



Spectrum High School Board Meeting Minutes

Date: April 26, 2018
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	Present, 5:55 p.m.	
Member	Rob Bergfalk	Present	
Member	Scott Gangl	Present	
Member	Paula Bernard	Present	
Executive Director	Dan DeBruyn	Present	
Financial Advisor	Nick Taintor, BerganKDV	Present	6:45 p.m.
Staff	Dawn Sorenson	Present	
Guest	Rod Haenke, VOA	Present, 5:41 p.m.	
Guest	Robin Schelske	Present	5:45 p.m.
Guest	Karl Diekman	Present, 7:45 p.m.	

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, Bergfalk/Sagstetter, the Spectrum High School Board of Directors unanimously approved the April 26, 2018 meeting agenda as presented.

V. Consent Agenda

A. Interim Financial Transactions – None

B. Important Documents and Policies

- Amended Wellness Policy
- Amended Crisis Management Policy

On a motion duly made and seconded, Bergfalk/Bernard, 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 – March 22, 2018

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

VI. Employee Introduction & Recognition

None

VII. Public and Student Input

Ms. Robin Schelske, Spectrum parent, presented before the Board. She asked that the Board consider authorizing varsity lettering for sports that are not sponsored by the school. Specifically, her daughter, as well as another Spectrum student, are involved with the Minnesota High School Equestrian Association (MHSEA). She shared the rigorous requirements required for lettering through MHSEA and she went on to state that several of the surrounding schools, such as Elk River High School, recognize MHSEA as a varsity sport in which students may letter and would like to see Spectrum do the same.

Following Ms. Schelske's presentation, the Board thanked her and requested that Mr. DeBruyn look into the matter and report back to Ms. Schelske. Mr. DeBruyn stated that he would follow up with Spectrum's Athletic Director and then contact Ms. Schelske.

VIII. Ongoing Business

A. Phase V Expansion Project Update

Mr. DeBruyn provided a brief update on the progress of the new 7/8 building and the College & Career Center. He shared that RJM is still waiting on receiving the construction permit from the State of Minnesota; however, it is felt that it should be received sometime within the week. He went on to share that the plans for the College & Career Center have been completed and that the project is now being put out for bids. RJM has looked at the space and will be bidding on the project. The construction company that built the 6th grade building was originally interested in bidding on the project; however, has now since declined. When ready, the bid(s) will be presented for the Spectrum Building Company and Spectrum Board of Directors consideration. With a tight construction timeline, it is hoped that the bid(s) will be received shortly. Mr. DeBruyn will continue to keep the Board apprised of the status of the projects as information becomes available.

B. Budget Report

1. Finance Committee Meeting Minutes – April 20, 2018

The Board reviewed the Finance Committee meeting minutes of April 20, 2018, noting that the Committee reviewed the March financials in detail. The Committee focused on enrollment and Mr. DeBruyn shared that he would be presenting on the enrollment trend analysis that was recently completed later in the meeting. Mr. Taintor went on to share that the Committee reviewed the Management, Contracted Services, and Food Services reports for the month of March, as well as a review of the F19 Budget/Employee Benefits, and FY18 audit fee proposals. The Committee is recommending approval of the March financials and management reports, as well as the FY 19 Employee Benefits, FY19 Long Range Budget, and the RFP of Clifton Larson Allen.

Following discussion, on a motion duly made and seconded, Bergfalk/Kemnitz, the Spectrum High School Board of Directors unanimously accepted the April 20, 2018 Finance Committee Meeting Minutes as presented.

2. March, 2018 Financials/Management Report

Mr. Taintor presented the Executive Summary for the March financials. He shared that the 2017-2018 working budget is projecting 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 actual is at 682.93 ADM. The ADM also includes a few students who choose to attend a PSEO program at an institution that counts the student as their member and therefore Spectrum does not receive any funding for the student. As of April 1, 2018, the

Attendance & Enrollment Report shows ADM at 667 students. The Board went on to discuss enrollment trends.

