



**Spectrum High School Board Meeting Minutes**

**Date:** August 16, 2018  
**Scheduled Time:** 5:30 p.m.

**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	Absent	
Treasurer	Kathy Reed	Absent	
Member	Rob Bergfalk	Absent	
Member	Scott Gangl	Present	
Member	Bert Sepulveda	Present	
Executive Director	Dan DeBruyn	Absent	
Financial Advisor	Nick Taintor, BerganKDV	Present	
Staff	Dawn Sorenson	Present	
Director of Athletics and Facilities	Rick Peterson	Present – 5:55 p.m.	5:20 p.m.
Guest	Karl Diekman, parent	Present – 6:05 p.m.	7:30 p.m.

**I. Call to Order:** 5:35 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, Sepulveda/Gangl, the Spectrum High School Board of Directors unanimously approved the August 16, 2018 meeting agenda as presented.

**V. Consent Agenda**

**A. Interim Financial Transactions – None**

**B. Important Documents and Policies**

- Amended Data Practices Policy – Data Subjects
- Amended Data Practices Policy – Members of the Public

On a motion duly made and seconded, Gangl/Sagstetter, the Spectrum High School Board of Directors unanimously approved the amended Data Practices Policy – Data Subjects and Data Practices Policy – Members of the Public policies as presented.

**C. Spectrum Board Meeting Minutes – July 26, 2018**

On a motion duly made and seconded, Sepulveda/Sagstetter, the Spectrum High School Board of Directors unanimously approved the minutes of the July 26, 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. Peterson provided the Board with an in-depth update on the project status of the 7/8 building. He reported that when the project began it was anticipated that possession of the building would have occurred 2 to 3 months in advance of school starting; however, due to many unforeseen challenges, it is now anticipated that the CO (Certificate of Occupancy) will be received August 17<sup>th</sup>. With Open House planned for August 23<sup>rd</sup> and the start of school on August 27<sup>th</sup>, the turnaround time is extremely tight. Mr. Peterson went on to share that once occupancy is received, everyone will be working around the clock to get moved into the building in time for Open House and the start of school. He noted that, not all of the furniture has been received but there are enough temporary student desks and chairs, as well as teacher desks to begin school on Monday, August 27<sup>th</sup>.

Following the report, the Board requested that Mr. Peterson send an email message to them informing them of when the CO is finally received. Mr. Peterson acknowledged the request and clarified that the CO is only temporary at this point as the gym is still unfinished, but runs through November 1<sup>st</sup>, which should provide ample time for the completion of the gymnasium.

Mr. Peterson went on to share that the field adjacent to the new 7/8 building was not graded properly. The slope of the field is over 2 feet (closer to 5') and therefore not conducive for an athletic field. He stated that the school has requested that the field be re-graded to bring it into compliance with the requested slope for play and drainage.

**B. College & Career Center Update**

Mr. Peterson provided an update report on the status on the construction of the College and Career Center. He shared that work is well underway and it is anticipated that it will be finished on October 3<sup>rd</sup>. Plans are in place to allow for construction to continue so that it does not impede learning for staff and students. Mr. Peterson shared that the situation isn't ideal, but it is the best the school can hope for given the lateness of the construction start.

**C. Budget Report**

**1. Finance Committee Meeting Minutes – August 10, 2018**

Mr. Taintor presented the minutes of the August 10, 2018 Finance Committee. He noted that the Committee reviewed the June and July financials along with the management, contracted services, and food service reports. With regard to food services for the FY18 school year, he noted that although the commodities check received was \$11,360.47, which did help to offset costs, the School still ended the year with a loss of \$8,472.53 to its food program. He went on to state that the School continues to work to identify efficiencies in this area in an effort to reduce losses. In addition to the monthly financials, the Committee also heard an update report on the status of the separate 501(c)(3) organization, developed an 18-19 schedule of monthly meetings, and determined the Committee's goals for the upcoming year. The Committee determined their goals for the FY19 school year will be:

- Develop and all-encompassing Fundraising Policy/separate 501(c)(3) entity, and

- In concert with BerganKDV, work to maximize investment income as an additional and ongoing revenue stream for the School.

Finally, Mr. Taintor reported that the Committee recommends approval of the June and July Financials and respective Management Reports.

