



**Spectrum School Board Meeting Minutes**

**Date:** October 27, 2016  
**Scheduled Time:** 5:30 p.m.

**Attendance:**

Position	Name	Arrive	Depart
Chair	Dave Lucas	Present	
Vice Chair	Tom Sagstetter	Present – Arrived 6:40 p.m.	
Secretary	Kathy Reed	Present	
Treasurer	Paula Bernard	Absent	
Member	Kerry Jerred	Present	
Member	Scott Gangl	Present	
Member	Jessica Kemnitz	Present	
Ex-Officio	Vanessta Spark	Present	
Financial Advisory	Nick Taintor, BKDA	Present	
Staff	Dawn Sorenson	Present	
Interim Executive Director	Dan DeBruyn	Present	
Guest	Craig Stirtz, Quality Surplus	Present	5:55 p.m.
Guest	Katie Raivala, Parent	Present	7:00 p.m.
Guest	Dr. Speiker, VOA	Present	7:00 p.m.

I. **Call To Order:** 5:30 p.m.

II. **Reading of Vision and Mission Statements**

III. **Conflict of Interest Check**

Chair Lucas called for conflict of interest acknowledgement. None was noted.

IV. **Board Agenda**

On a motion duly made and seconded, Reed/Jerred, the Spectrum High School Board of Directors unanimously approved the October 27, 2016 meeting agenda as presented.

V. **Consent Agenda**

- A. *Interim Financial Transactions* – None
- B. *Important Documents and Policies*
  - 1. Amended Wellness Policy
  - 2. Amended Finance Policy
  - 3. Jostens Yearbook Agreement Contract
- C. *Regular Board Meeting Minutes* – September 22, 2016

On a motion duly made and seconded, Reed/Jerred, the Spectrum High School Board of Directors unanimously approved the items on the Consent Agenda as presented.

VI. **Employee Introduction & Recognition**

None.

#### **VII. Public and Student Input**

Mr. Craig Stirtz, owner of Quality Surplus, whose business is located within the same condominium complex as the now 6<sup>th</sup> grade-only section of Spectrum High School, was present at the meeting. Mr. Stirtz stated that he wanted to attend tonight's meeting to hear about where the School is in the process of purchasing the remaining condominium units as it relates to timing. He reported to the Board that the two locations that he was considering moving to are no longer available.

The Board thanked Mr. Stirtz for his attendance at the meeting and for sharing his information with the Board regarding his relocation efforts to date.

Ms. Katie Raivala, a new parent to Spectrum High School, stated that she chose to attend the meeting for information purposes only. She stated that she is a parent who likes to remain informed and feels that attending meetings is one of the best ways to do so. The Board thanked her for attending the meeting.

#### **VIII. Old Business**

##### *A. Flood Insurance*

Ms. Spark stated that at the August meeting of the Board, the Board requested quotes for flood insurance for Spectrum's various properties. The Board reviewed the quotes provided and determined not to pursue flood insurance for the school at this time.

#### **IX. Ongoing Business**

##### *A. Phase V Expansion Project Update*

##### **1. Purchase Agreement – Condominium Units 110-120.**

Mr. DeBruyn and Ms. Spark presented the details of the purchase agreement between Elk River Industrial Development, LLC and the Spectrum Building Company for the purchase of the condominium units, which are a part of Common Interest Community Number 78, named "The Commercial Condos at Elk River Business Park" units 110-120 for the mutually agreed upon price of \$1,880,000.00.

Mr. DeBruyn and Ms. Spark went on to share that the Spectrum Building Company met on Wednesday, October 26<sup>th</sup> and approved the purchase agreement.

Following discussion, *on a motion duly made and seconded, Ganj/Kemnitz, the Spectrum High School Board of Directors unanimously accepted the purchase agreement as presented with the purchase price of \$1,880,000.00 for condominium units 110-120.*

##### **2. Purchase Agreement – 2 Acre Parcel of Land Only at 17823 Industrial Circle NW**

Mr. DeBruyn and Ms. Spark presented the details of the purchase agreement between CPE Exchange 26404, LLC and the Spectrum Building Company for a 2 acre parcel of land being purchased for a planned parking lot. They stated that the owner of the entire rectangular parcel of real property of approximately 4 acres (the northern portion of which is improved with a building and the southern portion of which is undeveloped) is currently negotiating with another buyer for purchase of the remaining land and building. It is for the undeveloped 2 acre parcel of land only that the Spectrum Building Company has approved the purchase agreement. The Seller

has agreed to subdivide its real property to create a separate parcel containing only the land. The purchase agreement would be contingent upon the seller coming to agreement with the buyer of the remaining property. Mr. DeBruyn went on to note that the amount agreed upon, \$250,000 is \$30,000 higher than the range originally set by the Board at its meeting in September; however, the total project to date is still within the range approved by the Board.

