



**Spectrum High School Board Meeting Minutes**

**Date:** March 22, 2018

**Scheduled Time:** At the conclusion of the Spectrum Building Company Board of Director’s Meeting

**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	Present	
Member	Paula Bernard	Absent	
Executive Director	Dan DeBruyn	Present	
Financial Advisor	Nick Taintor, BerganKDV	Present	
Staff	Dawn Sorenson	Present	

**I. Call To Order:** 7:16 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/Gangl, the Spectrum High School Board of Directors unanimously approved the March 22, 2018 meeting agenda as presented.

**V. Consent Agenda**

**A. Interim Financial Transactions – None**

**B. Important Documents and Policies**

- VOA FY18 Authorizer Fee
- Amended Lunch Charge Policy

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 – February 22, 2018**

On a motion duly made and seconded, Sagstetter/Gangl, the Spectrum High School Board of Directors unanimously approved the minutes of the February 22, 2018 meeting as presented.

**VI. Employee Introduction & Recognition**

None

**VII. Public and Student Input**

None

**VIII. Ongoing Business**

**A. Phase V Expansion Project Update**

**1. College and Career Center Plans**

Mr. DeBruyn went over in detail the plans for the proposed College and Career Center at the high school building. He shared that the plans are a culmination of information gleaned from staff, students, and alumni regarding what they thought would be important to have in the setting. He went on to talk about the details of the design, noting that the Guidance Department will be moving into the area, since a large portion of their work involves advising students regarding college and career decisions.

**2. Crosswalk on Twin Lakes Blvd.**

Mr. DeBruyn shared that Spectrum met with the Elk River City Engineer regarding a proposed flashing light and crosswalk at the northern intersection of Twin Lakes Road and Industrial Circle. Spectrum believes that a crosswalk and lighted signage at this location would go a long way toward increasing pedestrian safety. He went on to share that the cost of putting in such a crosswalk would be around \$25,000. The City of Elk River does not have the crosswalk budgeted in their current fiscal budget. If the School feels it is important, it may need offer to share in some of the cost.

**3. Spectrum Athletic Complex**

Mr. DeBruyn commented on the proposed changes to the Spectrum Athletic Complex. He shared that there will be an addition of a soccer/football practice field that will include a baseball diamond for JV, the addition of a new west parking lot extension that extends from the existing east parking lot, a service road connecting the existing east and the new west parking lots, an outdoor bus garage that has the capability to park buses and has an indoor service garage for one bus, an expansion of the existing locker room building, the addition of an outdoor hockey rink, an extension of the current wedge practice field to include a JV softball game field, and improvements to the main football field to include: field lights (these were already approved in a previous CUP), which may also help light the proposed hockey rink, additional bleachers, a press box with a sound system, and a new synthetic rubber track.

**B. Budget Report**

**1. Finance Committee Meeting Minutes – March 16, 2018**

The Board reviewed the Finance Committee meeting minutes of March 16, 2018, noting that the Committee reviewed the February, 2018 financials and Management Report in detail and is recommending approval by the Board. In addition, it was noted that the Finance Committee reviewed the February Contracted Services Report, February Food Services Report, and the FY19 Budget Salary Line, and is recommending approval of the line, which includes a proposed 3% salary increase for all staff. Lastly, it was noted that the Committee discussed the pending FY18 audit and fee proposed by Redpath and Company. The Committee advised Mr. Taintor put out an RFP for auditing services as it has been several years since it was last done.

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

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

Mr. Taintor presented the Executive Summary for the March financials. He shared that the working budget for 2017-2018 projects an annual surplus in all funds in the amount of \$196,076. The School is currently budgeting 680 Average Daily Membership (ADM), whereas actual is a 684.57 ADM. Note: This includes PSEO students. The school receives funding for most PSEO students and, in turn, is billed by the respective college for courses taken. Overall, the School is right on track with 57.2% of the expenditures spent year to date, compared to 66.7% 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 \$23,356, represents expenditures paid by the School on behalf of the Building Company. The State holdback for the 2016-2017 fiscal year is a receivable of \$12,239 at this time. The holdback amount will be paid to the School through the next several months. The State holdback for 2017-2018 fiscal year is estimated to be a receivable of \$499,405. The holdback amount is approximately 10% of total state aids and will be paid back to the School in fiscal year 2019.