Following discussion, on a motion duly made and seconded, Sagstetter/Gangl, the Spectrum High School Board of Directors unanimously accepted the August 10, 2018 Finance Committee meeting minutes as presented.

## **2. June 2018 Financials**

Mr. Taintor presented the June financials in detail. He stressed that the financials are un-audited and therefore changes could still be forthcoming; however, if so, he does not anticipate anything of significance. He went on to report that the working budget projects an annual surplus in all funds in the amount of \$133,285, whereas actual activity for the year resulted in a surplus of \$326,001. Mr. Taintor shared that at the Finance Committee meeting, Mr. DeBruyn stated that with the anticipated Q-Comp payout, as well as the adjustment needed to the Contracted Services budget, the surplus amount will more than likely be within what was originally budgeted. Mr. Taintor then went on to state that the School's approved revised budget projected 680 Average Daily Members (ADM), whereas actual was at 679.14 ADM. This amount does include PSEO students who attend institutions with whom Spectrum does not contract and the per pupil funding moves directly from the State to the institution.

Mr. Taintor then shared that the beginning balances shown on the Balance Sheet are based on the audited ending information as of June 30, 2017. He stated that due from the Building Company, in the amount of \$27,706, represents funds that have been paid for by the School on behalf of the Building Company. Mr. Taintor stated that the Building Company has the funds to reimburse the School; however, he is waiting until the completion of the Phase V construction of the 7/8 to complete the reimbursement.

Mr. Taintor then went on to report on the Statement of Revenue and Expenditures in relation to the original budget approved, the revised budget approved, the working budget, and year to date activity.

Following discussion, on a motion duly made and seconded, Sagstetter/Gangl, the Spectrum High School Board of Directors unanimously approved the un-audited June 2018 Financials as presented.

## **3. June Management Report**

The Board reviewed the June management report and it was noted that the Board approved the report at the July meeting of the Board.

## **4. July 2018 Financials**

Mr. Taintor presented the July 2018 financials for the Board. He noted that there has been very little activity on which to report. He shared that overall the FY19 working budget projects an annual surplus in all funds in the amount of \$84,632. The School is currently budgeting 740 Average Daily Membership (ADM) and that an enrollment report will be included in the September financial report after the October 1 child count is determined. He went on to note that

the school is right on track with 8.3% of expenditures which have been spent year to date as compared to 2.2% of the fiscal year completed.

Following discussion, *on a motion duly made and seconded, Sepulveda/Sagstetter, the Spectrum High School Board of Directors unanimously approved the July 2018 financials as presented.*

#### **5. July Management Report**

The Board reviewed the July management report.

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

#### **6.501(c)(3) Update**

Ms. Sorenson provided a brief update for the Board. She noted that she and Mr. DeBruyn were in contact with the attorney at Legal for Good and are waiting to hear back. Mr. Lucas suggested sending a message to the attorney setting a specific date of needing to hear back from them in an effort to keep the process moving forward. The requested action was so noted by Ms. Sorenson and an update on progress will be reported at the September meeting of the Board.

#### **D. Executive Director's Report**

Ms. Sorenson presented the August Executive Director's Report. Ms. Sorenson provided a brief overview of the items presented within the report. Mr. Gangl inquired about the exit interview process for employees and the overall process of tracking the information. Ms. Sorenson stated that she would share this inquiry information with Mr. DeBruyn. It was requested that Mr. DeBruyn provide an update at the September meeting of the Board.

Following discussion, *on a motion duly made and seconded, Sepulveda/Sagstetter, the Spectrum High School Board of Directors unanimously accepted the August 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. 18-19 Employee Handbook**

Ms. Sorenson presented the amended 18-19 Employee Handbook. She provided an overview of the suggested changes for the Board, noting that there was an overall change to the inclusive language throughout of Spectrum High School and Spectrum Middle School, as well as the overall global use of "Spectrum" as a means to identify all school buildings, etc. Ms. Sorenson noted that there was the addition of language to the Benefits section, which now allows for employee health benefits be extended to the end of the last month the employee is paid if the employee works less than 12 months and whose

pay is spread over a 12-month period (including the summer months). In addition, language was added to further clarify paid leave/unpaid leave and that all employees who are eligible for flex time must use the paid leave prior to requesting any unpaid leave time. Finally, a section on Holiday Pay was added, which states that in order to be eligible for holiday pay an hourly employee must meet certain requirements (i.e., work a minimum of 30 hours per week, and must work on the work day immediately before and after the holiday.) Further, using flex time on the day before or after the holiday negates eligibility. Ms. Sorenson reported that as Mr. DeBruyn shared at the July meeting, previously, hourly employees working a minimum of 30 hours per week did not receive the benefit of holiday pay.

