Board to consider allowing outside guests to attend the annual Homecoming Dance as they feel that once a student graduates from Spectrum they are still a part of the Spectrum community and therefore should be allowed to attend the dance. In addition, they asked the Board to consider applying the School Dance Policy, as found in the Student Handbook, consistently for all dances. Mr. Gangl read the policy out loud to the students to clarify that if the policy were applied as written, that no outside guest permission forms would be accepted after the one week prior to the dance cutoff period and there would be no last minute requests allowed.

The Board thanked the students for their presentation. The Board asked that Administration look into the requests of the students and to report back to the Board and the students on its decision (which will take place at the time of approval for the 2018-2019 Student Handbook).

VIII. Old Business

None

IX. Ongoing Business

A. College and Career Center Plan

Ms. Sorenson provided a brief update on the work and progress of the plan. She noted that final plans for the Center will be available for the Board to review at the meeting in March. Excellent progress and forward motion is in place.

B. Budget Report

1. Finance Committee Meeting Minutes – February 16, 2018

The Board reviewed the Finance Committee meeting minutes of February 16, 2018, noting that the Committee reviewed the January, 2018 financials and Management Report in detail and is recommending approval by the Board.

Ms. Reed went on to share that the Finance Committee reviewed the January Food Services Report. She noted that Mr. Taintor provided information on revenue vs. expenditures in 2016-2017 as compared to 2017-2018 and it was noted that the overall percentage was about the same for both years. She went on to state that the overall Food Service budget will not be entirely known until after the end of the school year when all information has been entered into the tracking system. Mr. Taintor is monitoring this area of the budget very closely.

Ms. Reed also reported that the Committee reviewed the 990's for both Spectrum High School and the Spectrum Building Company and the Committee is recommending approval of both.

Lastly, Ms. Reed stated that the Committee discussed a Positive Pay system as the School experienced yet another fraudulent check situation, which is similar to the one that took place in October of 2017. She stated that, following the incident in October, the School was advised by its bank to close down and reopen a new account, which it did. However, even in doing so, a similar incident has occurred once again. Both the School's bank, as well as Bergan KDV, are in the process of making sure that their systems are secure. The bank is not recommending at this time that the School close down this new account. There is still much investigative work to be done in an effort to determine where a system breach is occurring. Ms. Reed shared that Mr. DeBruyn and Mr. Taintor approached the bank to inquire about the possibility of implementing the Positive Pay system, which is basically a second line of defense in determining check authenticity. They

were told that while a number of other banks have this service available, First National Bank does not currently offer the service. As further information becomes available it will be shared with the Board.

Following discussion, *on a motion duly made and seconded, Sagstetter/Bergfalk, the Spectrum High School Board of Directors unanimously accepted the February 16, 2018 Finance Committee Meeting Minutes as presented.*

2. January, 2017 Financials/Management Report

Ms. Reed presented the January, 2017 Financials/Management Report. She noted that the working budget 2017-2018 projects an annual surplus (revenues to exceed expenditures) in all funds in the amount of \$196,076. The School is currently budgeting 680 Average Daily Membership (ADM) whereas the actual is at 686.09 ADM and includes the PSEO students for Spectrum who is billed by the participating colleges. Overall the School is right on track with 49.3% of expenditures spent year to date, compared to 58.3% of the fiscal year completed.

Ms. Reed went on to state that 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 \$23,356, represents funds that have been paid for by the School on behalf of the Building Company. These monies will be repaid as funds become available.

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 through the next several months. The State holdback from 2017-2018 fiscal year is estimated to be a receivable of \$438,217 at this time. The holdback amount is approximately 10% of total state aids, and will be paid back to the School in fiscal year 2019.

Following discussion, *on a motion duly made and seconded, Sagstetter/Gangl, the Spectrum High School Board of Directors unanimously approved both the January, 2018 financials and management report as presented.*

3. 2016 Spectrum High School Form 990

The Board reviewed the 2016 Spectrum High School Form 990. It was noted that Mr. DeBruyn had reviewed the form in detail and provided Mr. Taintor with his suggested changes. Ms. Reed stated that Mr. Taintor communicated the changes to the auditor and they will be made to the form prior to it being publically posted.

Following discussion, *on a motion duly made and seconded, Sagstetter/Bergfalk, the Spectrum High School Board of Directors unanimously approved the Spectrum High School 2016 Form 990 as amended.*

4. 2016 Spectrum Building Company Form 990

The Board reviewed the 2016 Spectrum Building Company Form 990. It was noted that Mr. DeBruyn also reviewed this form and no further edits were suggested.