Overall, the School is right on track with 66% of expenditures spent year to date, compared to 75% of the fiscal year completed. Mr. Taintor 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 \$23,455, represents funds that have been paid for by the School on behalf of the Building Company. The State holdback for 2017-2018 fiscal year is estimated to be a receivable of \$542,202 at the time of the report. The holdback amount is approximately 10% of total state aides and this amount will be paid back incrementally to the School in fiscal year 2019.

Mr. Taintor then went on to share about the Statement of Revenue and Expenditure. He stated that the report shows the original approved budget, revised approved budget, the working budget, and year to date activity. Per review of this statement, minor changes were made to the working budget to accommodate changes to budget categories to align better with current coding, and there was no effect on the bottom line as a result of the changes.

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

3.FY19 Employee Health Benefits

The Board reviewed in detail the proposed FY19 Employee Health Benefits. Mr. DeBruyn shared that Administration worked with Kraus Anderson (KA), the School's benefit broker, to obtain bids from insurance providers for FY19. He stated that only two bids were received – HealthPartners, which came in with a 29% increase in cost, and Public Employee Insurance Program (PEIP), which came in with an 11% decrease in cost. As a result, Administration and the Finance Committee are recommending a switch to PEIP for FY19.

Mr. DeBruyn shared the differences between PEIP and the current HealthPartners plan. He shared that the deductibles for PEIP are (\$1,500/\$3,000) and HealthPartners is (\$2,000/\$4,000) – for Cost Level 1; however, PEIP out of pocket max is \$3,000/\$6,000. He stated that, if the Board chooses the PEIP coverage, it is a two year commitment and KA indicates that they have not seen a rate hike higher than 5% through PEIP in a number of years. With PEIP, employees have to choose a primary clinic based on cost level and there are multiple providers available. The cost savings to the school with PEIP is approximately \$40,000, and a new category would be added – employee +1 – should the Board choose to approve the PEIP plan.

Mr. DeBruyn then went on to share that in order to help bring the deductible of the PEIP plan in line with the current plan through Health Partners, administration is recommending that Spectrum contribute the following amounts to employees' HSA accounts on an annual basis (paid monthly): 1. \$1,000/individual; 2. \$1,500/employee +1; and \$2,000/family. In addition, Mr. DeBruyn shared that the short-term disability policy that was provided for employees by the School this year (for the first time) will no longer be in place and this will free up approximately \$12,500 to put toward the HSA contributions. The School will still sponsor the plan so that employees will be able to voluntarily elect short term disability; however, the employee will cover the cost for

the coverage themselves. Between the 11% savings from the current HealthPartners plan and the short-term disability savings, the cost to Spectrum falls within the budgeted amount for FY19.

Following discussion, *on a motion duly made and seconded, Reed/Sagstetter, the Spectrum High School Board of Directors unanimously approved the FY19 Employee Health Benefits package as presented.*

4.FY19 Long Range Budget

Mr. Taintor shared that the Finance Committee reviewed in detail the proposed FY19 Long Range Budget and is recommending approval. He went on to state the specifics of the budget, noting that state revenues are being based on the following: Enrollment in grades 6-12 at 740 ADM; state allowance for the general education formula increasing by 2%, which was approved by the legislature; and long-term facilities maintenance revenue (no restrictions on use of funds for charter schools), increased by \$47 per pupil unit for FY19, which equates to \$47,000.

Mr. Taintor went on to state that the benefit increase includes the proposed changes to the health benefit plan as well as eliminating short-term disability being provided by the school. He stated that the budget amount is based on the current number of employees utilizing the School's health plan and that if an increased number of employees choose to use the plan the budget will need to be adjusted accordingly.

He shared that with regard to contracted services, School leadership will discuss contracted services in more detail prior to the June meeting. This amount may change after further review. In addition, non-instruction supplies includes an increase for growth and additional items needed to operate the Grade 7/8 building, and finally, with regard to equipment and technology, School leadership is still finalizing needs for the school based on growth. The amounts listed are estimated; however, they are conservative. As a reminder, due to growth, the school is no longer eligible for the REAP grant which previously supported technology equipment needs.

