



Spectrum Board of Director’s Meeting Minutes

Date: November 21, 2019
Scheduled Time: 5:30 p.m.

Attendance:

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

Guests Present:

Kirsten Tuckey, Events Coordinator
 Dennis Hoogeveen, CPA, Principal, CliftonLarsonAllen LLP

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

Mr. DeBruyn requested that item B under New Business, School Security and Emergency Planning, be moved to item B under Ongoing Business, Executive Director’s Report, as he will be present this information at the same time.

On a motion duly made and seconded, Reed/Kemnitz, the Spectrum High School Board of Directors unanimously approved the November 21, 2019 meeting agenda as amended.

V. Consent Agenda

A. Interim Financial Transactions – None

B. Important Documents and Policies

- Tuition Reimbursement Policy
- Amended Finance Policy
- Amended Credit Card Policy
- Amended Procurement Policy
- Amended Data Practices Policy – Data Subjects
- Amended Data Practices Policy – Members of the Public
- November 4, 2019 VOA Site Visit Report
- MN Association of Charter Schools Membership Renewal

On a motion duly made and seconded, Bergfalk/Reed, the Spectrum Board of Directors unanimously approved the November 21, 2019 Consent Agenda items listed in section B as presented.

C. Spectrum Board Meeting Minutes

- October 24, 2019 Regular Spectrum Board Meeting Minutes

On a motion duly made and seconded, Bergfalk/Reed, the Spectrum Board of Directors unanimously approved the minutes of October 24, 2019 meetings as presented.

VI. Employee Introduction & Recognition

None

VII. Public and Student Input

None

VIII. Ongoing Business

A. Budget Report

1. Finance Committee Meeting

a. Minutes – November 15, 2019

Mr. Dehne presented the November 15, 2019 Finance Committee meeting minutes. He shared that the Committee reviewed the 2019-2020 Finance Committee Goals, reviewed the October financials in detail, the October Management Report, as well as the October Contracted Services and Food Service Reports. In addition, the Committee heard a report on the FY19 audit, received a report on substitute pay relative to surrounding school districts and other charter schools, and reviewed the Lease Cost Worksheet as provided by the Minnesota Association of Charter Schools. Mr. Dehen also shared that the Committee reviewed the amended Finance, Credit Card, and Procurement Policies as approved under the consent agenda.

Lastly, he noted that the Committee is recommending approval of the October 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 November 15, 2019 Finance Committee Meeting minutes as presented.

b. October Financials

Mr. Dehne presented the October financials. He shared 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 cumulative fund balance of \$2,128,745, which is 22% of total budgeted expenditures.

Currently, the School is budgeting 775 Average Daily Membership (ADM); whereas, Actual Membership as of October 31st was 782, with a current ADM of 789. He shared that this number does include 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 26% of expenditures spent year to date as compared to 33% of the fiscal year completed.

Mr. Dehne then went on to report on the Balance Sheet. He shared that the balances shown are based on the audited ending information as of June 30, 2019. Due from the Building Company, in the amount of \$166,550, represents funds that have been paid for by the School on behalf of the Building Company. This portion will be paid back to the School this fiscal year.

Mr. Dehne also reported on the State holdback for the 2019-2020 fiscal year and that it is estimated to be a receivable of \$247,156 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 2021.

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

c. October Management Report

The Board reviewed the October 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. “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 20190096 was skipped.”

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

d. FY19 Audit Report

Mr. Dennis Hoogeveen presented the FY19 Audit conducted by his firm, CliftonLarsonAllen LLP (CLA). He stated that CLA has issued a clean unmodified opinion, which is the very best that can be given for charter schools. He stated that the Balance Sheet is very strong and the School was at a 23% fund balance at the end of the 2018-2019 fiscal year ending June 30th, which is well within what is required of the School’s Finance Policy. He went on to note that the Yellow Book Report showed no material weakness in internal control was reported. Also, no compliance issues were noted in the review of the laws, regulations, contracts, grant agreements, or other matters that could have significant implications to the School.

Mr. Hoogeveen stated that the clean report was due to the excellent work on the part of Nick Taintor and Tyler Dehne of Bergan KDV, as well as School personnel of Dan DeBruyn, Patty Jorris, and Amy White.

The Board thanked Mr. Hoogeveen and the staff of CliftonLarsonAllen LLP, as well as Bergand KDV, and Spectrum's staff for their excellent work.

Following discussion, on a motion duly made and seconded, Reed/Bergfalk, the Spectrum Board of Directors unanimously accepted the FY19 CliftonLarsonAllen LLP Audit Report as presented.