Finally, Mr. Taintor shared that some internal adjustments were made by moving monies from non-instructional supplies, where there was a surplus, to repairs and maintenance. Mr. DeBruyn stated that in addition to higher than anticipated transportation maintenance, there were additional expenditures related to repairs and maintenance work on the School's security system, external doors, and cameras.

Following discussion, on a motion duly made and seconded, Kemnitz/Sagstetter, the Spectrum High School Board of Directors unanimously approved both the February, 2018 financials and Management Report as presented.

## **3. FY19 Long Range Budget Salary Line-Only**

The Board reviewed in detail the proposed 18-19 salaries in the FY19 Long Range Budget. It noted that 77.75 FTE's is called for in the budget and will be allocated across the school as enrollment and master scheduling dictates. Mr. Taintor shared that the \$3,412,912 for salaries includes a proposed 3% increase in pay for all staff and that the Finance Committee is recommending approval.

Following discussion, on a motion duly made and seconded, Sagstetter/Reed, the Spectrum High School Board of Directors unanimously approved the FY19 Long Range Budget Salary Line as presented, which includes a 3% pay increase for all staff in FY19.

Administration will commence drafting FY19 at-will letters for staff.

## **4. Amended Finance Committee Description**

Ms. Reed shared that the School is working toward making sure that all committees have a charge and/or description in place. Similar to the Board Development Team Committee, the Finance Committee Description is to provide guidance and detail to the Committee on their work.

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

**C. Executive Director’s Report**

Mr. DeBruyn began by thanking the Board for their work on his review and for providing an at-will letter for the 18-19 school year. He stated that he considers it a privilege to be employed as the Executive Director at Spectrum.

In addition to the information provided to the Board in the monthly Executive Director’s report, Mr. DeBruyn shared that he is looking forward to working with the Board on drafting an updated Strategic Plan as the current plan runs out in 2019. Within the context of drafting an updated plan, conversations will take place regarding technology integration and what that means for the School along with possible amendments to the current Mission and Vision.

Mr. DeBruyn went on to propose moving the Annual Meeting to the fall rather than spring for the purpose of capitalizing on annual test data dissemination and annual audit results, etc. The Board concurred with the proposal and will move the Annual Meeting, beginning in FY19, to the fall.

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

**D. Committee Reports**

**1. Technology Committee**

None

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

**a. March 1, 2018 Meeting Minutes**

Ms. Reed reported that the Committee met in March and heard an in-depth report on goal area #3 of the School’s 2019 Strategic Plan, which details Community-based Outreach. She shared that the Committee reviewed the suggested changes to the strategies and targets and made minor changes to the plan along the way. In addition, the Committee reviewed proposed 2017-2018 Annual Climate Survey questions. Changes have been proposed to the surveys and staff will be disseminating them sometime in April.

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

**IX. Old Business**

**A. Bylaws**

It was the request of the Board to review the Bylaws at the March meeting. Upon review, the Board requested that the Bylaws be updated and presented for consideration of approval at its April meeting. This request was so noted by staff.

**X. New Business**

**A. Proposed Curriculum and Instruction Policy**

Mr. DeBruyn stated that currently the School does not have a formal process in place for reviewing curriculum. He stated that Ms. Patnode, Coordinator of Curriculum and Instruction, and administrative staff drafted the proposed policy before the Board. Mr. DeBruyn shared that typically, school districts work on a 5-10 year cycle reviewing curriculum, noting that review is a thorough and lengthy process.

Ms. Kemnitz suggested that the school consider reviewing curriculum concurrently; meaning, reviewing one that is more involved (i.e., mathematics) at the same time as something that is less involved, such as art.

