

Spectrum High School Board Meeting Minutes

Date: November 15, 2018
Scheduled Time: 5:30 p.m.

Attendance:

Position	Name	Arrive	Depart
Chair	Dave Lucas	Present	
Vice Chair	Tom Sagstetter	Present	
Secretary	Jessica Kemnitz	Present	
Treasurer	Kathy Reed	Present	
Member	Rob Bergfalk	Absent	
Member	Scott Gangl	Present	
Member	Bert Sepulveda	Present	
Executive Director	Dan DeBruyn	Present	
Financial Advisor	Nick Taintor, BerganKDV	Present	
Staff	Dawn Sorenson	Present	
Guest	Dennis Hoogeveen, Auditor	Present	6:00 p.m.
	CliftonLarsonAllen, LLP		
Guest	Sophia Zimmerman (student)	Present	5:45 p.m.
Guest	Amanda Mackereth	Present	7:20 p.m.
Guest	Jana Holland	Present	

I. Call to Order: 5:33 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

On a motion duly made and seconded, Reed/Sepulveda, the Spectrum High School Board of Directors unanimously approved the November 15, 2018 meeting agenda as presented.

V. Consent Agenda

A. Interim Financial Transactions – None

B. Important Documents and Policies

- 10.25.18 VOA Board Observation Report

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

C. Spectrum Board Meeting Minutes – October 25, 2018

On a motion duly made and seconded, Kemnitz/Sagstetter, the Spectrum Board of Directors unanimously approved the minutes of the October 25, 2018 meeting as presented.

VI. Employee Introduction & Recognition

None

VII. Public and Student Input

Spectrum teachers, Mrs. Mackereth and Mrs. Holland were present as observers for the meeting.

Student Sophia Zimmerman, who is a senior at Spectrum, presented on the recently attended JEA Conference which took place in Chicago. She stated that 18 students, along with Ms. Kemnitz and Mrs. Chrest, attend the conference in October. She went on to explain some of the different experiences the students were able to take in, which lead to excellent outcomes – including wonderful memories. Sophia also shared that several of Spectrum’s students who attended the conference were the recipients of several different awards. In all, eight Spectrum students were award recipients out of thousands who submitted materials. Five students received Honorable Mention awards in various categories, and three students received awards deemed Excellent in Broadcast News Writing and Broadcast Package.

Following her presentation, the Board thanked Sophia for attending the meeting and presenting on the trip.

VIII. Ongoing Business

A. Phase V Expansion Project Update

Mr. DeBruyn presented a brief update on the 7/8 building project, noting that the final meeting with RJM to discuss the final financial outcome has yet to take place. The reason is due in part to several items remaining on the punch list. He stated that he anticipates that it should be wrapped up by either December or January at the latest.

Mr. Sagstetter inquired about the SAC/WAC fees on the building and when it is planned that they would be paid to the City of Elk River. Mr. DeBruyn stated that he will follow up with Mr. Peterson and RJM Construction.

B. College & Career Center Update

Mr. DeBruyn provided an update on the College and Career Center. He shared that the wood trim and casework has finally arrived and is being installed. The stone work around the fireplace has also commenced and should be finished shortly. He went on to state that although it was hoped that the project would be completely finished by November 26th, the date is now more likely to be the first part of December. The occupancy date needed to be pushed back to allow time for all the final inspections. Mr. DeBruyn went on to share that a water feature wall has been added to the project, which will provide additional space for students to gather around to work on homework, etc. This is less expensive than the potential second fireplace. Ms. Kemnitz inquired as to the cost of the project.

Mr. DeBruyn went on to share that the College & Career Center Coordinator position has been hired, and that it is anticipated that the Center will be open to viewing by attendees at the Fine Arts concerts in December.

C. Budget Report

1. Finance Committee Meeting Minutes – November 9, 2018

Ms. Reed and Mr. Taintor presented the minutes of the November 9, 2018 Finance Committee meeting. They shared that the October Financials and Management report were not ready for review at the meeting; however, the Committee did spend its time reviewing the draft FY18 audit and preliminary revised FY19 Long Range Budget.

Following discussion, on a motion duly made and seconded, Sagstetter/Kemnitz, the Spectrum High School Board of Directors unanimously accepted the November 9, 2018 Finance Committee meeting minutes as presented.

2. October Financials

Mr. Taintor presented the Executive Summary, noting that the working budget projects an annual surplus in all funds in the amount of \$44,558. The School is currently budgeting 740 Average Daily Membership (ADM), whereas actual ADM as of November 1st is at 745. The 745 student count includes full time PSEO students attending other institutions for which the School does not get reimbursed from the State. Mr. Taintor went on to state that overall the School is right on track with 30.2% of expenditures being spent to date as compared to 33% of the fiscal year being completed.

Mr. Taintor then reported that the beginning balances shown on the Balance Sheet are based on the audited ending information as of June 30, 2018. Due from the Building Company, in the amount of \$237,657, represents funds that have been paid for by the School on behalf of the Building Company. A payment to the contractor and architect for the College and Career Center was made in October.