Following discussion, *on a motion duly made and seconded, Sagstetter/Bergfalk, the Spectrum High School Board of Directors unanimously approved the Spectrum Building Company 2016 Form 990 as presented.*

C. Executive Director's Report

In Mr. DeBruyn's absence, Ms. Sorenson presented the February Executive Director's report. In addition to the information presented in the report, Ms. Sorenson shared that Mr. DeBruyn had a brief conversation with the Superintendent of District #728 regarding the proposed dissolution of the co-op between Spectrum High School and Elk River for swimming, tennis, and gymnastics. It is planned that parents and students of the boy's swim team will be present at the ISD #728 Board meeting on Monday, February 26th. The boy's swim team is made up of athletes from Elk River, Spectrum, and home schooling. Mr. DeBruyn will also attend. The Board will be kept apprised of the situation as more information becomes available.

Mr. Gangl then reported on the annual enrollment lottery. He stated that the overall process was excellent and that the enrollment numbers for next year look really good. He stated that acceptance letters for the 2018-2019 school year will be going out shortly.

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

D. Committee Reports

1. Technology Committee

None

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

A. February 1, 2018 Meeting Minutes

Ms. Reed reported that the Committee met in February and heard an in-depth report on goal area #2 of the School's 2019 Strategic Plan, which details Technology Integration. She shared that the Committee reviewed the suggested changes to the strategies and targets and made minor changes to the plan along the way. She went on to note that there are still some areas within this particular goal area where questions remain as to whether or not the school should look toward online resource availability for students, i.e., online text books, as a possible goal. In addition, the School needs to consider alternative funding sources for technology as the School no longer qualifies for the REAP grant, from which the School has used monies to purchase computers and other technology equipment.

On a motion duly made and seconded, Sagstetter/Bergfalk, the Spectrum High School Board of Directors unanimously accepted the February 1, 2018 SIT/WBWF Committee meeting minutes as presented.

X. New Business

A. 2017-2018 Board Self Evaluation Results

The Board reviewed the 2017-2018 Board Self Evaluation Results in detail. They noted the areas of focus opportunities (e.g. executive director salary research and analysis, marketing, and cost analysis of teacher compensation).

B. FY18 Board Election Update

Ms. Sorenson and Ms. Reed updated the Board on election candidates. Currently, Tom Sagstetter, incumbent candidate, and Bert Sepulveda, parent, have indicated their candidacy for election. There are two open parent seats up for election.

C. 2017-2018 Annual Meeting

The Board discussed at length a date for the Annual Meeting. It was noted that it is currently scheduled for Friday, April 9, 2018. Following discussion, it was decided to move the date of the meeting from Friday, April 9, 2018 to Thursday, March 22, 2018, beginning at 5:30 p.m. The regular March Board meeting will convene following the adjournment of the Annual Meeting.

D. Amended Wellness Policy

Ms. Sorenson stated that the amended policy before the Board was for information purposes only. It was significantly updated from what was previously in place as the State of Minnesota recently changed the law, and through the recent food service audit conducted by the Minnesota Department of Education (MDE), the policy needed to be amended. The policy will go before the Safety (which will become the Health and Safety) Committee for the purpose of determining whether or not there are any additional changes needed before it is presented to the Board at a future meeting for final approval. Once approved, it will be submitted to MDE as it was one of the corrective action steps called out in the audit.

CLOSED SESSION pursuant to Minnesota Statutes, section 13D.05, Subdivision 3(b)(3) the Spectrum High School Board of Directors moved into a closed session for the purpose of discussing the Executive Director review, at-will letter and compensation for the 2018-2109 school year.

On a motion duly made and seconded, Reed/Bergfalk, the Spectrum High School Board of Directors unanimously approved moving into a closed session at 7:45 p.m.

On a motion duly made and seconded, Sagstetter/Gangl, the Spectrum High School Board of Directors unanimously approved moving out of a closed session at 8:20 p.m. and to take action upon the items discussed in the closed session.

Following discussion, on a motion duly made and seconded, Reed/Bergfalk, the Spectrum High School Board of Directors unanimously approved an at-will letter for the 2018-2019 school year be extended to Mr. DeBruyn along with a 3% increase in pay.

XI. Charter School Updates & Training

Ms. Sorenson reported that she attended the Data Practices Training provided by MDE on February 13, 2018 and will train the Board at their meeting in April.

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 – None
- B. Next Meeting Agenda Input
 - Bylaws

XIV. Adjournment

On a motion duly made and seconded, Sagstetter/Reed, the Spectrum High School Board of Directors unanimously adjourned the meeting at 8:25 p.m.



Board Secretary Certification, Jessica Kemnitz