Mr. Sagstetter inquired as to the overall goal and purpose of the policy and suggested that the policy be amended to clearly state the purpose. Mr. Bergfalk commented that the goal and purpose are included, but just need to be specifically identified. Mr. DeBruyn noted the suggestions and will amend the policy in accordance with the Board's guidance.

Following discussion, on a motion duly made and seconded, Reed/Bergfalk, the Spectrum High School Board of Directors unanimously approved the Curriculum and Instruction Policy as presented with the inclusion of a specific goal statement.

**B. 7/8 Building Network & Wireless Wiring Quotes**

The Board reviewed the procurement summary which contained three separate bids for network and wireless wiring at the 7/8 building from PC After Hours, Heartland Business Systems, and Avaya Connect.

Following discussion, on a motion duly made and seconded, Bergfalk/Reed, the Spectrum High School Board of Directors unanimously approved the PC After Hours bid of \$77,813 for the network and wireless wiring of the new 7/8 building (which includes upgrades to the high school building to accommodate the additional load on the network).

**C. 5K Fall Fundraiser**

Mr. DeBruyn reported that he received a phone call from a grandparent of one of Spectrum's students who is the general manager of a GMC dealership in Monticello, wanting to support Spectrum through various donations to the annual Sting Swing golf tournament and other fundraising activities. Mr. DeBruyn shared that he contacted Liane Kondrak who coordinated and planned the golf event to see if she would consider planning a fall fundraiser, such as 5K run. It was felt that a fall activity such as a 5K fun run would be a nice way to start off a new school year and connect with the community surrounding Spectrum. He stated that Ms. Kondrak and another Spectrum parent met with himself and Ms. Sorenson to begin the planning process. The cost to the school for planning and execution of the event will likely be around \$6,000.

Following discussion, on a motion duly made and seconded, Sagstetter/Bergfalk, the Spectrum High School Board of Directors unanimously approved moving forward with a fall 5K fundraising event, and to spend up to \$6,000 for planning and execution services.

**D. Amended 17-18 Spectrum School Calendar – March 5<sup>th</sup> Snow Day**

Mr. DeBruyn presented an amended 17-18 school calendar for consideration of approval. He noted that the calendar has been amended to reflect 173 student contact days and 189 teaching staff days as a result of the March 5, 2018 school closing due to weather. He reported that the 173 student contact days is still well within the required State mandated student contact hours.

Following discussion, on a motion duly made and seconded, Sagstetter/Reed, the Spectrum High School Board of Directors unanimously approved the amended 17-18 Spectrum calendar reflecting 173 student contact days and 189 teaching staff days as presented.

## **XI. Charter School Updates & Training**

### **A. FY18 Board Election Update and Conflict of Interest Training**

Ms. Sorenson provided an update for the Board regarding candidates running in the upcoming election for the Spectrum High School Board of Directors. She noted that in addition to the candidates running, incumbent candidate Tom Sagstetter and parent Bert Sepulveda, two other parents had inquired about running for election. However, during the process of conversing with these parents regarding the election, it was determined that these individuals were also employees of the school as they both coach sports – football and volleyball. As a result, and in accordance with Minnesota Statute 124E.07, Subdivision 3, regarding membership and conflict of interest, should they have chosen to run for election and were elected, they could no longer coach for the school as they would have been in violation of the stated statute. Both decided to remain coaching rather than running for election. Ms. Sorenson provided a refresher on Conflict of Interest for the Board, reminding them that no charter school employees shall serve on the board other than teachers.

## **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
  - Amended Bylaws

## **XIV. Adjournment**

On a motion duly made and seconded, Sagstetter/Kemnitz, the Spectrum High School Board of Directors unanimously adjourned the meeting at 8:30 p.m.



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A handwritten signature in black ink, appearing to read 'Jessica Kemnitz', is written in a cursive style.

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**Board Secretary Certification, Jessica Kemnitz**