Mr. Gangl inquired about the rate of pay for teaching staff attending summer conferences at the request of Spectrum. He shared that those who attended the AVID Summer Institute July 31-August 2<sup>nd</sup> in Minneapolis were compensated at the sub rate of pay. He acknowledged that previously teaching staff were not compensated for training and therefore is grateful; however, is wondering how the rate was chosen and whether or not the school has a policy in place regarding teacher compensation for training during summer months. The School has always covered the costs associated with registration, transportation, and meals, and this year has now added compensation. The Board requested clarification and asked that Mr. DeBruyn provide an update at the September meeting. Ms. Sorenson so noted the request and will share the information with Mr. DeBruyn.

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

#### **B. 18-19 Student/Family Handbook**

Ms. Sorenson stated that as with the 18-19 Employee Handbook, global changes were made to the overall Student/Family Handbook to include inclusive language of Spectrum High School and Spectrum Middle School, and “Spectrum” as a means to identify all school buildings. In addition, the name of the handbook was changed from solely Student Handbook to Student/Family Handbook as information pertains to both students and families. Lastly, Ms. Sorenson stated that it is now a legal requirement that the Minnesota Department of Education Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing notification and opt out form be included in the School’s Student/Family handbook as well as posted on the website.

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

#### **C. 18-19 Athletics Handbook**

Ms. Sorenson presented the 18-19 Spectrum Athletics Handbook. As with the Employee and Student/Family Handbooks, the Spectrum Athletics Handbook language was changed to reflect a global and more inclusive voice of the both the high school and middle schools. No other substantive changes were made from that of the 17-18 Athletic Handbook. Mr. Gangl inquired about the language regarding academic eligibility. He is of the opinion that even though academic eligibility was last addressed by the Board at its meeting on November 16, 2017, which was then changed to allow for more flexibility for the principal and athletic director to work with the academic ineligible athlete to get them off suspension and back into contest, that the language remains too restrictive.

The Board discussed at length academic eligibility. Following discussion, Mr. Sagstetter made a motion to approve the amended 18-19 Athletics Handbook as presented. Motion not seconded. Motion failed.

Following the failed motion, the Board requested that either Mr. DeBruyn, Mr. Peterson, and/or Mr. Leland attend the September meeting for further discussion on athletic eligibility requirements. The request was so noted by Ms. Sorenson and will share the request with Mr. DeBruyn.

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

Ms. Sorenson noted that she, Ms. Reed, and Mr. DeBruyn met with Ms. Manders from VOA regarding financial reporting and expectations. One of the items discussed dealt with ongoing financial training. Ms. Sorenson stated that she asked specifically if the ongoing training could take place within the confines of a regular Board meeting to which Ms. Manders was agreeable and in fact encouraged the School to do so. Therefore, Ms. Sorenson is going to reach out to Mr. Taintor and ask that he provide ongoing financial training for the Board at the November 15, 2018 meeting.

#### **XII. Board Goals 2018-2019 (approved by the Board on July 26, 2018)**

##### **1. 2018-2019 School-Wide/VOA Contract 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%**.

##### **2. 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.

#### **XIII. 2018-2019 Board Calendar and Next Meeting Agenda Input**

- A. Board Calendar – None
- B. Next Meeting Agenda – September 27, 2018
  - Employee Exit Interview Information and Tracking Update
  - Summer Teacher Training Rate of Compensation Update
  - Academic Eligibility Update and Discussion

#### **XIV. Adjournment**



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On a motion duly made and seconded, Sepulveda/Sagstetter, the Spectrum High School Board of Directors unanimously adjourned the meeting at 7:30 p.m.

A handwritten signature in black ink, appearing to read 'Jessica Kemnitz', is written over a light gray rectangular background.

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Board Secretary Certification, Jessica Kemnitz