



Spectrum High School Board Meeting Minutes

Date: May 17, 2018
Scheduled Time: 5:35 p.m.

Attendance:

Position	Name	Arrive	Depart
Chair	Dave Lucas	Absent	
Vice Chair	Tom Sagstetter	Present	
Secretary	Jessica Kemnitz	Present	
Treasurer	Kathy Reed	Absent	
Member	Rob Bergfalk	Present	
Member	Scott Gangl	Present	
Member	Paula Bernard	Absent	
Executive Director	Dan DeBruyn	Present	
Financial Advisor	Nick Taintor, BerganKDV	Present	5:55 p.m.
Staff	Dawn Sorenson	Present	
Incoming Board Member	Bert Sepulveda	Present, 5:45 p.m.	

I. Call To Order: 5:35 p.m.

II. Reading of Vision and Mission Statements

III. Conflict of Interest Check

Vice Chair Sagstetter called for conflict of interest acknowledgement. None noted.

IV. Board Agenda

It was requested that the agenda be re-ordered to move up the budget report to the first item under Ongoing Business to accommodate the schedule needs of Mr. Taintor.

On a motion duly made and seconded, Gangl/Kemnitz, the Spectrum High School Board of Directors unanimously approved the May 17, 2018 meeting agenda as amended.

V. Consent Agenda

A. Interim Financial Transactions – None

B. Important Documents and Policies

- April 26, 2018 VOA Governance Report
- FY19 Lancer Dining Services Contract

Mr. DeBruyn shared that there is a small increase for the cost of meals included within the new FY19 contract.

On a motion duly made and seconded, Bergfalk/Kemnitz, 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 – April 26, 2018

On a motion duly made and seconded, Kemnitz/Bergfalk, the Spectrum High School Board of Directors unanimously approved the minutes of the April 26, 2018 meeting as presented.

D. Spectrum Special Meeting Minutes – May 9, 2018

On a motion duly made and seconded, Kemnit/Gangl, the Spectrum High School Board of Directors unanimously approved the minutes of the May 9, 2018 special meeting as presented.

VI. Employee Introduction & Recognition

None

VII. Public and Student Input

None

VIII. Ongoing Business

A. Budget Report

1. Finance Committee Meeting Minutes – May 14, 2018

The Board reviewed the Finance Committee meeting minutes of May 14, 2018, noting that the Committee reviewed the April financials in detail and is recommending approval by the Board as presented. In addition, the Committee reviewed the April Management Report, April Contracted Services Report, April Food Services Report, and the FY19-21 BerganKDV Financial Services Proposal.

Following discussion, on a motion duly made and seconded, Bergfalk/Kemnitz, the Spectrum High School Board of Directors unanimously accepted the May 14, 2018 Finance Committee Meeting Minutes as presented.

2. April, 2018 Financials/Management Report

Mr. Taintor presented the Executive Summary for the April financials. He reported that the working budget 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 actual is at 682.93 ADM, which 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 those students from MDE. Overall, the School is right on track with 73.5% of expenditures spent year to date as compared to 83.3% of the fiscal year completed. Of note, the CSP Expansion grant has not yet been expended; however, Mr. DeBruyn shared that he submitted a revised CSP budget to MDE and it has been approved so now these monies will be spent on significant expenditures for the 7/8 building prior to June 30.

Mr. Taintor went on to note that the beginning balances shown on the Balance Sheet are from the audited ending information as of June 30, 2017. Due from the Building Company, in the amount of \$24,188, 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 \$601,244. The holdback amount is approximately 10% of total state aids, and will be paid back to the School in fiscal 2019.

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

3. FY19-21 BerganKDV Financial Services Proposals

The Board reviewed in detail the proposed FY19-21 BerganKDV Financial Services Proposal. Mr. DeBruyn reported that it is for a three year contract, with a 5% increase in cost the first year of the contract to accommodate the completion of the 990's, with a 3% increase respectfully for each of the remaining two years. Mr. DeBruyn also noted that there is an out stated in the contract for both parties which requires 120 day notice. Mr. DeBruyn went on to share that the School has been very happy with the services provided by BerganKDV.