Following discussion, *on a motion duly made and seconded, Reed/Kemnitz, the Spectrum High School Board of Directors unanimously approved the 2018-2019 Long Range Budget as presented.*

5.Auditing Firm Request for Proposals

Mr. Taintor presented the three proposals received from ABDO Eick & Meyers, CliftonLarsonAllen, and Redpath and Company. Mr. Taintor shared that the School and Building Company have been with Redpath since the inception of the school and therefore felt it was time to put out an RFP for auditing services as best practice. The Board requested that the minutes reflect that the School and the Building Company have been extremely satisfied and grateful for the work provided by Redpath and Company and that the request for proposal process does not in any way reflect on the School's satisfaction with the services and work provided. Mr. Taintor shared that regardless of firm chosen, BerganKDV would continue to provide services for the 990's needed for each entity for a lowerfee than the audit company.

Following discussion, *on a motion duly made and seconded, Bernard/Reed, the Spectrum High School Board of Directors unanimously approved accepting the contract for auditing services from CliftonLarsonAllen beginning with FY18.*

C. Executive Director’s Report

Mr. DeBruyn presented the April Executive Director’s Report. He noted that in addition to the items listed in the report that Abby Duke has been hired for an open Special Education position. He went on to state that with the hire of Ms. Duke, the Special Education department is now fully staffed for FY19. He also shared that one of the two open Instructional Coaching positions has been hired and that administration is conducting interviews for the other open position as well.

Mr. DeBruyn shared that he attended a second MACS (Minnesota Association of Charter Schools) Board meeting. He stated that he finds the meetings to be very informative and it is a chance for him to network with other Executive Directors from around the state, etc. Mr. DeBruyn shared the email message received by Spectrum from MACS informing the school that the entity is seeking self-nominations for the 2018 MACS Board of Directors. He expressed his interest in submitting himself for the position provided that the Board is supportive of the decision. He feels that the networking and staying abreast of current information is excellent support for the school. Following discussion, the Board expressed their support of Mr. DeBruyn nominating himself for the 2018 MACS Board of Directors.

Mr. DeBruyn also shared that he has met again with Spectrum parents, Liane Kondrak and Angie Westermeyer, who are already busily preparing for a fall 5K run, which will be held at Otsego Park. He feels that the 5K will be an excellent way to promote health across the school which will be a nice tie-in to the Health and Safety Committee objectives. It will also be a great way to kick off the school year and raise funds for school needs.

Ms. Kemnitz shared that she and Mrs. Chrest took several Spectrum students to a Journalism conference in San Francisco and that 4 of our students received special recognition for their efforts.

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

D. Committee Reports

1. Technology Committee

None

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

a. April 12, 2018 Meeting Minutes

Ms. Reed reported that the Committee continues to work through the Strategic Plan 2019 covering the final goal area, which is to ensure a high quality sustainable organization. It is the plan of the Committee to present to the Board in May an amended Strategic Plan 2019 for consideration of approval.

In addition to the Strategic Plan, the Committee also reviewed the 17-18 Climate Survey questions and readied them for dissemination. The Committee will review the feedback gleaned from the surveys at their meeting in May.

On a motion duly made and seconded, Sagstetter/Gangl, the Spectrum High School Board of Directors unanimously accepted the April 12, 2018 SIT/WBWF Committee meeting minutes as presented.

IX. Old Business

A. Bylaws

Amended and updated Bylaws will be submitted for consideration of approval at the July meeting of the Board of Directors.

X. New Business

A. Proposed Field Trip Policy

Mr. DeBruyn shared that the School currently has no policy in place governing field trips and one purpose of the policy is to ensure that all field trips are tied to Spectrum's educational values and curriculum.

The Board went on to discuss whether or not additional language was needed regarding chaperones. Specifically, mixed gender participants must have mixed gender chaperones, as well as to call out that chaperones are not allowed to room with students unless it is the chaperones own child, etc. Following discussion, Mr. DeBruyn made note of the additional requests of the Board and will have the policy amended to reflect these requests and will submit it for consideration of approval at a future meeting.