The School will receive their final payment of the State holdback for FY18 of \$5,317 over the next several months. The State holdback for the 2018-2019 fiscal year is estimated to be a receivable of \$605,523 at this time. The holdback amount is approximately 10% of total state aids, as well as an additional receivable for lease aid. Lease aid will be paid retroactive to July 1 to the date it is approved by the Minnesota Department of Education. The remaining holdback amount will be paid back to the School in fiscal year 2020.

On the Statement of Revenue and Expenditures, Mr. Taintor shared that this report shows the original budget approved, the working budget, and year to date activity. Per his review, the following changes to the working budget are worth noting:

- There is another round of the expansion grant that continues into FY19. This resulted in an additional revenue and expense of \$225,000, but had no impact to the annual surplus.
- The REAP grant was carried over from the previous year. This resulted in additional revenues and expenditures of over \$50,000, and, again, there was no impact to the annual surplus.
- The School did not spend any of the allotted budget for capital improvements that were budgeted in FY18. The College and Career Center started construction in FY19 and the School will recognize these expenditures in FY19. This resulted in an additional \$50,000 of expenditures, which decreased the surplus by that same amount.

Following discussion, on a motion duly made and seconded, Sepulveda/Sagstetter, the Spectrum Board of Directors unanimously approved the October, 2018 financials as presented.

3. October Management Report

The Board reviewed the October Management Report.

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

4.FY18 Audit Results

Mr. Taintor introduced Mr. Dennis Hoogeveen, CPA, Principal, of CliftonLarsonAllen LLP who presented the FY18 audit results to the Board. Mr. Hoogeveen began with thanking the Board and staff of Spectrum, in conjunction with Nick Taintor and everyone at BerganKDV for their time and effort in putting together the audit. He shared that when completing an initial audit for an organization, the length of time is greater as the firm must, to a certain extent, audit the previous year's audit to ensure a complete understanding of the organization at hand, as well as to gain understanding and insight from which to work. Then once complete with the initial task, they are able to move on to complete the current year's audit. Mr. Hoogeveen stated that next year's audit will move along more quickly than this year and the goal is to have the audit complete so that it may be presented to the Board and attendees at the School's annual meeting every October.

Mr. Hoogeveen then took the Board through a thorough explanation of the audit, calling attention to various sections and areas of the audit to ensure understanding. He shared that the Yellow Book Report and Legal Compliance Report were all found to be clean and non-modified. In other words, CliftonLarsonAllen LLP rendered a clean and unmodified opinion for the Spectrum FY18 audit, which is the best that an organization may obtain. Overall, Spectrum's financial health is very sound and in excellent order.

D. Executive Director's Report

Mr. DeBruyn presented the Executive Director report for the month of November. He reported that, for the first time, the School was intentional about marketing to the western section of the Anoka-Hennepin school district, in addition to ISD #728. Mr. Sagstetter inquired about whether or not the school has considered the Crown, MN area for marketing as much of the location is right next to Zimmerman and Zimmerman is an area from which Spectrum pulls. Mr. DeBruyn stated that he would share this information with Sue Matheson.

Mr. DeBruyn also shared that another area of targeted marketing is going to be in the area of the School's CaSH program. The Broadcast Journalism group, who puts together the Noise News segments, will be doing several features on the program in an effort to help assist students with a greater understanding and knowledge about why it is advantageous to avail themselves of the CaSH course offerings at Spectrum.

Mr. DeBruyn went on to share that there were 14 students, along with their family members, who were in attendance at the first Information and Tour Night. Mr. DeBruyn shared that he felt good about the turnout and anticipates (based on past experience) that attendance will increase at the future scheduled Information and Tour Nights as the time gets closer to the date of the lottery.

Mr. DeBruyn shared that the 1:1 Chromebook program is going well, and that the utilization of the DyKnow program is as well. Ms. Kemnitz shared that the program is very useful in helping to keep students on task. No final decision has been made on whether or not to roll out the 1:1 Chromebook program to Spectrum's middle school students at this time.

Mr. DeBruyn thanked everyone who was able to attend the inaugural Veterans Day Program, which took place on Monday, November 12th. He shared that the school has received very positive feedback on the

program. All in all, it was a very successful and meaningful program, and it was an honor to recognize those who have and are serving our country.

Mr. DeBruyn then went on to update the Board on the email message received from a parent that was sent to the Board and himself regarding the Fellowship of Christian Athletes (FCA) meetings and school policies. He explained that, upon further review of current policies, he felt he had enough information to allow the group to continue meeting at this time.

The policy, which was written and approved by the Board in 2007, is in need of revision. He shared that the School actually has two policies in place for people wishing to use school facilities – one for Student-Initiated groups and another for other groups who are wanting to utilize and rent space. He shared that the policies may be incorporated into one revised policy and that it is anticipated the revision will be submitted to the Board for consideration of approval at its December meeting.

