



Spectrum School Board Minutes

Date: July 28, 2016  
 Scheduled Time: 5:30 p.m.  
 Attendance:

Position	Committee Member	Arrive	Depart
Chair	Dave Lucas	Present	
Vice-Chair	Tom Sagstetter	Present	
Secretary	Kathy Reed	Present	
Treasurer	Paula Bernard	Present	
Member	Scott Gangl	Present	
Member	Kerry Jerred	Present	
Member	Jessica Kemnitz	Present	
Ex-Officio	Vanessta Spark	Present	
Financial Advisor	Nick Taintor, BKDA	Present	6:15 p.m.
Staff Member	Dawn Sorenson	Present	
Interim Exe. Dire	Dan DeBruyn	Present	
Guest	Andrew Krane	Present	6:45 p.m.

1. Meeting called to order at: 5:30 p.m.
2. Reading of Mission and Vision Statement
3. Conflict of Interest  
 Chair Lucas called for conflict of interest acknowledgement. None was noted.
4. Consent Agenda
  - Agenda
  - Interim Financial Transactions
    - None
  - June 13, 2016 regular Board meeting minutes
  - June 21, 2016 Special Board meeting minutes

Following discussion, *on a motion duly made and seconded, Sagstetter/Reed the Spectrum High School Board of Directors unanimously approved the June 13, 2016 regular Board meeting minutes, the June 21, 2016 special Board meeting minutes, and the agenda as presented.*

5. Employee Introduction & Recognition
  - None
6. Public Input
  - None
7. Spectrum Student Input

- None

## 8. Old Business

### 8.1 Spectrum High School Facilities Update Report

Mr. Taintor provided an in-depth overview of the Phase V construction project's projected financials. He shared that he has been in contact with Nick Hagen of Piper Jaffrey who ran several different bond run projections, which Mr. Taintor shared with the Board. He stated that because interest rates are low, bonding is an attractive investment vehicle for investors, which works in favor for the school. Mr. Taintor stated that S&P has rated the school's previous bonds at a level of BBB- and feels that the school is in a good position to receive a similar rating due to our positive fund balance and waiting lists. Finally, Mr. Taintor and Mr. DeBruyn shared that there would be additional information at the August Board meeting presented for the Board's consideration of possible action regarding the Phase V construction project, and the Board will be updated as information becomes available.

## 9. Budget Report

### 9.1 Finance Committee Minutes

- The Finance Committee did not meet in the month of July and therefore there were no minutes to present. Likewise, the May and June financials have not yet been reviewed and will be covered at a future meeting of the Finance Committee.

## 10. Directors Report:

### 10.1 DIRECTORS REPORT

Ms. Spark presented her Director's Report, and the Board reviewed the enrollment numbers for the 16-17 school year, which currently sits at 682 students, of which 14 are full time PSEO. Ms. Spark went on to share that a family of a 2015 graduate donated \$2,000 to the school requesting that it be used to purchase textbooks. She stated that the letter to the school read in part, "we would like to invest in the students at Spectrum because we appreciate the values and excellence that the school represents."

Following discussion, *on a motion duly made and seconded, Jerred/Reed, the Spectrum High School Board of Directors unanimously accepted the July, 2016 Director's Report as presented.*

## 11. New Business

### AD HOC COMMITTEE REPORTS

- Technology Committee  
None
- School Improvement Team Committee  
None
- Strategic Planning Committee  
None

### 11.1 Insurance Overview

Mr. Andrew Krane of Ahmann-Martin, the school's insurance broker, provided an overview of all current insurance policies and coverages. He noted that there was an increase to the worker's compensation premium due to the number of claims. He reported that there are currently two claims, which will drop off after time and then the rates will drop provided, or course, there aren't additional claims. He also went on to note that it is also common to have years where there are claims and other years where there are none. Ms. Spark reported that the school has been working with a consultant on workplace safety and has instituted a Safety Committee to ensure that all employees are properly trained. As a result, Mr. Krane noted that the carrier has recognized the school's efforts in this area and has lowered the rates but that they remain higher than year's past due to the current two claims.

Ms. Spark inquired about coverage adequacy in the area of technology as the school recently purchased additional new Chromebook computers and carts. Mr. Krane stated that the school could increase its content coverage to ensure that the coverage amount is adequate, as well as the school could increase its property limit, if it felt the need to do so.

