



Spectrum High School Board Meeting Minutes

Date: July 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	
Member	Rob Bergfalk	Present	
Member	Scott Gangl	Absent	
Member	Bert Sepulveda	Present	
Executive Director	Dan DeBruyn	Present	
Financial Advisor	Nick Taintor, BerganKDV	Absent	
Staff	Dawn Sorenson	Present	

I. Call to Order: 5:34 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 July 26, 2018 meeting agenda as presented.

V. Consent Agenda

A. Interim Financial Transactions – None

B. Important Documents and Policies

- Booth Law Group, LLC Annual Renewal Agreement

On a motion duly made and seconded, Reed/Bergfalk, the Spectrum High School Board of Directors unanimously approved the consent agenda items as listed in section B as presented. In addition, the Spectrum High School Board of Directors unanimously approved to retain Booth Law Group, LLC to represent the Board in its legal matters or in select legal matters as they arise, and delegates Dan DeBruyn, Executive Director, the power to engage the services of counsel.

C. Spectrum Board Meeting Minutes – June 28, 2018

On a motion duly made and seconded, Reed/Bergfalk, the Spectrum High School Board of Directors unanimously approved the minutes of the June 28, 2018 meeting as presented.

VI. Employee Introduction & Recognition

None

VII. Public and Student Input
None

VIII. Ongoing Business

A. Phase V Expansion Project Update

Mr. DeBruyn provided an update for the Board. He shared that the 7/8 building is just about completed and looks very nice. He went on to note that it is planned to do a punch list on August 6th with the move-in date coming shortly thereafter. Mr. DeBruyn stated that the gym will not be ready in time for the start of school and therefore some shifting of gym classes will need to take place until the gym is ready for occupancy.

Mr. DeBruyn stated that the 3rd round budget of the CSP money has been approved. It is anticipated that by the end of the year, the entire \$675,000 will have been received (2016-2019). Some of the furniture that was ordered with the final CSP money will not be delivered in time for the start of school as the school could not spend the monies until the budget was approved (after July 1). As a result, some temporary furniture will need to be utilized in the interim.

Mr. DeBruyn also shared that the (northern) crosswalk at the intersection of Twin Lakes and Industrial Circle has been approved by the City and it is anticipated that it will be installed shortly. He went on to note that he attended a meeting hosted by the City of Elk River to discuss the planned highway 169 expansion. More than likely, during the planned construction, the traffic on Twin Lakes road will increase and therefore the crosswalk will be especially beneficial for the safety of Spectrum students.

B. College & Career Center Update

Mr. DeBruyn shared that the construction permit was approved by the State of Minnesota 2½ weeks previous and approval by the City of Elk River is anticipated shortly. It is hoped that, with the delay in the construction start, at least the demolition will be completed and walls constructed by the start of school. Some temporary office space may need to be configured, especially for the Guidance Department, until the College and Career Center is fully functional and construction is complete.

C. Budget Report

1. Finance Committee Meeting Minutes – None

It was noted that the Finance Committee did not meet in July. However, committee members were given an opportunity to provide feedback on the financial Management Report prior to the Board meeting. The School's yearly audit is getting underway and therefore June and July financials will be presented in August.

2. June 2018 Management Report

In Mr. Taintor's absence, Mr. DeBruyn shared the June 2018 financial Management Report.

Following discussion, *on a motion duly made and seconded, Bergfalk/Sagstetter, the Spectrum High School Board of Directors unanimously approved the June 2018 Management Report as presented.*

3. 501(c)(3) Update

Mr. DeBruyn and Mrs. Sorenson provided a brief update on the status of the separate 501(c)(3) Friends of Spectrum, Inc. non-profit. The draft Bylaws and Articles of Incorporation have been

submitted to the attorney recommended to handle the work and the School is waiting to hear back from them. It is anticipated that information will have been received and readied for the Board sometime in either September or October. Mr. DeBruyn will keep the Board apprised as information becomes available.

D. Executive Director’s Report

Mr. DeBruyn presented the July Executive Director’s Report. He shared an update on the hiring for open positions. He went on to state that the position for the College and Career Center, as it was originally conceived, has moved from a mostly clerical role to one of covering the AVID Coordinator position in addition to the College and Career adviser. As a result, a change to the job posting was made to attract a different candidate pool. The position continues to be in flux as plans for the space are finalized.