Mr. Gangl shared that Tony Brunt, middle school Social Studies teacher, has been named KS95 Teacher of the Week and that KS95 will be out on Monday, November 19th to present him with his award. Mr. DeBruyn stated that the audio clip of Mr. Brunt’s KS95 interview, informing him of being chosen, is on the School’s Facebook page. Congratulations to Mr. Brunt! You are an excellent teacher.

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

E. Committee Reports

1. Technology Committee

None

2. School Improvement Team/World’s Best Workforce Committee – November 2, 2018

Ms. Sorenson presented the minutes of the November 2, 2018 SIT/WBWF Committee meeting. She shared that the initial meeting encompassed the introductions of new members to the Committee and a general overall discussion of the work of the Committee. The primary focus is to update the Strategic Plan and make recommendations to the Board on any changes that may be necessary. She shared that once the Strategic Plan 2019 has been updated with FY18 results, the framework for the next Strategic Plan – Strategic Plan 2024 -- will be developed. In addition, the Committee works on the annual Climate Surveys each year.

Following discussion, on a motion duly made and seconded, Kemnitz/Sagstetter, the Spectrum Board of Directors unanimously accepted the November 2, 2018 SIT/WBWF Committee minutes as presented.

IX. Old Business

None.

X. New Business

A. Sting Swing Update

Mr. DeBruyn shared that Liane Kondrak has resigned her position as Event Coordinator as she and her family are moving to Alaska. As such, the position is now open and will be advertised shortly. Liane has offered to help and assist with the transition over from herself to whomever is hired. Liane did an

excellent job with the FY18 Sting Swing and the Sting Stride held in September. She will be dearly missed!

B. Amended Personal Use Device Policy Discussion

Mr. DeBruyn shared that to date, Spectrum has allowed students to bring from home their own personal devices for use while at school. However, as noted in the 2018-2019 Handbook, it is anticipated that with the start of the FY20 school year, personal devices will no longer be allowed to be used at school for classwork. There are a number of reasons for this shift, including the ability to track the devices using the DyKnow software, the time in supporting outside devices, and the ability for teachers to plan coursework knowing that all students will have the same devices and capabilities. Ms. Kemnitz shared that there are a couple of her students who are completing advanced design work for which Chromebooks are not powerful enough to run the software. Mr. DeBruyn felt that it would be necessary to get direction from the Board on an intended policy shift so that we can communicate with families that may be considering purchasing computers or other devices for the students over the holidays. The students who may be in need of more powerful computing devices than what the Chromebook is able to offer will be considered on a case-by-case basis, which could be addressed once the policy changes are considered in the spring.

XI. Charter School Updates & Training

Mr. Taintor provided on-going training in the area of school finance for the Board. He utilized the preliminary revised FY19 long range budget as a teaching tool, along with the Financing Education 17-18 document as found on the Minnesota Department of Education website. He trained on State Revenue Assumptions and Calculations comparing traditional school districts to charter schools and understanding the differences and similarities between the two. He went on to explain lease aid and other compensatory forms of revenue, as well as funding calculation and per student revenue streams. Overall, Spectrum receives approximately \$8,000-\$10,000/student. With a student count of 740 it equates to an overall annual budget of about \$8,000,000.

XII. Board Goals 2018-2019 (approved by the Board on July 26, 2018)

1. 2018-2019 School-Wide/VOA Contract Goals

- A. By May, 2019, the percentage of all 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 by **1.5 percentage points** to a minimum score of **66.0%**.
- B. By May 2019, the percentage of all 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 **Reading** state accountability tests (MCA, MOD, MTAS) will increase by **2 percentage points** to a minimum score of **76.4%**.
- C. By May 2019, the percentage of all 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 **Science** state accountability tests (MCA, MOD, MTAS) will increase by **2 percentage points** to a minimum score of **60.4%**.

2. 2018-2019 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 2018-2019 school year:

- A. By October 2018, the School Board will finalize and begin implementing a plan for establishing ongoing training for charter school board members (as required by Minnesota Statutes, section 124E, Subdivision 7).

- B. By December 2018, the School Board will begin the process of evaluating, revising, and revamping its strategic plan 2019-2024. By June 2019, the School Board will have a draft strategic plan ready for review.

XIII. 2018-2019 Board Calendar and Next Meeting Agenda Input

A. Board Calendar

- None

B. Next Meeting Agenda – December 20, 2018

- Friends of Spectrum, Inc. Articles of Incorporation and Bylaws
- Amended Personal Device Use Policy
- Amended/Revised Student-Initiated Group Use/Facilities Use and Rental Policy

XIV. Adjournment

On a motion duly made and seconded, Kemnitz/Sagstetter, the Spectrum Board of Directors unanimously adjourned the meeting at 7:35 p.m.



Board Secretary Certification, Jessica Kemnitz