



Spectrum Board of Director’s Meeting Minutes

Date: October 24, 2019

Scheduled Time: Following the adjournment of the Annual Meeting

Attendance:

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

Guests Present: Kirsten Tuckey

I. Call to Order: 7:00 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

Mr. DeBruyn requested that item A under New Business, Sting Swing, be moved to the front of the agenda out of consideration for Ms. Tuckey’s time.

On a motion duly made and seconded, Sepulveda/Kemnitz, the Spectrum High School Board of Directors unanimously approved the October 24, 2019 meeting agenda as amended.

V. Consent Agenda

A. Interim Financial Transactions – None

B. Important Documents and Policies

- 2018-2019 Annual Report
- 9.26.19 VOA Board Observation Report

On a motion duly made and seconded, Kemnitz/Brunt, the Spectrum Board of Directors unanimously approved the October 24, 2019 Consent Agenda items listed in section B as presented.

C. Spectrum Board Meeting Minutes

- September 26, 2019 Regular Spectrum Board Meeting Minutes

On a motion duly made and seconded, Kemnitz/Brunt, the Spectrum Board of Directors unanimously approved the minutes of September 26, 2019 meetings as presented.

VI. Employee Introduction & Recognition

None

VII. Public and Student Input

No input was provided.

VIII. Ongoing Business

A. Phase V Expansion Project Update

Mr. DeBruyn stated that the Phase V Expansion Project is now complete. There are still a couple of outstanding items in the College & Career Center for which final payment is being held until the items have been satisfactorily addressed and resolved. This update will now be removed as a standing item on the agenda.

Mr. DeBruyn then went on to report on the field lighting costs that were approved by the Board at its meeting in September. He reminded the Board that they had approved up to \$99,000 for the cost of the lighting; however, the final cost came in at \$110,000. He shared that the School's Finance Policy requires him to inform the Board if costs are 10% and/or \$20,000 more than the approved amount. He stated that although the costs came in higher than originally quoted, overall, he feels strongly that the cost savings in the end is still worth moving forward with purchasing and installing the lights. He also shared that with the additional costs for the lighting, as well as the previously approved \$20,000 to Wenk for the necessary field engineering, he has communicated with the School's architect that there is currently a hold placed on the proposed bathroom retrofit until a later date.

Next, Mr. DeBruyn updated the Board on the School's efforts to procure boards for the proposed outdoor hockey rink. In the process of doing the research to find used boards, it has been determined that purchasing new boards will be more economical; however, the cost is also higher than originally anticipated and will be around \$40,000. The purchase price of the new boards does include a supervisor who would be on site to oversee the installation process to insure accuracy. The City of Elk River has agreed to assist with labor necessary for the installation, and we are aiming for purchase and installation to be completed and ready for use in the 2020-2021 school year.

B. Budget Report

1. Finance Committee Meeting

a. Minutes – October 16, 2019

Mr. Taintor presented the minutes of the October 16, 2019 Finance Committee meeting. He shared that the Committee reviewed the 2019-2020 Finance Committee goals, as well as the September financials, management, contracted services, and food service reports. In addition, the Committee began looking at potential amendments to the Financial, Credit Card, and Procurement policies. He went on to share that additional work is being

done on the policies and they will be submitted for the Committee’s review at their next meeting in November.

Lastly, he noted that the Committee is recommending approval of the September Financials and Management Reports as presented.

Following discussion, on a motion duly made and seconded, Reed/Kemnitz, the Spectrum Board of Directors unanimously accepted the October 16, 2019 Finance Committee Meeting minutes as presented.

b. September Financials

Mr. Taintor reported on the September 2019 financials. He stated that the 2019-2020 working budget projects an annual deficit (expenditures to exceed revenues) in all funds in the amount of (\$3,976) with a projected fund balance of \$2,132,727, which is 22% of total budgeted expenditures. The School is currently budgeting 775 Average Daily Membership (ADM), whereas the actual membership as of October 1st is 788, with a current ADM of 792 and includes the full time PSEO students attending other institutions for which the School does not get reimbursed from the State. Mr. DeBruyn shared that he has been working with Spectrum’s MARRS Coordinator in regards to coding PSEO students in relation to reimbursement from the State of Minnesota. The process requires the Coordinator to look at each PSEO student’s schedule to determine accurate coding, which has proven to be a lengthy and laborious process. In doing so, MARSS coding retroactive to FY19 shows a decrease in 5 ADM, which equates to approximately \$35,000 that will need to be accounted for in the FY20 budget. Mr. Taintor shared that the FY20 budget is still very fluid, but he is anticipating a preliminary revised budget for presentation to the Finance Committee and full Board at the November meetings, respectfully.

Overall, the School is right on track with 17% of expenditures spent year to date, as compared to 25% of the fiscal year completed.

Mr. Taintor then went on to report on the Balance Sheet. He stated that the beginning balances shown are based on the audited ending information of June 30, 2019. Due from the Building Company, in the amount of \$263,718, represents funds that have been paid for by the School on behalf of the Building Company. He shared that the School has received reimbursement from the overages available within the 2017 bond project fund and therefore the balance shown will be reduced.

Following discussion, on a motion duly made and seconded, Kemnitz/Brunt, the Spectrum Board of Directors unanimously approved the September financials as presented.

c. September Management Report

The Board reviewed the September Management Report. It was noted that the Finance Committee’s review of the report cited a gap in check sequencing, which was so cited by Bergan KDV in the report itself. The report states, “Wires entered go in sequential order. Accounts Payable entered a wire twice in the middle of the batch and had to delete one. The system doesn’t go back and fill in that wire number, so #20190075 was skipped.”