Following discussion, *on a motion duly made and seconded, Ganj/Kemnitz, the Spectrum High School Board of Directors unanimously accepted the purchase agreement as presented with the purchase price of \$250,000 for the 2 acre parcel of land only.*

**B. Budget Report**

**1. Finance Committee Meeting Minutes –October 17, 2016**

Mr. Taintor presented the Finance Committee Meeting minutes from October 17, 2016, noting that the auditors from Redpath and Company, Andrew Hering and Nik Mol, were on site to present the FY16 audit report and recommends the Board approve the FY16 audit report as presented. In addition, the Committee reviewed the September financials in detail and also recommends approval by the Board.

Following discussion, *on a motion duly made and seconded, Jerred/Reed, the Spectrum High School Board of Directors unanimously accepted the October 17, 2016 Finance Committee Meeting minutes as presented.*

**2. FY 16 Final Audit Report**

Mr. Taintor provide an overview of the FY16 audit. He stated that the FY16 Audit was found to be clean and with no findings, which is the highest opinion the School could receive. He noted that the auditors do not test internal controls; however, in the process of opining on the financials, they need to do a lot of testing and there were no findings with regard to internal controls.

Following discussion, *on a motion duly made and seconded, Kemnitz/Reed, the Spectrum High School Board of Directors unanimously approved the FY16 audit report as presented.*

**3. September 2016 Financials**

Mr. Taintor presented the executive summary for the September 2016 financials, noting that the working budget projects revenues exceeding expenditures in all funds by \$108,429. The budgeted State Revenues are based on 655 students. Year to Date, 20.2% of expenditures have been spent, which is normal for this time of year, and the school is 25% of the way through the fiscal year.

Mr. Taintor went on to note that the beginning balances shown on the Balance Sheet are based on the un-audited ending information as of June 30, 2016. Due from the Building Company, in the amount of \$163,131, represents funds that have been paid for by the School on behalf of the Building Company. As funds become available from the Building Company, payments will be made to the School.

The State holdback for 2015-2016 fiscal year is a receivable of \$196,521 at the time of the report. The holdback amount will be paid to the school through the next several months. The State holdback for the 2016-2017 fiscal year is estimated to be a receivable of \$143,681. The holdback amount is approximately 10% of total state aids. This amount will be paid back to the school in the fiscal year 2018.

Following discussion, *on a motion duly made and seconded, Reed/Kemnitz, the Spectrum High School Board of Directors unanimously accepted the September, 2016 Financials as presented.*

C. *Director's Report*

Ms. Spark presented her Director's Report. As a part of her report, she invited Principal Josh Anderson and Administrative Dean Mark Leland to provide an overview of the ALiCE (Alert, Lockdown, Inform, Counter, Evacuate) training that they recently underwent. She noted that they are now certified trainers for the ALiCE program and will be conducting training for all staff shortly. Mr. Anderson and Mr. Leland stated that the Elk River Police Department, as well as Elk River ISD #728, are implementing the ALiCE system, which is an active shooter civilian response training system that provides options on how to more proactively handle the threat of an aggressive intruder. They went on to note that the ALiCE training is based on tactics which has become the accepted response versus the traditional "lockdown only" approach. Mr. Anderson noted that the language for the drills will need to change from "lockdown" to either Safety or Evacuation drills. Statistically speaking, many more lives are saved through the ALiCE system than lockdown only.

In review of the Director's report, the Board requested a copy of the conceptual drawings for the Phase V expansion project for information purposes only, noting that design changes are still forthcoming. This request was noted by administration and the drawings will be disseminated to the Board.

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

D. *Committee Reports*

1. Technology Committee – none

2. School Improvement Team/World's Best Workforce Committee

October 11, 2016 School Improvement/World's Best Workforce Committee Meeting Minutes. Ms. Reed presented the October 11<sup>th</sup> meeting minutes, noting that the first meeting was a recap of what was accomplished the previous year. In addition, the Committee welcomed two new members – parent member Kirsten Tuckey and student member Zach Clark.

Following discussion, *on a motion duly made and seconded, Kemnitz/Ganql, the Spectrum High School Board of Directors unanimously accepted the October 11, 2016 School Improvement Team/World's Best Workforce Committee minutes as presented.*

3. Strategic Planning Committee – none

**X. New Business**

**A. 2015-2016 Data Recap – MCA Accountability Exams**

**a. 2015-2016 Data Recap**

Mr. Anderson and Mr. Leland presented an overview of the MCA accountability exams for the 15-16 school year. They noted that in the area of Reading, Spectrum scored 68.3% proficient which was - 2.1% below the 5 year VOA goal for the school of 70.4%. Statewide results were at 60.9% proficient and Spectrum scored 7.4% above the statewide results.

