



**Spectrum Board of Director’s Meeting Minutes**

**Date:** June 27, 2019  
**Scheduled Time:** 5:30 p.m.  
**Attendance:**

Name/Position	Monthly Attendance											
	J	A	S	O	N	D	J	F	M	A	M	J
<b>Chair</b> Dave Lucas	P	P	A	P	P	A	P	P	P	A	P	A
<b>Vice Chair</b> Tom Sagstetter	P	P	P	P	P	P	P	P	P	P	P	P
<b>Secretary</b> Jessica Kemnitz	P	A	P	P	P	P	P	P	P	P	P	P
<b>Treasurer</b> Kathy Reed	P	A	P	P	P	A	P	A	P	P	P	P
<b>Member</b> Rob Bergfalk	P	A	P	P	A	A	P	P	P	A	P	P
<b>Member</b> Scott Gangl	A	P	P	P	P	P	P	P	P	P	P	P
<b>Member</b> Bert Sepulveda	P	P	P	A	P	P	P	P	P	A	P	P
<b>Exec. Director</b> Dan DeBruyn	P	A	P	P	P	P	P	P	P	P	P	P
<b>Finance Adviser</b> Nick Taintor	A	P	A	P	P	A	A	A	P	A	A	P
<b>Exec. Admin.</b> Dawn Sorenson	P	P	P	P	P	A	P	P	P	P	P	P
<b>Member-Elect</b> Tony Brunt	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	P

**Guests Present:** Todd and Michelle Anderson

**I. Call to Order:** 5:30 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**

*On a motion duly made and seconded, Gangl/Kemnitz, the Spectrum High School Board of Directors unanimously approved the June 27, 2019 meeting agenda as presented.*

**V. Consent Agenda**

**A. Interim Financial Transactions – None**

**B. Important Documents and Policies**

- FY19 Safety Drills (acceptance)
- Securly Computer Monitoring (multi-year) Contract (approval)

Mr. DeBruyn shared that the Securly Contract is a multi-year contract and therefore is being presented to the Board for approval. He went on to state that Administration is recommending approval of the three-year contract in the amount of \$9,037.50.

Following discussion, on a motion duly made and seconded, Kemnitz/Bergfalk, the Spectrum Board of Directors unanimously approved the Consent Agenda items listed in section B, which includes approval of a three-year contract with Securly in the amount of \$9,037.50 as presented.

**C. Spectrum Board Meeting Minutes**

- May 16, 2019 Regular Spectrum Board Meeting Minutes
- June 20, 2019 Special Spectrum Board Meeting Minutes

On a motion duly made and seconded, Kemnitz/Bergfalk, the Spectrum Board of Directors unanimously approved the minutes of May 16, 2019 and June 20, 2019 meetings as presented.

**VI. Employee Introduction & Recognition**

None

**VII. Public and Student Input**

Mr. and Mrs. Anderson shared their concerns regarding the Board-approved policy concerning a student's choice to drop PSEO (Post-Secondary Education Option) courses after the initial college deadline. The Board thanked them for their time and later determined that the Board will receive an administrative implementation update at a future meeting.

**VIII. Ongoing Business**

**A. Phase V Expansion Project Update**

Mr. DeBruyn provided a brief update. He shared that the project is just about finalized. The field is growing, but the School has decided that it will over-seed the field itself. There are two last items needing to be addressed, which include a door seal and an area of concrete that was damaged when the field was initially being installed and seeded. Once those items are addressed, the project can be finalized.

Mr. Gangl inquired about an update on the installation of a proposed hockey rink at the athletic fields. Mr. DeBruyn stated that work continues on the initiative with the Elk River Youth Hockey Association and the City of Elk River. Mr. DeBruyn shared that meetings will be taking place over the summer and he will continue to apprise the Board as information becomes available.

**B. Budget Report**

**1. Finance Committee Meeting**

**a. Finance Committee Minutes – June 21, 2019**

Mr. Taintor presented the minutes of the June 21, 2019 Finance Committee meeting. He noted that the Committee reviewed the May financials in detail, as well as the May Management Report, and is recommending approval by the Board. In addition, they reviewed the May Contracted Services Report and the May Food Services Report.

Mr. Taintor went on to share that the Committee reviewed the CliftonLarsonAllen FY19 Audit proposals for the School and the Building Company and is recommending approval by the Board. In addition, the Committee reviewed the remainder of the FY20 Long Range Budget and, again, is recommending approval by the Board.

The Committee also received an Hourly Employee Summer Insurance Benefits update and recommends approval by the Board, as well as had an in-depth discussion regarding the food services contract with Lancer Dinning Services. He went on to state that the Committee is recommending the Board approve an increase in student lunch fees from \$3.45 to \$3.60/meal as a means to help offset some of the continued loss in revenue. Mr. DeBruyn shared that the School continues to look at finding creative solutions and optimizing efficiencies in this area to mitigate the loss in revenue.

Finally, Mr. Taintor shared that the Committee also reviewed a suggested increase in athletic fees from \$260 per sport to \$290, as well as an increase in the family maximum from \$800 to \$850. Mr. DeBruyn stated that costs associated with transportation and human resources are the driving force for the increase.