Finally, Mr. Krane stated that the area of greatest risk affecting all places of business, regardless of entity, is cyber hacking, which requires Cyber Liability coverage. He noted that the school currently has a \$10,000 coverage limit. Following discussion, Ms. Spark stated that the school would discuss the matter further and would be in contact with Mr. Krane for further information.

#### 11.2 Amended Spectrum High School Bylaws

Mr. DeBruyn presented the amended Spectrum High School Bylaws. He stated that he amended the Bylaws for consistency and to bring them into compliance with current law. The Board discussed the current structure of the Board and whether or not to define it further; however, for the time being, the Board chose to continue with the language as is currently stated.

Following discussion, *on a motion duly made and seconded, Reed/Bernard, the Spectrum High School Board of Directors unanimously approved the amended Spectrum High School Board of Directors Bylaws as presented.*

#### 11.3 Amended Background Check Policy

Mr. DeBruyn presented the amended background check policy. He stated that the school will now be conducting background checks on all volunteers who are working one on one with students and/or are attending field trips. He noted that there would be an impact to budget as the cost per check is \$20.00. For liability purposes; however, the school must implement this practice.

Following discussion, *on a motion duly made and seconded, Reed/Kemnitz, the Spectrum High School Board of Directors unanimously approved the amended Background Check Policy as presented.*

#### 11.4 Proposed English Learner Policy

Mr. DeBruyn presented the proposed draft English Learner Policy. Ms. Spark shared that there are a couple of incoming students whose first language is not English and therefore the School must have an English Learner policy in place.

Following discussion, *on a motion duly made and seconded, Jerred/Bernard, the Spectrum High School Board of Directors unanimously approved the English Learner Policy as presented.*

#### 11.5 Q-Comp Annual Budget

The Board reviewed the 16-17 Q-Comp Budget. Ms. Spark reported that the only thing different is that the budget has been updated to reflect the increased number of students.

Following discussion, *on a motion duly made and seconded, Reed/Sagstetter, the Spectrum High School Board of Directors unanimously approved the 16-17 annual Q-Comp Budget as presented.*

#### 11.6 Amended Executive Director Transition Plan

The Board reviewed at length the amended Executive Director Transition plan. As noted, the school is now into the second phase of the three phase process of planning and preparing for the retirement of its current Executive Director. Mr. DeBruyn has now assumed the role of Interim Executive Director from that of Administrator of Development. Ms. Spark shared the key deliverables which have been completed in accordance to the plan. The Board reviewed the 16-17 draft organizational structure, as well as the amended Executive Director direct report feedback questionnaire.

Following discussion, *on a motion duly made and seconded, Sagstetter/Reed, the Spectrum High School Board of Directors unanimously approved the Amended Executive Director Transition Plan as presented.*

Further, following discussion, *on a motion duly made and seconded, Kemnitz/Bernard, the Spectrum High School Board of Directors unanimously approved the Amended Executive Director direct report feedback questionnaire.*

#### 11.7 Amended Executive Director Job Description

The Board reviewed the amended Executive Director Job Description presented. Mr. DeBruyn and Ms. Spark stated that the only changes made were to bring it and the Executive Director feedback questionnaire into sync so that the expectations of the job description are inquired about within the questionnaire, and vice versa.

Following discussion, *on a motion duly made and seconded, Jerred/Kemintz, the Spectrum High School Board of Directors unanimously approved the Amended Executive Director Job Description as presented.*

#### 11.8 Amended 2016-2017 Student Handbook

The Board reviewed the proposed changes to the 2016-2017 Student Handbook.

Following discussion, *on a motion duly made and seconded, Jerred/Sagstetter, the Spectrum High School Board of Directors approved the amended 2016-2017 Student Handbook as presented.*

#### 11.9 Amended 2016-2017 Employee Handbook

The Board reviewed the suggested changes to the 2016-2017 Employee Handbook. Ms. Spark stated the two areas for proposed changes are Employee Dress and Licensed Teacher Hours. Ms. Spark and Mr. DeBruyn stated that it is important to maintain a professional presence in the educational setting and one of the ways that this can be accomplished is through what employees wear to work.

