



Spectrum Board of Director’s Meeting Minutes

Date: March 28, 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	P	P	A	P	P	P			
Vice Chair Tom Sagstetter	P	P	P	P	P	P	P	P	P			
Secretary Jessica Kemnitz	P	A	P	P	P	P	P	P	P			
Treasurer Kathy Reed	P	A	P	P	P	A	P	A	P			
Member Rob Bergfalk	P	A	P	P	A	A	P	P	P			
Member Scott Gangl	A	P	P	P	P	P	P	P	P			
Member Bert Sepulveda	P	P	P	A	P	P	P	P	P			
Exec. Director Dan DeBruyn	P	A	P	P	P	P	P	P	P			
Finance Adviser Nick Taintor	A	P	A	P	P	A	A	A	P			
Exec. Admin. Dawn Sorenson	P	P	P	P	P	A	P	P	P			

Guests Present: Jean Greenberg, Keri Erickson, Karl Diekman, and Katie Aase

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 noted.

IV. Board Agenda

On a motion duly made and seconded, Reed/Bergfalk, the Spectrum High School Board of Directors unanimously approved the March 28, 2019 meeting agenda as presented.

V. Consent Agenda

A. Interim Financial Transactions – None

B. Important Documents and Policies

- Captivate Media & Consulting Contract (Informational)

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

C. Spectrum Board Meeting Minutes – February 28, 2019

On a motion duly made and seconded, Kemnitz/Reed, the Spectrum Board of Directors unanimously approved the minutes of the February 28, 2019 meeting as presented.

VI. Employee Introduction & Recognition

None

VII. Public and Student Input

Chair Lucas addressed the members of the public present at the meeting inquiring as to whether or not anyone wanted to address the Board. All present indicated that they were in attendance for observation and declined to address the Board.

VIII. Ongoing Business

A. Phase V Expansion Project Update

Mr. DeBruyn presented a brief update on the 7/8 building. He shared that the School is still waiting on finalizing the project as there are still outstanding items needing to be addressed. One major item outstanding is the field and whether or not the seed that was laid late last fall will grow in this spring. If it doesn't, they'll need to reseed the field before the project is able to be finalized.

B. College & Career Center Update

Mr. DeBruyn shared that there isn't anything new to report on the College & Career Center. The project is complete and payments will be finalized soon.

C. Budget Report

1. Finance Committee Meeting Minutes – March 22, 2019

Mr. Taintor presented the minutes of the March 22, 2019 Finance Committee meeting. He shared that the Committee reviewed in detail the February Financial and Management Reports for which the Committee is recommending approval by the Board. Mr. Taintor then went on to state that the Committee also reviewed a preliminary FY20 Long Range Budget, salary line item only, for which the Committee is also recommending approval.

Mr. Taintor then went on to share that the Committee received an update from Mr. DeBruyn on the status of a possible Flex Time Donation Policy, as well as a status update on the FY19 Snow/Cold Days and possible payment for the hourly staff who were scheduled to work the days that were cancelled due to inclement weather.

Finally, Mr. Taintor shared that the Charles Schwab application to open a treasury bill investment account for the school is in process of being completed. It is the school's intent to remain invested in both the current money market account as well as the Charles Schwab account. Even though there is no cost to transfer money in and out of the Charles Schwab account, it is desirous to not do so. Currently, the school has approximately \$900,000 invested in the current money market account and these funds will be used for investment in treasury bills.

Following discussion, on a motion duly made and seconded, Bergfalk/Kemnitz, the Spectrum High School Board of Directors unanimously accepted the March 22, 2019 Finance Committee meeting minutes as presented.

2. February Financials

Mr. Taintor presented the Executive Summary of the February Financials. He shared that the 2018-2019 working budget projects an annual deficit (expenditures to exceed revenues) in all funds in the amount of (\$88,448). He shared that this is approximately \$20,000 more than last month's reporting due to an ARVIG communication line that was installed between the buildings; however, he also stated that the school will realize a reimbursement of this cost in the form of E-rate revenue which will help to offset the additional cost.