Following discussion, on a motion duly made and seconded, Gangl/Kemnitz, the Spectrum Board of Directors unanimously accepted the June 21, 2019 Finance Committee meeting minutes as presented.

**b. May Financials**

Mr. Taintor reported on the May financials. The working budget 2018-2019 projects an annual deficit (expenditures to exceed revenues) in all funds in the amount of (\$114,948), and a projected cumulative fund balance of \$2,144,361, which is 23% of total budgeted expenditures. The School is currently budgeting 731 Average Daily Membership (ADM). Actual Membership as of May 24th is 724, with a current ADM of 735.88, which includes full time PSEO students attending other institutions for which the School does not get reimbursed from the State. Overall, the School is right on track with 89.7% of expenditures spent year to date as compared to 92% of the fiscal year completed.

Mr. Taintor went on to share that the beginning balances shown on the Balance Sheet are based on the audited ending information as of June 30, 2018. Due from the Building Company, in the amount of \$376,443, represents funds that have been paid for by the School on behalf of the Building Company. A portion of this will be paid back to the School this fiscal year.

The State holdback for 2018-2019 fiscal year is estimated to be a receivable of \$631,206 at the time of the report. The holdback amount is approximately 10% of total state aids. The remaining holdback amount will be paid back to the School in fiscal year 2020.

Nothing else of significance was noted in the financials, and cash flow is good.

Following discussion, on a motion duly made and seconded, Gangl/Bergfalk, the Spectrum Board of Directors unanimously approved the May, 2019 financials as presented.

**c. May Management Report**

The Board reviewed the May Management Report.

Following discussion, *on a motion duly made and seconded, Bergfalk/Scott, the Spectrum Board of Directors unanimously approved the May Management Report as presented.*

**d. FY20 Long Range Budget – Remainder**

Mr. Taintor presented the remainder of the FY20 Long Range Budget. He noted that the Board approved the salary line-only in March; however, the remainder of the budget is in need of approval as well. He presented the budget in detail, noting that it is based on an average daily membership of 775 students and includes a 2% increase in the general education formula, which was anticipated and approved by the legislature. He noted that \$9,500,000 is anticipated in revenue, which is up from the \$9,200,000 the previous year. Overall, the budget projects a fund balance of 22.5% and a debt service ratio of 1.10, which is in keeping with the School's Financial Policy as well as the bond covenants as required.

Following discussion, *on a motion duly made and seconded, Gangl/Reed, the Spectrum Board of Directors unanimously approved the remainder of the FY20 Long Range Budget as presented.*

**e. CliftonLarsonAllen FY19 Auditor Engagement Letters – Spectrum and the Spectrum Building Company**

Mr. Taintor presented the CliftonLarsonAllen FY19 Auditor Engagement Letters. He shared that CLA has indicated that the audit will be conducted slightly later than in years previous; however, would certainly be completed within the timeframe that is required. Mr. Taintor plans to have a preliminary report for the Board at the October Annual Meeting which will be completed for presentation at the November Board meeting.

Following discussion, *on a motion duly made and seconded, Reed/Sepulveda, the Spectrum Board of Directors unanimously approved the CliftonLarsonAllen FY19 Auditor Engagement Letters for both the School and the Spectrum Building Company as presented.*

**f. FY20 Lease Aid MDE Letter of Approval**

The Board noted that the School is in receipt of a letter of approval from the Minnesota Department of Education for Lease Aid in FY20.

**g. Increase in School Lunch Price from \$3.45 to \$3.60 per meal**

The Board noted the previous discussion in the meeting regarding school lunch pricing.

Following discussion, *on a motion duly made and seconded, Reed/Sepulveda, the Spectrum Board of Directors unanimously approved an increase in student school lunch pricing from \$3.45 to \$3.60 beginning in FY20.*

**h. Summer Insurance Coverage for Benefit Eligible Hourly School Year Employees**

Mr. DeBruyn shared the analysis he conducted regarding potential budget impact should the School decide to provide hourly school year employees who are benefit eligible to

continue their insurance coverage during the summer months. He shared that employees would pre-pay the employee contribution for the summer months not worked over the course of the school year. He stated that most other public school districts provide this option and the cost to the School is minimal.

Following discussion, on a motion duly made and seconded, Gangl/Bergfalk, the Spectrum Board of Directors unanimously approved providing benefit eligible hourly employees who only work during the school year the option of continuing insurance coverage during the summer months as discussed.

Mr. DeBruyn stated that he would be making a change to the Employee Handbook, which will be coming before the Board for consideration of approval at the July meeting to reflect the requested change.

**C. Executive Director's Report**

Mr. DeBruyn presented the Executive Director's Report for the month of June. He called the Board's attention to the quarterly report received from #SocialSchool4EDU, which details the increased average daily Facebook reach with the posts being made.