In addition, Mr. DeBruyn and Ms. Spark stated that the administrative team discussed at length over the summer the idea of possibly modifying teacher hours. After careful consideration, Mr. DeBruyn stated that Administration is recommending that teachers' hours be modified by 20 minutes daily so that 7<sup>th</sup>-12<sup>th</sup> grade teachers' hours become 7:35 a.m. to 3:35 p.m. and 6<sup>th</sup> grade teachers' hours become 7:20 a.m. to 3:20 p.m. on student contact days, and there would be no change to student hours for FY16. Teachers would still be expected to work beyond these hours when required for meetings, and workshop days may require teachers to work 8 paid hours. Finally, teachers would still be expected to make themselves available to help students and post office hours on regular school days.

Mr. DeBruyn and Ms. Spark went on to note that the rationale for making such a change is that it brings Spectrum's teachers' hours more in line with similar charter schools, and that this benefit to teachers (of 20 minutes/day or a cumulative 58 hours for the year) addresses some of the recommendations brought to administration by teacher board members during the 2015-2016 school year.

Following discussion, *on a motion duly made and seconded, Reed/Jerred, the Spectrum High School Board of Directors unanimously approved the amended 2016-2017 Employee Handbook as presented.*

#### 12. Charter School Updates and Training

12.1 The Board discussed the possibility of scheduling a Board Workshop meeting for the purpose of conducting initial and on-going training. The date of Saturday, October 29<sup>th</sup> was chosen and so noted by administration. Administration will check with Mr. Taintor regarding Finance training, and Dr. Speiker for Governance and Employment Law training.

#### 13. Board Calendar – 2016-2017

The Board reviewed the 2016-2017 Board Calendar. The October 29, 2016 Board Workshop date will be added to the calendar provided it works for the trainers.

#### 14. Board Goals 2016-2017

The Board discussed at length on possible goals for the 2016-2017 school year.

Following discussion, on a motion duly made and seconded, Bernard/Kemnitz, the Spectrum High School Board of Directors approved the following 2016-2017 Board Goals. They are as follows:

1. By May, 2017, the percentage of 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 from 62.7% to 64.7%.
2. By May, 2017, will assist the school in securing an event planner and a fall 2017 date, as well as form a committee to help plan and execute the 3<sup>rd</sup> Annual Spectrum High School Golf Extravaganza.
3. By January, 2017, update the current process and procedure for holding school board elections with the consideration of moving to an on-line electronic voting procedure.

15. 2016-2017 Executive Director Goals

The Board reviewed the proposed 2016-2017 Executive Director goals.

Following discussion, on a motion duly made and seconded, Bernard/Kemnitz, the Spectrum High School Board of Directors approved the following 2016-2017 Executive Director Goals. They are as follows:

1. By May, 2017, the percentage of 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 from 62.7% to 64.7%.
2. By May, 2017, implement Data Driven Instruction interim assessments in all grades beginning with Mathematics and Science.
3. By May, 2017, ensure at least two (2) meetings are conducted with representatives from Student Council to talk about things that are going well, areas where they would like to see improvement, and what role they may play in bringing about change.
4. By May, 2017, attend one new community event for the purpose of building Spectrum's positive reputation and networking.
5. By May, 2017, complete AVID District Director trainings two and three as available.

16. Previously Tabled Items

16.1 Athletic Lettering Policy – Academic Ineligible wording

Ms. Sorenson stated that the Board requested that this item be brought back to the July Board meeting as the Board needed additional time to contemplate the proposed change in wording. However, in the meantime, Mr. Peterson, Director of Athletics, asked that the Board no longer consider his request. Chair Lucas requested that the minutes reflect no change in wording to academic ineligibility, and no action by the Board was taken.

17. Miscellaneous

None.

18. Next Meeting Agenda Input

None.

19. Adjournment



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17796 Industrial Circle NW ■ Elk River, MN 55330  
Phone: 763-241-8703 ■ Fax: 763-633-1380  
[www.spectrumhighschool.org](http://www.spectrumhighschool.org)

On a motion duly made and seconded, Bernard/Reed the Spectrum High School Board of Directors unanimously adjourned the meeting at 8:20 p.m.

A handwritten signature in black ink that reads 'Kathy M. Reed'. The signature is written in a cursive style with a large, flowing 'K' and 'R'.

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Board Secretary Certification, Kathy Reed