Following discussion, on a motion duly made and seconded, Kemnitz/Bergfalk, the Spectrum High School Board of Directors unanimously approved the FY19-21 BerganKDV Financial Services Proposals as presented.

B. Phase V Expansion Project Update

Mr. DeBruyn gave a brief update on the progress of the Phase V expansion of the 7/8 building. He noted that the walls for the gym are being installed and that it should be completed by May 18, 2018. He reported that the concrete base of the gym floor must be poured and cured for 30 days prior to the installation of the wood floor, which is a time constraint for the overall project. He did state that they are working as much as possible – even coming in on Saturdays – in order to try and make up as much time as possible for the delay in receiving the permit from the State. Mr. DeBruyn will continue to keep the Board apprised of the progress of the construction project as it becomes available.

C. College & Career Center Update

Mr. DeBruyn shared that the School received the final contract from RJM as of May 17th. He went on to note that the permit has been filed with the State and that construction may not begin until the permit is received. The timeline for the project is short; however, it is still planned that it will be finished by the start of the FY19 school year.

D. Executive Director's Report

Mr. DeBruyn presented the May Executive Director's report. He shared that the School is strongly considering hiring an outside marketing firm for the purpose of refining our marketing specific to the unique aspects of each building and program. He shared that, to date, the School has been mostly successful in its word-of-mouth marketing efforts; however, the School has reached a point where more direct and targeted marketing is essential for long-term enrollment sustainability. He stated that the Board could anticipate receiving additional information on this endeavor at a later meeting.

Mr. DeBruyn then went on to provide an update on the issue of changing athletic conferences. He reiterated the difficulties the School is encountering in remaining in the current conference in that the bigger schools are leaving (in FY20) and therefore there are going to be less and less schools who will be competitive with Spectrum. He went on to share that Mr. Peterson has written a letter to the following conferences seeking acceptance: Granite Ridge Conference, Great River Conference, Tri-Metro Conference, and the Independent Metro Athletic Conference. Each conference has its advantages and disadvantages, and Mr. DeBruyn will continue to update the Board as information becomes available. As a point of clarification, Mr. DeBruyn noted that whatever conference change is made, it won't take place until the FY20 (2019-2020) school year. Spectrum has the option to remain a member of the Minnesota Christian Athletic Association (MCAA) conference as well.

Following the athletic conference discussion, Mr. DeBruyn then went on to update the Board of the work being completed on a teacher pay analysis. He stated that information was gleaned from Anoka-

Hennepin, Elk River, Big Lake and PACT Charter School for comparison purposes. Through the process, it was discovered that there were some salaries in need of being adjusted; however, overall, Spectrum is paying competitively compared to districts of comparable size (specifically Big Lake and PACT). Mr. Gangl inquired about the possibility of a pay matrix. Mr. DeBruyn shared that he understands the value of a pay matrix as long as it includes disclaimers to allow for fluctuations in the budget, such as funding from the State, enrollment, etc.

Mr. DeBruyn also reported on PSEO student numbers for the FY19 school year. He shared that Mr. Leland met with the current sophomores and juniors for the purpose of sharing all of the things being done to create a more college like atmosphere at the high school and to seek feedback from a student perspective on how the school can continue to meet student needs. It is anticipated that having the College & Career center on campus will be a draw for students to remain at Spectrum enrolled in the CaSH [College at Spectrum High], fully experience high school and the many advantages of concurrent classes.