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

**D. Committee Reports**

**1. School Improvement Team/World's Best Workforce Committee (SIT/WBWF)**

- None

**IX. Old Business**

None

**X. New Business**

**A. Thank you to Scott Gangl for Board Service**

The Board thanked Mr. Gangl for his three years of service on the Board. Mr. Gangl shared that he very much enjoyed the work and serving the School in this manner. It was noted that his civic service would continue on the Friends of Spectrum, Inc. Board of Directors.

**B. Seating of New and Re-Elected Board Members**

The Board welcomed back to the Board newly elected teacher member Mr. Tony Brunt. In addition to Mr. Brunt, the Board seated re-elected community member Mr. Dave Lucas.

**C. FY20 Lancer Dining Services Contract**

Mr. DeBruyn shared with the Board, as he had previously done at the June 21, 2019 Finance Committee, that the School went out for bids on its food services contract. He shared that the Lancer Contract was a competitive bid and administration is recommending approval as the best overall value for the school.

Following discussion, on a motion duly made and seconded, Brunt/Sepulveda, the Spectrum Board of Directors unanimously approved the FY20 Lancer Dining Services Contract as presented.

**D. 2019-2020 Athletics and Activities Handbook**

Mr. DeBruyn shared that the majority of the amendments made to the handbook for FY20 have to do with the name change from Spectrum High School to Spectrum High School and Spectrum Middle School, etc. The major change has to do with the increase in athletic fees per sport from \$260 to \$290, and an increase in the Family Maximum of \$800 to \$850. Discussion ensued about the possibility of creating some sort of scholarship opportunity for families. It was determined that the Friends of Spectrum, Inc. Board would be a good place for continued discussion and possible creation of a scholarship fund.

Following discussion, on a motion duly made and seconded, Reed/Brunt, the Spectrum Board of Directors unanimously approved the amended 2019-2020 Athletics and Activities Handbook, which includes an increase in athletic fees from \$260 to \$290 per sport, as well as an increase in the Family Maximum from \$800 to \$850 as presented.

**E. Board Training and Development Policy**

Mr. DeBruyn shared that having a Board Training and Development Policy in place was one of the Board goals for the FY19 school year. In addition, he stated that the Minnesota Association of Charter Schools also recommends that Schools have a policy such as this in place.

Following discussion, on a motion duly made and seconded, Reed/Kemnitz, the Spectrum Board of Directors unanimously approved the Board Training and Development Policy as presented.

**F. Website Accessibility Policy**

Mr. DeBruyn shared that the new website provider for the School recommends having a Website Accessibility Policy in place to address ADA (American Disabilities Act) compliance.

Following discussion, on a motion duly made and seconded, Bergfalk/Sepulveda, the Spectrum Board of Directors unanimously approved the Website Accessibility Policy as presented.

**G. Amended Records and Retention and Destruction Policy**

Mr. DeBruyn shared that the School has had the policy in place for a couple of years; however, to date, has not had the personnel and/or time to actually implement the policy. He went on to state that over the summer, Ms. Mehrer and Ms. Siegel are beginning with student records to determine what is and isn't to be retained per the policy. He noted that the previous policy did not contain a student records section and thus it has been added to the policy. Finally, he noted that the current policy allows for administration to make adjustments to the policy, as needed.

Following discussion, on a motion duly made and seconded, Reed/Brunt, the Spectrum Board of Directors unanimously approved the amended Records and Retention and Destruction Policy as presented.

**H. Northstar Busing Contract**

Mr. DeBruyn shared the Northstar Busing Contract received by the School. He noted that the Board had previously given permission and direction to enter into the contract for busing services, but wanted to share the contract for information purposes. No action was necessary and/or taken.

**XI. Charter School Updates & Training**

Mr. DeBruyn led the Board through training in Data Practices; specifically, with regard to records retention and destruction. He pointed out all of the policies that the School currently has in place that deal with data practices as is required to be legally compliant, and provided a detailed overview of the data

practices training he attended through the Minnesota Department of Education. Follow up training in the area of Data Practices will also take place at the July 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).  **Completed 6.27.19**
- 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.  **Completed 5.16.19**

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

**A. Board Calendar**

- None

**B. Next Meeting Agenda – July 25, 2019**

- Data Practices Training
- Annual Officer Elections
- Set Annual Meeting Date/Time
- Annual Review/Sign Director Conflict of Interest
- Annual Review/Sign Director's Code of Conduct and Conflict of Interest
- Annual Review/Sign Board Protocols
- Annual Review of Spectrum Building Company Board of Directors Roster
- Annual Approval of Directory Information to be released (FY20 Student/Family Handbook)
- Annual Approval of FY20 Employee Handbook
- FY20 Board Goals – Academic and Non-academic
- FY20 Executive Director Goals
- Update on implementation of the PSEO course drop policy will take place at the August meeting (once counseling staff return from the summer break).



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**XIV. Adjournment**

*On a motion duly made and seconded, Reed/Bergfalk, the Spectrum Board of Directors unanimously adjourned the meeting at 7:05 p.m.*

A handwritten signature in black ink, appearing to be 'Jessica Kemnitz', is written over a faint rectangular box.

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**Board Secretary Certification, Jessica Kemnitz**