B. Executive Director's Report

Mr. DeBruyn presented the Executive Director's Report for the month of November. In addition to the items in the report, he presented a PowerPoint presentation showing the progress being made at the Spectrum Athletic Complex with the field lighting. In addition, he pictures of the type of wood boards that are being considered for purchase to construct the outdoor hockey rink planned for FY21. Mr. Sagstetter stated that he believes the School will be much happier with the purchase of wood boards as opposed to fiberglass. Finally, Mr. DeBruyn shared that since Spectrum started utilizing #SocialSchool4EDU as its social media promoter, the School has realized a significant increase in internet traffic to the School's website as well as other hits to posts being made. He feels strongly that the School's return on investment has been well worth the money spent, and the media firm is doing an excellent job in promoting the School in this manner.

Mr. DeBruyn then went on to report on the various locations within the school buildings where AED (Automated External Defibrillator) and Stop the Bleeding kits are located. He shared that Mr. Lucas had contacted him after watching a news report on a recent school shooting and felt that it would be beneficial to the Board to know what safety measures are in place, etc. Mr. DeBruyn stated that Mr. Leland was sent to Chicago for a Train the Trainor course on ALICE, which stands for Alter, Lockdown, Inform, Counter, Evacuate. He went on to share that the School is required by law to conduct 5 drills using the ALICE system per school year and that several drills have already taken place this school year. He also shared that Elk River School District uses the same safety system as Spectrum and that the Elk River Police Department endorses the ALICE system as well. He went on to share that the Stop the Bleeding Kits cost around \$50 each. He noted that Spectrum has first aid kits on each floor of each building (which includes tourniquets). His recommendation is that one more per floor be added to each school building to ensure they are easily accessible and readily available.

Mr. DeBruyn shared about a recent Secure Mode that was necessary at the high school building to handle a student emergency. Students and staff were asked to remain within their classrooms and engaged in learning while the emergency was being handled. He stated that everyone did an excellent job in handling the emergency. While all families and staff were informed once the emergency was under control, he noted that in the future, he will be do his best to also alert non-parent/staff Board members.

Finally, Mr. DeBruyn shared that the first of the four planned Information and Tour Nights is taking place during the same time as the Board meeting at the middle school buildings. Currently, there are 76 applications submitted for the FY21 school year, which is up from the number that were submitted at this same time last year.

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

C. Committee Reports

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

November 12, 2019 Meeting Minutes

The Board reviewed minutes from the November 12, 2019 meeting of the SIT/WBWF Committee. Mr. DeBruyn shared that the meeting focused on Goal Area #2 – Technology Integration. The Committee is working through each goal area, updating each 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. Mr. Sepulveda, Ms. Sorenson, and Mr. DeBruyn presented the work of the Committee at the November 12th meeting. Ms. Kemnitz and Mr. DeBruyn reported on the implementation of the Assessment Management Platform (AMP), which is a tool that will provide the district with critical data regarding student learning. AMP will provide information on what State Standards are being taught and the level to which student mastery is being met. Mr. DeBruyn went on to state that the implementation of AMP will be a multi-year process with the end goal of having it in place schoolwide.

Following discussion, on a motion duly made and seconded, Bergfalk/Kemnitz, the Spectrum Board of Directors unanimously accepted the November 12, 2019 SIT/WBWF Committee meeting minutes as presented.

IX. Old Business

A. Sting Swing Update

Ms. Tuckey, Spectrum's Lead Special Event Coordinator, provided an update on the Sting Swing golf tournament planned for Friday, May 29, 2020 at The Links at Northfork. Ms. Tuckey asked that Board members email her as soon as possible with names and contact information for persons and/or businesses in the community who may be interested in sponsoring the event. Mr. Sagstetter commented that it would be important to get this information out to businesses as soon as possible as they will be finalizing budgets shortly and therefore Spectrum will want to make sure that the golf event is planned for within their respective budgets. Mr. DeBruyn shared that the money raised from the event will go to support technology integration at the school. He noted that Spectrum currently spends approximately \$80,000 annually on technology.

X. New Business

A. VOA Annual Conference – January 9-10, 2020

Mr. DeBruyn shared that it is a contractual requirement between VOA and Spectrum that at least one member of the Board, along with someone from administration, attend the VOA Annual Conference, which is planned for January 9-10, 2020 at the Holiday Inn Hotel in Otsego. Also, Spectrum's choir and possibly its jazz ensemble will perform at the event. Kathy Reed is planning to attend the event, along with Mr. DeBruyn.

XI. Charter School Updates & Training

None

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

a. Board Calendar

None



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b. Next Meeting Agenda – December 19, 2019

None

XIII. Adjournment

On a motion duly made and seconded, Sepulveda/Reed, the Spectrum Board of Directors unanimously adjourned the meeting at 6:51 p.m.

Anthony C. Brunt

Board Secretary Certification, Tony Brunt