Mr. Taintor then went on to share that the School is currently budgeting 731 Average Daily Membership (ADM). Actual membership as of March 1st is 729, with a current ADM of 740.06, which includes full time PSEO students attending other institutions for which the School does not get reimbursed from the State of Minnesota. Overall, the School is right on track with 63.6% of expenditures spent year to date, as compared to 66.7% of the fiscal year completed.

Mr. Taintor shared 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 \$228,347, represents funds that have been paid for by the School on behalf of the Building Company. The School will get a portion of this paid back yet this fiscal year, and an update will be provided later this spring.

The State holdback for 2018-2019 fiscal year is estimated to be a receivable of \$1,123,646 at the time of the report. The holdback amount is approximately 10% of total state aids, as well as an additional receivable for lease aid. Lease aid has been paid as of March 15th, and the remaining holdback amount will be paid back to the School in fiscal year 2020.

Mr. Taintor also reported on Payroll Deductions and Contributions, as well as salaries and Wages Payable, Accounts Payable, the Statement of Revenue and Expenditures, and, finally, Cash Flow Projections, for which nothing of significance was noted.

Following discussion, on a motion duly made and seconded, Bergfalk/Kemnitz, the Spectrum Board of Directors unanimously approved the February, 2019 financials as presented.

3. February Management Report

The Board reviewed the February Management Report.

Following discussion, on a motion duly made and seconded, Gangl/Reed, the Spectrum Board of Directors unanimously approved the February Management Report as presented.

4. FY20 Long Range Budget – Salary Line Item Only

Mr. Taintor shared the preliminary FY20 Long Range Budget, salary line item only, for the purpose of consideration of approval. He stated that the proposed budget is based on a 2% increase to costs and a 3% proposed increase to salaries. He shared that Governor Waltz is asking for a 3% increase to K-12 educational funding from the Legislature; however, he feels that there will probably be a compromise of 2% from the House and Senate. The School contracted with Public Employees Insurance Program (PEIP) for two years – FY19 and FY20 – and it is anticipated that the School will not realize a large increase in rates for FY20.

Following discussion, on a motion duly made and seconded, Reed/Gangl, the Spectrum Board of Directors unanimously approved \$3,559,490 in employee salaries, which includes a 3% increase in pay for FY20, as presented.

5. Friends of Spectrum, Inc. Slate of Board Candidates

Mr. DeBruyn presented a slate of candidates for consideration of approval by the Board. He stated that as a part of the overall process of getting the Friends of Spectrum, Inc. (FoS) 501(c)(3) organization up and running, it is a requirement of the Spectrum Board that they approve the initial FoS Board members. Ms. Sorenson shared additional information that was gleaned on each of the candidates for the Board's consideration. Mr. DeBruyn stated that the initial Board, if approved, would consist of the following members:

- Jessica Anacker, Spectrum parent
- Tina Bondy, Spectrum parent
- Dana Carlson, Spectrum parent
- Mary Gattis, Spectrum parent
- Scott Gangl, Spectrum parent and employee

The Board reviewed the resumes submitted by each potential member, noting the collective experience of serving on boards of directors by the candidates. Mr. DeBruyn went on to share that the initial work of the FoS Board will be to set in place policies and procedures, which will govern the Board's work. In addition, terms of service and officers will be determined once the board is up and running.

Following discussion, on a motion duly made and seconded, Sagstetter/Bergfalk, the Spectrum Board of Directors unanimously approved the initial Friends of Spectrum, Inc. Board of Directors Jessica Anacker, Tina Bondy, Dana Carlson, Mary Gattis, and Scott Gangl as presented.

D. Executive Director's Report

Mr. DeBruyn presented the Executive Director Report for the month of March. He shared that, in addition to the items in the report, it was recently announced that PACT, Kaleidoscope, and DiVinci Charter Schools will be seeking new Executive Directors for their respective schools.