Following discussion, on a motion duly made and seconded, Reed/Brunt, the Spectrum Board of Directors unanimously approved the September Management Report as presented.

C. Executive Director's Report

Mr. DeBruyn presented the Executive Director's Report for the month of October. In addition to the items presented in his report, he reported that a member of the teaching staff had their last day at Spectrum on Wednesday, October 23rd. He went on to share that the teaching position will be posted shortly and it is hoped to be filled relatively soon. As with all employment matters, data privacy is being followed and legal counsel consulted.

Ms. Reed inquired about enrollment. Mr. DeBruyn shared that the enrollment trend is typical of this time of school year and additional students will be enrolled at the start of second semester, which should prove to insure the budgeted ADM average for the school year.

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

D. Committee Reports

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

a. October 9, 2019 Meeting Minutes

The Board reviewed minutes from the October 9, 2019 meeting of the SIT/WBWF Committee. Mr. DeBruyn shared that the meeting focused on Goal Area #1 – College Preparatory Curriculum. The Committee is working through each goal area, updating each area as it moves along, with the intent to have a fully updated Strategic Plan 2021 for consideration of approval by the Board at a meeting next spring. In addition, the work being done by the Committee will also serve beneficial as it begins to lay the groundwork for a new strategic plan, which is due in 2021.

Following discussion, on a motion duly made and seconded, Reed/Kemnitz, the Spectrum Board of Directors unanimously accepted the October 9, 2019 SIT/WBWF Committee meeting minutes as presented.

IX. Old Business

A. FY20 Draft Board Goals

The Board reviewed the proposed goals. Mr. DeBruyn shared that the academic goals come directly from the VOA contract with Spectrum. The proposed goals are as follows:

- I. **2019-2020 Academic Goals (Volunteers of America – Minnesota Contract Goals)**
 - A. When compared to local schools with similar demographics that students might otherwise attend (grade levels and subject areas), Spectrum students will perform as well or better on state accountability tests.
 - B. When compared to local schools with similar demographics that students might otherwise attend (grade levels and subject areas), Spectrum students will perform as well or better on the ACT test.
 - C. Spectrum will maintain an average state-determined minimum growth score of -0.5.

D. The difference between the “all-students” proficiency rate at Spectrum and any reportable subgroup proficiency rate on state accountability tests (MCA, MOD, MTAS) will be reduced over the term of the contract in both reading and math.

II. 2019-2020 School Board Non-Academic Goals (as approved by the Board at their meeting on 8.29.19)

In addition to the school-wide academic goals stated above, the Board will pursue the following non-academic goals for the 2019-2020 school year:

- A. The school Board will work with the Executive Director and Captivate Media to define Spectrum’s unique programs for marketing purposes resulting in four video presentations by November, 2019.
- B. The School Board will work with the Executive Director, in collaboration with the School Improvement Team (SIT), to research a process for updating the strategic plan to begin in September 2020.

Following discussion, on a motion duly made and seconded, Kemnitz/Bergfalk, the Spectrum Board of Directors unanimously approved the concept drawings as presented.

X. New Business

A. Sting Swing Golf Tournament

Ms. Tuckey introduced herself to the Board. She shared that she has assumed the role as the lead coordinator and the co-coordinator for the event is Ms. Kate Chapman. Ms. Tuckey stated that they are looking at May 29, 2020 as the date for the tournament. She shared that next steps in the process will be to meet with several different courses to determine which one will best accommodate the School’s needs. Ms. Tuckey asked the Board to be thinking about possible connections to the community and to connect with her via email at ktuckey@spectrumhighschool.org. Mr. Taintor shared that he would be willing to provide a vendor list. Ms. Tuckey plans to attend the next meeting of the Board to provide a progress update as well as to solicit further support and networking connections from the Board.

B. Tuition Reimbursement Policy

Mr. DeBruyn presented the first draft of the proposed Employee Tuition Reimbursement Policy. He shared that the main purpose of the policy is to provide guidance in assisting teachers who need certain coursework in order to teach C@SH classes at Spectrum. He shared that he sent the draft out to the teaching staff for feedback and has not received a lot back. Ms. Kemnitz stated that since the School is not able to offer compensation advancement beyond a master’s degree, that the program will be a good motivator. Mr. DeBruyn shared that currently the School does not have any funding budgeted for tuition reimbursement; however, in the future, he would like to have some guidance around the process to reimburse so that if a staff member is in need of credits in order to teach a C@SH class, the School would be in a position to do so. Ms. Reed inquired about defining “high needs”. Mr. DeBruyn stated that “C@SH classes” would take precedent, but other areas may arise and be considered if funds are available. Mr. DeBruyn went on to share that he anticipates bringing a final draft for consideration of approval at the November meeting of the Board.

XI. Charter School Updates & Training

None

XII. 2019-2020 Board Calendar and Next Meeting Agenda Input

a. Board Calendar

None

b. Next Meeting Agenda – November 21, 2019

- Amended Finance Policy
- Amended Credit Card Policy
- Amended Procurement Policy
- Draft Tuition Reimbursement Policy
- Amended 19-20 Student/Family Handbook
- Amended 19-20 Employee Handbook

XIII. Adjournment

On a motion duly made and seconded, Kemnitz/Reed, the Spectrum Board of Directors unanimously adjourned the meeting at 7:43 p.m.

Anthony C. Brunt

Board Secretary Certification, Tony Brunt