



17796 Industrial Circle NW ■ Elk River, MN 55330
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Spectrum Board of Director’s Meeting Minutes

Date: February 27, 2020
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	P	P	P				
Vice Chair Tom Sagstetter	P	P	P	P	P	P	P	P				
Secretary Tony Brunt	P	P	P	P	A	P	P	P				
Treasurer Kathy Reed	P	A	A	P	P	A	A	P/VC				
Member Rob Bergfalk	A	P	P	A	P	A	P	P				
Member Jessica Kemnitz	P	P	P	P	P	P	P	A				
Member Bert Sepulveda	P	A	P	P	P	P	A	A				
Exec. Director Dan DeBruyn	P	P	P	P	P	P	P	P				
Finance Adviser Nick Taintor/Tyler Dehne	A	P	P	P	P	P	P	P				
Exec. Admin. Dawn Sorenson	P	P	P	P	P	A	P	A				

P/VC denotes meeting via Video Conferencing in compliance with Minnesota State Statutes 13D, Open Meeting Law.

Guests Present: Rick Peterson, Athletic and Facilities Director

I. Call to Order: 5:31 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

Mr. DeBruyn requested that the agenda be re-ordered so that item D under Old Business (Spectrum Hockey Program Update) and item A under New Business (Review and provide input on construction plans for 181st. Street) be moved to go along with the Executive Director’s Report, which is item B under Ongoing Business, for the sake of continuity. This would also allow he and Mr. Peterson to collaboratively present on these items. Handouts for the presentation are included in the presentation online allowing those attending via video conferencing to have access.

On a motion duly made and seconded, Brunt/Sagstetter, the Spectrum High School Board of Directors unanimously approved the February 27, 2020 meeting agenda as amended.

V. Consent Agenda

A. Interim Financial Transactions – None

B. Important Documents and Policies

- FY20 Board Self Evaluation Results (acceptance)
- 2021 Strategic Plan Update (approval)
- Updated #SocialSchool4EDU Contract (approval)
- Hockey Rink Final Bid, Becker Arena Products, Inc. (approval)

On a motion duly made and seconded, Sagstetter/Reed, the Spectrum Board of Directors unanimously accepted and approved the items listed in section B as presented.

C. Spectrum Board Meeting Minutes

- January 23, 2020 Regular Spectrum Board Meeting Minutes

On a motion duly made and seconded, Sagstetter/Bergfalk, the Spectrum Board of Directors unanimously approved the minutes of January 23, 2020 meeting minutes as presented.

VI. Employee Introduction & Recognition

None

VII. Public and Student Input

Spectrum students, Xavier Groth (11th grade) and Jonah Bandemer (11th grade), presented before the Board asking it to consider amending the current Dress Code (FY20 Student/Family Handbook) as it currently states that students may not wear hats while in school.

Following the student remarks, Mr. DeBruyn thanked them for attending and encouraged them to speak with their Student Council representatives, as well as Spectrum's high school principal, Mr. Leland.

VIII. Ongoing Business

A. Budget Report

1. Finance Committee Meeting

a. Minutes – February 21, 2020

Ms. Reed presented the minutes of the February 21, 2020 Finance Committee Meeting. She stated that the Committee reviewed and received an update on the FY20 Committee goals, reviewed the January Financials, as well as the Management, Contracted Services, and Food Service reports. In addition, the Committee reviewed in detail the draft FY21 Long Range Budget; specifically, the salary line item of a proposed 3% increase to salaries for the FY21 school year.

Lastly, she noted that the Committee is recommending approval of the January Financials and Management Report as presented, as well as the salary line item only the FY21 Long Range Budget.

Following discussion, on a motion duly made and seconded, Brunt/Sagstetter, the Spectrum Board of Directors unanimously accepted the February 21, 2020 Finance Committee Meeting minutes as presented.

b. January Financials

Mr. Taintor presented the Executive Summary of the January financials. He stated that the school is currently budgeting 775 Average Daily Membership (ADM) and the actual membership as of January 31, 2020 is 772, with a current ADM of 784, which includes fulltime PSEO students attending other institutions for which Spectrum does not get reimbursed from the State. He went on to share that the 2019-2020 working budget projects an annual surplus in all funds in the amount of \$144,738 with a projected cumulative fund balance of \$2,277,459, which is 24% of total budgeted expenditures. He stated that, overall, the school is right on track with 53% of expenditures to date, as compared to 58% of the fiscal year completed. Mr. Taintor shared that the Projected Days Cash on Hand is 59 days (minimum of 30 days) and the Projected Debt Service Coverage ratio is 1.27x (minimum of 1.10x).