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

E. Committee Reports

1. Technology Committee

None

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

a. May 10, 2018 Meeting Minutes

Mr. DeBruyn shared that the Committee reviewed the results of the recently conducted Climate Surveys. He stated that 92% of the parents agree that they are satisfied with the education that their students are receiving at Spectrum. 91.27% of parents agree that Spectrum meets their expectations in regards to maintaining high expectations for students. 90.47% of parents agree that Spectrum meets their expectations regarding maintaining a safe learning environment for students, and the top reasons parents choose to enroll their students at Spectrum are small class sizes (79.37%), high academic standards (76.98%), small school population (72.62%), high behavior standards (59.13%), college courses offered on campus (50%), and positive climate and culture (49.6%).

Mr. DeBruyn then shared some possible areas of focus. He stated that 77.78% of parents agree that the school communicates effectively about the school's daily activities, and that 76.19% of parents agree that the school meets their expectations by offering learning opportunities that support technology literacy, etc.

Then Mr. DeBruyn went on to report on the results of the high school and middle school student surveys, as well as staff.

Lastly, Mr. DeBruyn reported that the Committee finished their in-depth review and update of the Strategic Plan 2019 and is recommending approval by the Board.

On a motion duly made and seconded, Bergfalk/Kemnitz, the Spectrum High School Board of Directors unanimously accepted the May 10, 2018 SIT/WBWF Committee meeting minutes as presented.

IX. Old Business

- A. Bylaws**
None

X. New Business

A. 1:1 Chromebook Update

Mr. DeBruyn shared that while Chromebooks have been available to students within classrooms for a number of years, AVID students in grade 11 have been utilizing them since spring 2017 as a 1:1 in-school pilot. Overall, students had positive things to say about the 1:1 Program. They appreciated being able to take home a device and found it valuable for doing schoolwork. He went on to share that, as previously approved by the Board, Spectrum is planning to roll out the 1:1 Chromebook Program to all high school students in August of 2018. The online training course will be sent out through Schoology prior to Open House in August. Students in grades 9-12 who have completed the course and have the parent sign off will be able to pick up their Chromebook at Open House. Others will do so in the first week of school. Insurance will be available and highly encouraged through the school to ensure that the cost to families remains minimal.

B. Employee Benefits Upon Termination

Mr. DeBruyn shared that currently, within the Employee Handbook, it states, “Employee benefits will be in effect through the end of the month in which the employee’s salary or hourly wage is paid according to their at-will agreement.” In addition, the handbook reads, “An employee who fulfills the term of their at-will employment agreement and resigns will have their benefits terminated on the last day of the month of their resignation.” Mr. DeBruyn went on to state that what ends up happening is that a school year employee who is paid over 12 months sometimes waits to terminate employment until the end of the summer so that their benefits extend throughout the summer. This can result in the School having to do last minute posting for open positions and interviewing when it is trying to get ready for the upcoming school year.

The Board went on to discuss whether it wanted to make a whole-sale change to the policy at this time or to make a one-time interim change and then discuss further at a later meeting about making a change in practice for future years.

Following discussion, on a motion duly made and seconded, Gangl/Reed, the Spectrum High School Board of Directors unanimously approved to amend the 17-18 Employee Handbook to approve a one-time extension of leave benefits through the summer of 2018 for teachers who choose to terminate their employment with Spectrum, but work through the last day of their employment agreement.

C. Revised/Updated Strategic Plan 2019

The Board reviewed in detail the proposed updates and amendments to the Strategic Plan 2019 as recommended by the School Improvement Team/World’s Best Workforce Committee.

Following discussion, on a motion duly made and seconded, Bergfalk/Gangl, the Spectrum High School Board of Directors unanimously approved the amended Strategic Plan 2019 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. **☑ Completed**
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. **☑ Completed**

XIII. 2017-2018 Board Calendar and Next Meeting Agenda Input

- A. Board Calendar – None
- B. Next Meeting Agenda
 1. Public Hearing – Binder Fee Resolution

XIV. Adjournment

On a motion duly made and seconded, Kemnitz/Gangl, the Spectrum High School Board of Directors unanimously adjourned the meeting at 7:15 p.m.



Board Secretary Certification, Jessica Kemnitz