The Board inquired about enrollment for the 18-19 school year. Mr. DeBruyn stated that the School is staffing for the 757 students who are currently registered to attend Spectrum, which is over the budgeted enrollment of 740 students. He went on to state that some enrollment will be lost between now and the start of school, but all in all, enrollment is strong. Enrollment for 6th grade is lower than planned and so a conversation around long-term marketing will take place during the 2018-2019 school year..

Lastly, Mr. DeBruyn reported on the Spectrum Sting Stride that is planned for the fall – September 22. He shared the details of the program and what has been planned to date. The money raised will be put toward the 1:1 Chromebook program. He encouraged Board members to participate.

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

E. Committee Reports

1. Technology Committee

None

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

None

IX. Old Business

None

X. New Business

A. Election of Officers

All nominations were taken from the floor.

BOARD CHAIR: Board member Dave Lucas was nominated for the position of Board Chair. On a motion duly made and seconded, Sagstetter/Bergfalk, the Spectrum High School Board of Directors unanimously elected Dave Lucas to the position of Board Chair.

VICE CHAIR: Board member Tom Sagstetter was nominated for the position of Vice Chair. On a motion duly made and seconded, Reed/Sepulveda, the Spectrum High School Board of Directors unanimously elected Tom Sagstetter to the position of Vice Chair.

TREASURER: Board member Kathy Reed was nominated for the position of Treasurer. On a motion duly made and seconded, Sagstetter/Lucas, the Spectrum High School Board of Directors unanimously elected Kathy Reed to the position of Treasurer.

SECRETARY: Board member Jessica Kemnitz was nominated for the position of Secretary. On a motion duly made and seconded, Sagstetter/Reed, the Spectrum High School Board of Directors unanimously elected Jessica Kemnitz to the position of Secretary.

B. 2018-2019 School-Wide/Board/Executive Director Goals

2018-2019 School-Wide/VOA Contract Academic Goals

- A. By May 2019, 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 **66.0%**.
- B. By May 2019, 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 **76.4%**.
- C. By May 2019, 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 **60.4%**.

2018-2019 School Board Non-academic Goals

In addition to the school-wide academic goals stated above, the Board will pursue the following non-academic goals for the 2018-2019 school year:

- A. By October 2018, the School Board will finalize and begin implementing a plan for establishing ongoing training for charter school board members (as required by Minnesota Statutes, section 124E, Subdivision 7).
- B. By December 2018, the School Board will begin the process of evaluating, revising, and revamping its strategic plan 2019-2024. By June 2019, the School Board will have a draft strategic plan ready for review.

2018-2019 Executive Director Goals

A. Academic

The Executive Director will work with school administration, teachers, and staff toward achieving the Board approved school-wide academic goals (as stated above) by August 30, 2019.

B. Program Development

1. The Executive Director will work with school administration, teachers, and staff to revise the model of teacher evaluation, founded on collaborative inquiry and Kim Marshall's Rethinking Teacher Supervision and Evaluation, to be developed and implemented by May 30, 2019.
2. The Executive Director will work with school administration, teachers, and staff to evaluate the implementation of the following program modifications for School Board review by June 2019:
 - a. Block scheduling
 - b. One-to-one Chromebook Program
 - c. Q-Comp, Instruction Coaches, and PLC's (collaborative inquiry)
 - d. Sting Time
 - e. Service Learning
 - f. New 7/8 Building (Middle School Philosophy)

C. Public Relations/Community Outreach

By May 2019, attend at least two Elk River Chamber of Commerce events for the purpose of building Spectrum's positive reputation and networking.

Following discussion, on a motion duly made and seconded, Sagstetter/Kemnitz, the Spectrum High School Board of Directors unanimously approved the 2018-2019 School-Wide, Board, and Executive Director Goals as amended.

C. 2018-2019 Spectrum Building Company Board of Director's Roster

Following discussion, on a motion duly made and seconded, Kemnitz/Reed, the Spectrum High School Board of Directors unanimously approved the 2018-2019 Spectrum Building Company Board of Director's Roster, including Dave Lucas, Tom Sagstetter, Scott Gangl, Rick Peterson, and Tony Brunt.

D. Acknowledgement of 2018-2019 Meeting Dates/Times

It was noted that the Spectrum Board of Directors will meet the 4th Thursday of every month at 5:30 p.m., unless otherwise stated due to schedule conflict. All dates are so noted on the 2018-2019 Spectrum Board Calendar and posted on the school's website.

E. Director Conflict of Interest

The Board reviewed the Conflict of Interest Policy.

F. Director's Code of Conduct

The Board reviewed the Director's Code of Conduct and signed the corresponding Conflict of Interest Disclosure Statement. The signed documents will be retained in the School's permanent files.