Mr. Taintor then went on to report on the school's balance sheet. He noted that the beginning balances shown on the balance sheet are based on the audited ending information as of June 30, 2019. Due from the Building Company, in the amount of \$286,669, 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. He went on to state that the State Holdback for 2019-2020 fiscal year is estimated to be a receivable of \$478,535 which is approximately 10% of state aids. The remaining holdback amount will be paid back to the school in fiscal year 2021. Mr. Taintor went on to state that cash flow is good with nothing of significance to report.

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

c. January Management Report

The Board reviewed the January Management Report.

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

d. Personnel % Increase (Salary Line Only) for FY21 Long Range Budget

Mr. Taintor presented the FY21 Long Range Budget with regard to staffing and salaries. He noted that the budget is based on 810 student enrollment and the Legislature approved a 2% increase in funding to schools in FY21. We went on to note that the budget includes an increase of one staff and one instructor, as well as a 3% increase to salaries.

Following discussion, on a motion duly made and seconded, Reed/Bergfalk, the Spectrum Board of Directors approved the FY21 Long Range Budget Salary Line Item-only which includes two additional staff and a 3% increase in salaries. Voting in favor of the motion: Lucas, Sagstetter, Bergfalk, and Reed. Requesting to abstain from the vote: Brunt.

B. Executive Director's Report

Mr. DeBruyn presented the Executive Director's Report for the month of February. In addition to the items presented in the report, Mr. DeBruyn shared that the electronic billboard along Highway 169

advertising the school is up and running. He went on to share that he has been in conversation with a couple of vendors, with one more to go, regarding the potential for them to assist the school in developing its next Strategic Plan. He stated that, after he has had an opportunity to interview each of the vendors, he will bring the information before the SIT/WBWF Committee for their recommendation to the Board as to who the school should choose to assist in this process.

Next, Mr. DeBruyn stated that he is planning to attend the upcoming Charter School Day at the State Capital, which will take place the week of March 2nd. He will be meeting with Representative Novotny, Representative Lucero, and Senator Kiffmeyer. He also reported that the therapy dog Mabel has been to the school buildings on several occasions and so far the reaction and feedback has been extremely positive.

Mr. DeBruyn shared that Representative Eric Lucero has graciously accepted our invitation to deliver the keynote address at Spectrum's graduation ceremony on Thursday, May 21, 2020.

Mr. DeBruyn then went on to report on the Coronavirus Communication and Plan. He shared that he and lead health clerk, Michele Newberger, will participate in a conference call with experts from the Minnesota Department of Health (MDH), including the newly appointed School Liaison for the COVID-19 Response, Susan Klammer, to hear updates on the virus. He shared that the MDH plans to host weekly updates on the virus.

Finally, Mr. DeBruyn reported that he is considering running again for the Minnesota Association of Charter Schools' Board. The Board expressed support for him doing so.

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

C. Committee Reports

1. School Improvement Team/World's Best Workforce Committee (SIT/WBWF) February 10, 2020 Meeting Minutes

The Board reviewed minutes from the February 10, 2020 meeting of the SIT/WBWF Committee. Mr. DeBruyn shared that a large portion of the meeting was dedicated to reviewing the FY20 Climate Survey questions. He shared that the surveys were refined and prepared for the FY20 year and have been disseminated to stake holders. The Committee will review the results at their meeting in March. The Committee will also review potential companies/consultants to work with the school on its strategic plan.

Following discussion, on a motion duly made and seconded, Brunt/Sagstetter, the Spectrum Board of Directors unanimously accepted the February 20, 2020 SIT/WBWF Committee meeting minutes as presented.

IX. Old Business

A. Sting Swing Update

Mr. DeBuryn provided a brief update. The planning and execution for the event are well underway. Additional information will be presented to the Board as it becomes available.