In the area of Mathematics, Spectrum scored 62.7% proficient which was 2.2% above the 5 year VOA goal for the school of 60.5%. Statewide results were 60.9% proficient and Spectrum scored 2.2% above the statewide results.

In Science, which was a schoolwide goal the past two years, Spectrum scored 67.7% proficient which was 13.3% above the VOA 5 year goal for the School of 54.4%. Statewide results were 56.2% proficient and Spectrum scored 11.5% above the statewide results.

Mr. Leland went on to state that the School is always striving for improvement. In the area of Reading, Spectrum is implementing ReadTheory, which is an individual learning tool for students. Teachers will assess their level of comprehension and then students will drilldown and focus on the areas needing more work. In addition, in 6<sup>th</sup> grade, Readworks is being implemented which is a group approach to increasing comprehension.

**b. Data Driven Instruction**

Mr. Leland stated that Spectrum has been working with Eagle Ridge Academy who implemented DDI (Data Driven Instruction) beginning in 2012 as a means to boost student learning and higher test scores. As a result, Eagle Ridge saw a marked increase in student test scores which have been sustained since the implementation of DDI. Eagle Ridge has graciously offered to assist Spectrum in the implementation of DDI. For the 16-17 school year, Spectrum is focused on implementing DDI in Mathematics and Science, and then will be rolling out DDI schoolwide beginning in the 17-18 school year. Mr. Leland went on to note that DDI is a practical guide to improved instruction. Teachers use interim assessments focused on standards covered within their curriculum during a specific time frame. These assessments supply data that is analyzed and used to help determine a response from the teacher. Teachers are able to identify areas within their teaching that can be improved as well as areas specific students need remedial work.

Ms. Reed inquired about teaching to the test? Mr. Leland stated that the school is mandated by law to teach to the standards. As such, Spectrum is not teaching to the test but we are using assessments to pinpoint where student learning is in relation to the state standards. It is a tool to better discern where students need additional help and to identify those areas earlier than waiting until the spring of the year. In addition, it has been reported that student MCA scores may be used as qualifiers for concurrent enrollment classes which will provide incentive to students to score well.

Finally, Ms. Spark thanked Mr. Anderson and Mr. Leland for all of their hard work and effort in putting together the presentation and for their efforts in implementing DDI.

**B. 2015-2016 World's Best Workforce Summary Report**

Ms. Sorenson stated that the 2015-2016 Annual and World's Best Workforce Report that was approved by the Board at the meeting in September is for Volunteers of America and is not submitted to the Minnesota Department of Education. As a result, MDE asks all schools to submit a summary report of their efforts on meeting the World's Best Workforce requirements.

Following discussion, *on a motion duly made and seconded, Reed/Kemnitz, the Spectrum High School Board of Directors unanimously approved the 2015-2016 World's Best Workforce Summary Report as presented.*

**XI. Charter School Updates & Training**

The Board noted the training that will take place on Saturday, October 29, 2016 on the areas of Finance, Governance and Employment Law. The Board discussed ideas for ongoing training and various areas for training. Dr. Speiker shared that he felt the presentation on ALiCE training and Data Driven Instruction definitely was an excellent example of ongoing training and should be counted so. He went on to share that it is his opinion that what the Board should keep in mind as it is thinking of ongoing training would be anything that would assist the Board in answering questions from constituents when addressed outside of the school, such as at an athletic event, grocery store, etc., and that today's presentations certainly were, again, an excellent example of ongoing training.

**XII. Board Goals 2016-2017** (approved by the Board on July 28, 2018)

The Board reviewed the goals set at its meeting on July 28, 2016. It inquired about progress being made in the area of securing an event planner to assist with the planning and implementation of the 3<sup>rd</sup> annual Spectrum golf tournament. Ms. Spark stated that it is in progress and that there is a staff member experienced in the area of executing golf tournaments who is interested in assisting the event planner as soon as they are hired. Further information will be reported as it becomes available.

In addition, Mr. Sagstetter and Ms. Reed stated that progress is being made in the area of consideration utilizing on-line voting as a means for conducting school board elections. It was noted that such a system would increase voter participation. Again, further information will be shared as it becomes available.

**XIII. 2016-2017 Board Calendar and Next Meeting Agenda Input**

No changes were noted, nor was there input for the next month's meeting agenda, which will take place on Thursday, November 17, 2016.

**XIV. Adjournment**

*On a motion duly made and seconded, Sagstetter/Reed, the Spectrum High School Board of Directors unanimously adjourned the meeting at 7:00 p.m.*