Also, work is ongoing in the pursuit to provide all the credits necessary for students to obtain an Associate of Arts degree concurrent with their high school diploma all while remaining on Spectrum's campus. Currently, Spectrum was missing three classes for the necessary credits; however, is now able to offer the PE/Health through Mr. Foskett, and Spectrum just learned that Ms. Kemnitz has been approved to teach a C@SH (College @ Spectrum High) level Digital Photography, and Mr. Ruzek has just been approved by Anoka-Ramsey to teach C@SH Chemistry and so now Spectrum offers all of the credits necessary for the AA degree. Finally, Mr. DeBruyn share that because Spectrum now offers so many of the Anoka-Ramsey supported C@SH classes, the School is hoping to be able to market as a satellite site of Anoka-Ramsey Community College.

Ms. Reed shared that she very much likes Spectrum's new Facebook site and the increase in social media output through SocialSchool4EDU. She went on to note that the content really celebrates Spectrum's students and finds it very well done. Mr. Gangl shared his perspective as a teacher, now that they've gotten the hang of it, that he is enjoying seeing their submissions posted on the site.

Lastly, Mr. DeBruyn reported that hiring for the FY20 school year has begun and that a new Science teacher just accepted an offer to teach at Spectrum. This is in anticipation of growing enrollment and picking up overloads from current science teachers.

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

E. Committee Reports

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

▪ March 1, 2019 SIT/WBWF Committee Meeting Minutes

The Board reviewed the March 1, 2019 meeting minutes of the SIT/WBWF Committee. Ms. Sorenson shared that the Committee continues to work through the Strategic Plan 2021, with the March meeting focusing on Goal Area #3 – Community Based Outreach. She went on to share that the majority of the meeting was devoted to question development for the FY19 Parent, High School Student, Middle School Student, and Staff climate surveys. Mr. DeBruyn stated that an opportunity for growth lies in the area of better communicating to the respective stake holders that the School is listening to the feedback gleaned from the surveys and are making changes and/or adjustments as a result. He stated that most of the changes implemented in FY19 were a direct result of the surveys, i.e., moving to a block schedule, implementing an advisory period, etc.

Following discussion, on a motion duly made and seconded, Sagstetter/Reed, the Spectrum Board of Directors unanimously accepted the March 1, 2019 SIT/WBWF Committee meeting minutes as presented.

IX. Old Business

None.

X. New Business

A. FY20 Draft School Calendar

Mr. DeBruyn presented a draft FY20 school calendar for discussion purposes. He stated that the School has been waiting on ISD #728 to release their FY20 calendar so that winter break and spring break can be coordinated between the two as many families have students in both districts. He went on to note that the calendar currently calls for 188 teacher days, which is down from the past of 190, and 171 student contact days. It is his intent to send out the draft calendar to staff after spring break for additional feedback with a final FY20 calendar to be submitted for consideration of approval by the Board at its meeting in April.

CLOSED SESSION – All members of the public were excused. Pursuant to Minnesota Statutes, section 13D.05, Subdivision 3(b)(3) the Spectrum Board of Directors moved into a closed session for the purpose of discussing the Executive Director annual review, at-will employment letter, and compensation for the 2019-2020 school year.

On a motion duly made and seconded, Reed/Sepulveda, the Spectrum Board of Directors unanimously approved moving into a closed session at 6:35 p.m.

RECONVENE OPEN MEETING

On a motion duly made and seconded, Reed/Kemnitz, the Spectrum Board of Directors unanimously approved moving out of a closed session at 7:55 p.m. for the purpose of taking action upon the items discussed in the closed session.

Following discussion, on a motion duly made and seconded, Reed/Kemnitz, the Spectrum Board of Directors unanimously approved an at-will employment letter for the 2019-2020 school year be extended to Mr. DeBruyn along with a 3% increase in pay.

XI. Charter School Updates & Training

None

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 – April 25, 2019
 - FY20 School Calendar Approval

XIV. Adjournment

On a motion duly made and seconded, Sepulveda/Sagstetter, the Spectrum Board of Directors unanimously adjourned the meeting at 8:07 p.m.



17796 Industrial Circle NW ■ Elk River, MN 55330
Phone: 763-241-8703 ■ Fax: 763-633-1380
www.spectrumhighschool.org

A handwritten signature in black ink, appearing to read 'Jessica Kemnitz', is written in a cursive style.

Board Secretary Certification, Jessica Kemnitz