B. 2020-2021 Spectrum School Calendar

Mr. DeBruyn shared that the proposed 2020-2021 Calendar was sent out to staff to provide feedback and input on the FY21 calendar. He stated that the calendar before the Board includes any suggested changes. He asked that the Board consider approval of the FY21 calendar with the exception of the Service Learning dates as there is ongoing discussion on how to best disseminate an equal number of Service Learning dates within each quarter while at the same time being mindful of the impact to the daily schedule. It is important to note that the calendar also includes early release dates every Monday. Mr. DeBruyn noted that the school would ensure that students needing to remain at school through the regular end time will have a monitored area to remain.

Following discussion, on a motion duly made and seconded, Reed/Bergfalk, the Spectrum Board of Directors unanimously approved the FY21 School Calendar, with the exception of Service Learning days, as presented.

C. NAR Course through Guardian Angels Update

Mr. DeBruyn provided a brief update on the NAR Course through Guardian Angels that was presented to the school. He shared an email message that Mr. Leland sent to the coordinators Dean McDevitt and Nicole Novotny, indicating that Spectrum is prepared to move the potential opportunity forward within a specific framework. He stated that, through much discussion, it was decided that Spectrum could not offer the course during the regular school year; however, proposed possibly offering it to students during the summer months. He went on to share that an informational meeting will take place on Friday, March 27th, and next steps will be determined by student interest.

D. Spectrum Hockey Program Update

Mr. Peterson provided an in-depth and detailed report on the progress to date of starting a hockey program at Spectrum. He shared that at an informational meeting recently held, there were four students in 7th grade, six students in 8th grade, three students in 9th grade, and two students in 10th grade who are very interested in committing to play Spectrum hockey. There was only one 9th grade student who is still considering the opportunity. In addition, Mr. Peterson shared that there were several younger players who are interested to play Spectrum hockey once they reach the 7th grade. He went on to state that two “Hockey Days” have been scheduled at the Elk River Ice Arena on Sunday, March 15th and Sunday, March 22nd, from 2:30-3:30 p.m. and advertised to the Spectrum community. It will be open to all boys and girls in grades 4 through 11, who are interested in bringing a hockey program to Spectrum. Participants do not have to be current Spectrum students to participate. The cost will be \$5/player for each session. Based on the level of interest, ability, grade level, and commitment, Spectrum will determine the feasibility of starting a JV hockey program next school year. Mr. DeBruyn and Mr. Peterson will continue to apprise the Board of interest and feasibility of a possible hockey program at Spectrum as it becomes available.

Mr. Peterson then went on to update the Board regarding all athletic offerings at Spectrum. He detailed the newly added middle school sports program of tacklebar football and boys’ basketball and wrestling. Next school year, there are plans to add girls’ volleyball and girls’ basketball. He shared that middle school spring sports may be an option in the future.

Finally, Mr. Peterson detailed Spectrum’s Athletic Complex field and equipment needs and relative associated cost.

X. New Business

A. Review and Input on Sherburne County Construction Plans for 181st Avenue Improvements

Mr. Peterson shared with the Board the detailed drawings provided by Sherburne County on their plans for constructing a round-about along 181st Avenue, which is just west of the current entrance to Spectrum’s Athletic Complex. The construction is planned to begin on June 1st and will run through the summer and into the fall. It will require that the road be shut down; however, they are aware that Spectrum needs access to the fields throughout the summer. The construction is being done to improve safety by controlling the speed of traffic in this area and provide pedestrian crossing access. Mr. Peterson shared that the construction, once complete, should improve access and will also help to enhance Spectrum’s Athletic Complex. He shared that he has been attending meetings with the County and local government and feels that they have been productive and that Spectrum’s needs have been heard. Mr. DeBruyn and Mr. Peterson will continue to keep the Board informed on the state of the construction as information becomes available.

XI. Charter School Updates & Training
 None

XII. Board Goals 2019-2020 (approved by the Board on October 24, 2019)

1. **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.

2. **2019-2020 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 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. **Captivate Media videos are complete and one was viewed by the Board.**
- B. The School Board will work with the Executive Director, in collaboration with the School Improvement Team/World’s Best Workforce (SIT) Committee, to research a process for updating the strategic plan to begin in September, 2020.

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

A. Board Calendar
 None

B. Next Meeting Agenda – March 26, 2020

- Executive Director Annual Review – Closed Session
- 2020 School Board Election – Voter Guide/Slate of Candidates Approval

XIV. Adjournment



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

Anthony C. Brunt

Board Secretary Certification, Tony Brunt