G. Board Operating Protocol

Mr. DeBruyn highlighted a couple of areas in the Board Operating Protocol document and Board members signed the corresponding Board Operating Protocol Statement. The signed document will be retained in the School's permanent files.

H. Board Ad-Hoc Committee Assignments – 2018-2019 School Year

The Board reviewed the committee service needs and determined the committee assignments would be as follows:

ANNUAL EXECUTIVE DIRECTOR REVIEW PROCESS: Dave Lucas and Rob Bergfalk, supported by Dawn Sorenson.

ANNUAL BOARD SELF EVALUATION COMMITTEE: Jessica Kemnitz, supported by Dawn Sorenson.

BOARD DEVELOPMENT TEAM (NOMINATING): Tom Sagstetter and Kathy Reed, supported by Dawn Sorenson.

FINANCE COMMITTEE: Kathy Reed, supported by Dawn Sorenson. The Board requested that an announcement be sent out to Spectrum families that the Finance Committee is seeking a parent member to serve on the Committee.

SCHOOL IMPROVEMENT TEAM/WORLD’S BEST WORKFORCE: Bert Sepulveda, supported by Dawn Sorenson.

I. VOA School Network Conference – January 10-11, 2019

Mr. DeBruyn shared that the VOA School Network Conference will take place January 10-11, 2019 at the hotel in Otsego, MN. More information will be forthcoming; however, in the meantime, the Board made note of the date for planning purposes.

J. Non-sponsored Sports Lettering Discussion

It was noted that parent Robin Schelske presented at open mic at the April Board meeting asking that the Board consider allowing students to letter in non-Spectrum sponsored sports. The Board reviewed the email message sent to Ms. Schelske from Mr. DeBruyn on May 1, 2018, indicating that the Board would review the matter at a later meeting, but in the meantime, students would be recognized for their achievements outside of Spectrum in the School’s newsletter, etc. As such, 25 Spectrum students were recognized in the May 2018 Newsletter for their outstanding accomplishments. Following discussion, the Board requested that the School’s practices remain “as is”; meaning, that Spectrum students participating in non-Spectrum sponsored sports will not receive lettering privileges; however, requested that they be recognized in the School’s newsletter and possibly within the School’s yearbook as well.

K. FY18 Climate Survey Results

The Board reviewed in detail the FY18 results of the Parent, High School Student, Middle School Student, and Staff surveys. Mr. DeBruyn reported on areas of opportunity within each of the surveys, noting that the changes made to the Service Learning program, block schedule, 1:1 Chromebook program, and the College & Career Center will go a long way in addressing some areas of concern. In addition, Mr. DeBruyn shared that beginning in FY19, Spectrum is implementing the WEB/Link program to assist students in making students feel welcomed at Spectrum and its buildings. He also mentioned that we are adding Youth Frontier’s Courage (8th grade), Respect (10th grade), and Wisdom (12th grade) retreats in order to build on our positive school culture and assist students in dealing with any mental health concerns in a proactive manner.

L. 18-19 Employee Handbook

Mr. DeBruyn shared that he anticipates the amended 18-19 Employee Handbook to come before the Board for approval at its August 16th meeting. The 18-19 amended Student and Athletics Handbooks will be presented at that time as well.

M. AdvancED Affiliation

Mr. DeBruyn shared that the School received full accreditation status from AdvancED following review in FY16; however, the School does not utilize any of the tools as it is fully vetted through a rigorous annual review process by its authorizer. He went on to share that all public schools in Minnesota are accredited and therefore college credits earned by Spectrum students will transfer to other institutions regardless of the AdvancED accreditation.

Following discussion, on a motion duly made and seconded, Sepulveda/Kemnitz, the Spectrum High School Board of Directors unanimously approved to withdraw and not seek accreditation renewal through AdvancED.

N. Spectrum Sting Stride

It was noted that Mr. DeBruyn covered this agenda item during the presentation of his Executive Director's report.

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

- D. 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%**.
- E. 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%**.
- F. 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. 2018-2019 Board Calendar and Next Meeting Agenda Input

- A. Board Calendar – None
- B. Next Meeting Agenda – August 16, 2018
 - 1. 18-19 Student Handbook
 - 2. 18-19 Athletics Handbook
 - 3. 18-19 Employee Handbook

XIV. Adjournment

On a motion duly made and seconded, Sagstetter/Sepulveda, the Spectrum High School Board of Directors unanimously adjourned the meeting at 7:28 p.m.



Board Secretary Certification, Jessica Kemnitz