B. 2018 Board of Directors Election Certification

The Board reviewed the outcomes of the 2018 Board of Directors election. Incumbent candidate Tom Sagstetter received 98.9% of the votes, 94 total, for the open parent seat and therefore was declared the winner. Candidate Bert Sepulveda received 100% of the votes, 95 total, for the open parent seat and therefore was declared the winner. It was noted that both candidates ran unopposed.

Following discussion, on a motion duly made and seconded, Kemnitz/Reed, the Spectrum High School Board of Directors unanimously approved the certification of the 2018 Board of Directors and authorized Ms. Reed to sign the certification document.

C. Family Volunteer Hours

Mr. DeBruyn shared with the Board the 2016-2017 Volunteer Hour Summary report he received from the School's Volunteer Coordinator, Janice Dammeier. It was reported that 25% of Spectrum families (158) volunteered at least 20 hours during the 2016-2017 school year; 33% of Spectrum families (206, including those meeting 20 hours) volunteered at least 15 hours, and 50% of Spectrum families (312) volunteered some time during the 2016-2017 school year. Several members of the Board reported that they forget or choose not to enter their volunteer hours into the volunteer database and therefore the percentages represented may not entirely reflect the actual volunteerism of Spectrum's families. Following discussion, Mr. DeBruyn shared that he planned to meet with Ms. Dammeier to see if there are ways in which the School could encourage its families to volunteer more to meet the many needs of the students, various programs, and the school, perhaps through additional opportunities, etc.

D. Student Withdrawal Trends

Mr. DeBruyn presented the Student Withdrawal Summary conducted for FY18. He stated that student retention is an important aspect of long-term enrollment stability. While there are a number of reasons why students/families leave (many of which are outside of the school's control), monitoring the numbers and reasons can assist the school in its continuous improvement process. In particular, 5 areas seemed to stand out as to why students/families left. They are mental health needs, homework load, not feeling like they are fitting in, limitations with scheduling, and challenges in passing the senior paper. As a result, there are several different things that are being implemented for the 18-19 school year to address some of these areas. In particular, Youth Frontier Retreats will take place on Courage, Respect, and Wisdom. In addition, in 7th grade, health will now be a semester long class rather than a quarter class to better address mental health needs. In addition, Vanda Counseling services will be made available to families. Vanda

will meet with students at Spectrum; however, the cost of the counseling will remain with families. Finally, the WEB (Where Everyone Belongs) program will be implemented next year in middle school with plans for implementing the LINK program at the high school the following year. Administration also feels that implementing a block schedule will assist teachers in meeting the needs of students and help to balance the homework load.

E. Amended 18-19 School Calendar

The Board reviewed in detail the amendments made to the proposed 18-19 school calendar. Mr. DeBruyn shared that the School was waiting for ISD #728 to release their calendar so that Spectrum could align as many breaks as possible with the #728 calendar to provide convenience for families who have students enrolled in both districts. ISD #728 approved their 18-19 calendar at the end of March and the calendar before the Board now reflects aligned winter and spring breaks, as well as MEA (Minnesota Education Association).

Following discussion, *on a motion duly made and seconded, Bernard/Sagstetter, the Spectrum High School Board of Directors unanimously approved the amended 18-19 School Calendar as presented.*

XI. Charter School Updates & Training

A. 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 – None

B. Next Meeting Agenda -- None

XIV. Adjournment

Prior to adjourning, Mr. Rod Hanecke from VOA requested that the minutes reflect VOA's gratitude for the School's assistance and help in compiling the 17-18 Governance Report. He went on to report that Spectrum has been awarded the 17-18 Governance award by Volunteers of America.

On a motion duly made and seconded, Bergfalk/Sagstetter, the Spectrum High School Board of Directors unanimously adjourned the meeting at 8:00 p.m.



Board Secretary Certification, Jessica Kemnitz